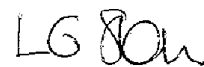


BOURN PARISH COUNCIL
(South Cambridgeshire District)

**I hereby give notice that the Meeting of Bourn Parish Council will be held on
Thursday 16 January 2014 at 7:30pm in the Village Hall**
The Public and Press are cordially invited to be present.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the
business to be transacted at the Meeting as set out hereunder



Mrs Gail Stoehr, Clerk 09/01/14

AGENDA

Comments and observations from members of the public and from the County and District Councillors

Melissa Reynolds and Ed Durrant of South Cambridgeshire District Council will attend to clarify the EIA
Scoping process

- 1. To receive apologies for absence**
- 2. Declaration of interests**
 - 2.1 To receive declarations of interests from councillors on items on the agenda
 - 2.2 To receive written requests for dispensations for disclosable interests (if any)
 - 2.3 To grant any requests for dispensation as appropriate
- 3. To approve the minutes of the last meeting on 21 November 2013**
- 4. Matters arising from the last meeting of a previous meeting**
 - 4.1 To receive the Clerk's report
 - 4.2 (4.4) Parking in the High Street and bus transport grant application
 - 4.3 (4.2) Resident – request to put bins on land near her house^(VB)
- 5. To consider planning, tree work applications and any planning related matters**
 - 5.1 Planning applications received since the last meeting
 - 5.1.1 S/2605/13E2 – Development of land at West Cambourne - 2200 houses
 - 5.2 SCDC Decision and appeal notices
 - 5.3 Tree works applications
 - 5.3.1 47 High Street
 - 5.3.2 66 High Street
- 6. Finance, procedure and risk assessment including to consider any urgent work required because of health and safety or risk**
 - 6.1 To receive the financial report and approve the payment of bills
 - 6.2 To consider any matter which is urgent because of risk or health and safety
 - 6.3 To review the budget for FY 2014
 - 6.4 To consider any S137 requests received for financial support for inclusion in the FY2015 budget
 - 6.5 To consider and approve a budget for FY 2015 and to set the precept
- 7. Members reports and items for information only unless specified**
 - 7.1 Playing Fields
 - 7.2 Parish Plan Working Group
 - 7.3 Highways Working Group
 - 7.4 Planning & Affordable Housing Working Group
 - 7.5 Allotments
 - 7.6 Neighbourhood Watch
 - 7.7 Liaison between Parish Council and School
 - 7.8 Website and proposal that the Council serves notice on the website hosting company
 - 7.9 Sustainable Parish Energy Partnership (SPEP)
 - 7.10 Hall Close play area culvert – report on meeting with SCDC and to consider correspondence from Jenny Clark offering the land to the Parish Council
- 8. To consider correspondence/communications received**
 - 8.1 South Cambridgeshire District Council Community Pride and Village Hero Awards 2013/2014
- 9. Closure of meeting**

Clerk report to Bourn Parish Council meeting on 16th January 2014

Where I have information to support the agenda this is detailed below.

Comments and observations from members of the public and from the County and District Councillors

Melissa Reynolds and Ed Durrant of South Cambridgeshire District Council will attend to clarify the EIA Scoping process

- 1 Apologies for absence have been received from –
Robert Ansell who has also resigned due to conflicting work commitments.
Gill Pountain out of parish (overseas)
Steve Jones (will be late and expects to arrive approx 8pm)

3. To approve the minutes of the last meeting on 21 November 2013 – attached.

4. Matters arising from the last meeting of a previous meeting

4.1 To receive the Clerk's report

(8.1) Bee orchids. A letter was sent to Mr Crow. At the time of writing no reply had been received. I will try to contact him before the meeting.

An application is in the process of being made to Land Registry.

(7.1) New goals – in progress. Carried forward to the next meeting

(7.6) James Peck has replied "We have investigated the claims of a number of your residents. The fields at Caldecote hill and Caldecote were drilled on the 14th September 2013 which took 1.5 days.

Three spray passes during the 3 month period have occurred which were carried out during the day.

I'm afraid we are not able to help you find the cause of the noise."

The complainant has been informed and writes "Thanks for your efforts on our behalfes; of course we don't know what you said to AP but it is totally clear that the fields to which we were all referring are 9and never were) anywhere near Caldecote – they are what used to be known as manor farm BOURN 'till he bought it about a year or so ago.

Maybe you could ask him the same question in relation to those fields that run right into the village along the Bourn Brook boundary and the boundary of the Bourn Golf Course and have one boundary right close to Crow End in Bourn."

4.2 (4.4) Parking in the High Street and bus transport grant application

Invites have been sent out again to Shania and Craig. No response has been received. SCDC has written "We have had a large number of responses to the request for Expressions of Interest from South Cambridgeshire Parish Councils. We have reviewed all of the submissions and prioritised them. Unfortunately in the case of Bourn Parish Council, you have not been successful on this occasion."

6. Finance, procedure and risk assessment including to consider any urgent work required because of health and safety or risk

6.1 To receive the financial report and approve the payment of bills - attached

6.2 To consider any matter which is urgent because of risk or health and safety

Algar signs have been asked to provide three hazard signs for the Hall Close play area ditch. See item 6.5 below.

Frank Haxton writes "I am away now until the 21 January so will not submit playground conditioning report this month as there will be a stack of work for me when I return. However, I have inspected the playgrounds and there is no significant change from my December report which the PC has not yet considered so hope this is acceptable in-lieu."

6.3 To review the budget for FY 2014 - attached

6.4 To consider any S137 requests received for financial support for inclusion in the FY2015 budget – attached applications from:

- Twinning Association
- Church
- Merrybourn Club

6.5 To consider and approve a budget for FY 2015 and to set the precept – attached

7.10 Hall Close play area culvert – report on meeting with SCDC and to consider correspondence from Jenny Clark offering the land to the Parish Council

Gill Pountain reports

Today, Frank, Robert and I met with Jenny Clark and colleagues at S Cambs. As a temporary measure to improve the safety at the Hall Close ditch ASAP, S Cambs have agreed to pay for fencing around the lower end of the ditch and removal of the wooden steps down into the ditch and removal of the plank bridges across the ditch. Jenny Clark will be contacting you about the spec for this work as Frank will be away on holiday. S Cambs will pay for the work but, as their contractors are tied up for the near future, we should get on with the work then invoice S Cambs.

In addition we need 3 hazard signs to be placed at the lower end of the ditch facing out from the 3 sides of the lower end of the ditch, displaying the hazard symbol and "Risk of deep water". Could Nick Algar quote for these 3 signs as he has experience of hazard warning signs in the village?

In the longer term, some major engineering works may need to be done, but that is still under discussion."

Jenny Clark has written

"Further to Gill's email

1. Specification for temporary works to ditch including fencing

To initially remove some of the dangers of the ditch it was agreed to erect temporary fencing at the lower end where the ditch and potential water level is the deepest and also remove the existing steps and 'planking' across the ditch further upstream

The fencing to be nominally to BS 1722 Part 4 - (chestnut paling fencing) - height to be approx 1m with 3no strand wire stapled onto 100mm dia posts set at 2m intervals - total length approx 20m - the exact line / location of this fencing to be agreed with Robert (01954 718934) who attended our meeting.

If you know of a contractor who can undertake this work, please can you obtain a quote and send to me, so that it can be approved for funding. As previously, the invoice would need to be paid initially by the PC, then we would reimburse the full cost. Similarly for the erection of the hazard signs.

2. Licence or lease of land

At the meeting, we also discussed the issue of granting a licence or lease of the whole green area including the play area, to the Parish Council. There is no evidence in our records of any formal agreement for the use of this SCDC-owned land by the PC but it appears that play

equipment has been located in this area at least since the last phase of the Hall Close estate was built in 1987 – we are somewhat surprised that it was ever agreed to locate it so close to the ditch. Also we believe the grass has been cut by the PC for many years. We would be interested to hear whether you have written records of any agreement in connection with this land.

We are keen to formalise the use of this area by the PC, as we have done in other villages across the District. If this Authority agrees to pay for any engineering works to provide a long-term solution to minimising the hazards of the ditch area, it would be subject to the PC signing a legal agreement for the continuing use of this land. The terms would include an obligation for the PC to maintain the area outlined in red on the attached plan, including the ditch (once it is made safer) as this has clearly been regarded by local children as an area in which they can play. If you wish I can send you a draft agreement for the PC to consider – please let me know.”

Clerk reports on 17th September 2009 the Council considered a similar request from Jenny Clark that the Parish Council either purchase the freehold for £1 or lease it from SCDC.

The approved minute records

3.2.2 Riddy Lane Play Area

Until a decision about affordable housing on a site near the school is reached, it was agreed to the ownership issue in abeyance. (Prop GS, 2nd NB)

8. To consider correspondence/communications received

8.1 South Cambridgeshire District Council Community Pride and Village Hero Awards 2013/2014

The District Council’s fourth annual Community Awards are now open for nominations. All nominations must be submitted by a Parish Council.

The five award categories are:

- a) Village Hero
 - Individuals who have made a significant contribution to their local community.
- b) Young Village Hero (under 18s)
 - Young people who have made a significant contribution to their local community.
- c) Community Pride: Enhancing local services and amenities
 - Community run shops, post offices or libraries, for example.
- d) Community Pride: Improving the local environment
 - Local council projects that have enhanced the local environment or local community groups that work to enhance the local environment, for example, eco-groups, local graffiti or litter removal schemes.
- e) Community Pride: Health and wellbeing
 - Local council projects or community groups that work to improve health and wellbeing in their area, for example, mobile warden schemes, befriending schemes, car schemes. This would exclude schemes run by national organisations.

Nomination forms are available here:

www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/Community_Pride_Award_2013_2014_Nomination_Form.doc and

www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/Village_Hero_Award_2013_2014_Nomination_Form.doc.

The closing date for nominations is 24 January 2014. An awards ceremony will be held in March 2014 and all nominees will be invited to attend.

For more information please contact Gemma Barron on 01954 713340 or gemma.barron@scambs.gov.uk.

Answers are required to the following questions:

Village Hero Award:

Why are you nominating this person? (Max 50 words)

What contribution has the nominee made to your local community? (Max 50 words)

Who or what has benefited from this contribution? (Max 50 words)

What skills have been needed and shown by the nominee? (Max 50 words)

What is the nominee like? (Max 50 words)

How long has the nominee been making this contribution? (Max 50 words)

For the Village Hero Award, the information provided must also be confirmed by the nominee.

Community Pride Awards:

Our Parish Council or community group deserves to win a South Cambridgeshire District Council Community Pride Award because..... (sentence to be completed, max 20 words)

Why are you nominating your parish council or community group? (Max 50 words)

What action, over and above the minimum required to fulfil a duty, have you taken as a parish council that demonstrates you take pride in your local community OR

What actions have the community group taken that demonstrates it takes pride in the local community? (Max 50 words)

Have the nominated parish council or community group managed to create a strong sense of community and build community spirit? (Max 50 words)

How has the nominated parish council or community group:

- a) enhanced local services and amenities
- b) improved the local environment, or
- c) improved health and wellbeing? (Max 50 words)

9. Closure of meeting

BOURN PARISH COUNCIL**The minutes of the Meeting of Bourn Parish Council held on Thursday 21 November 2013 at 7.30 pm in the Village Hall**

Present: Cllrs: Mr N Ball Dr G Pountain
Mrs V Bruce Mr L Rolfe
Dr N Blair Mrs X Rees-Howell
Mr R Ansell

In attendance: Mr & Mrs Crane, Hilary Gretton (BYP) and Mrs Kathleen Baptie (Minutes Secretary).

Comments and observations from members of the public and from the County and District Councillors

Mr and Mrs Crane spoke of their concerns regarding the Bee Orchids in the field adjacent to the campsite. Marker posts have been set out raising concern that some development is planned.

1. Apologies for absence

Apologies for absence were received from Cllr Jones (out of parish).

2. Declarations of interests**2.1 To receive declarations of interests from councillors on items on the agenda**

Cllr Ball declared an interest in item 7.1 as a member of the Sports Club. Cllr Ansell declared an interest in item 7.5 as an allotment holder. Cllr Rees-Howell declared an interest in item 4.6 as a neighbour.

2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)

None.

2.3 To grant any requests for dispensation as appropriate

None.

On a proposition by the Chairman, the order of business was varied to take items 7.13 and 8.1 here.

7.13 Appointment of additional members to the Bourn Youth Project Working Group and transfer arrangements

The minutes of the Special General Meeting of the Bourn Youth Group whereby the group was officially closed, were noted. A cheque for the sum of £1103.80 was received from Ms Hilary Gretton together with a list of the Bourn Youth Group assets to be transferred to the Parish Council. Hilary will confirm where the various items are stored. RESOLVED that the Parish Council would add the assets to its asset list and increase the insurance accordingly, and to ring fence the above sum of money for the Youth Group. The Parish Council also agreed to write to Young Lives who provided a grant, to confirm that it is taking over Bourn Youth Group. Working Group members are Suzanne Armitage, Jan Burrell, Hilary Gretton, Gill Pountain, Rita Charter and Joy Naylor. These members will work in conjunction with the Clerk.

Cllr Pountain arrived during this item.

8.1 Resident – Bee Orchids on the Golf Course

It was established that the Bee Orchids are in the little paddock used as an overflow for the campsite. RESOLVED to find out who owns the field by filing an application with Land Registry. Secondly to write to Mr Crow asking whether he has any plans for the land as the Council have been made aware there are Bee Orchids in the field.

Mr & Mrs Crane and Ms Gretton were thanked for attending and left the meeting.

3. To approve the minutes of the previous meeting on 17 October 2013

The minutes of the meeting on 17 October were approved ^(Prop NB, 2nd VB) as a true record and signed by the Chairman after the following amendments. Section 1 to read Draft Local Plan instead of LDF, and to note the same correction in item 4.3 and 7.10. Item 4.4 to read '£1000 offered to the new Broadway Playground', and item 8.2 to read 'request a bus stop opposite the Willow Tree'. ^(Prop NB 2nd VB)

4. Matters arising from the meeting

4.1 To receive the Clerk's report

Noted.

4.2 (4.2b) Resident – request to put bins on land near her house

Cllr Bruce has been in touch with the Treasurer of the PCC who is currently in negotiations with Land Registry regarding Church land at the rear of the village hall which has been missed off. He will come back to her when this is resolved as it may show that this strip is to be included.

4.3 (6.3) Wicksteed play inspection report for Jubilee Playing Fields – to consider any quotes obtained by Mr Haxton

Cllr Pountain reported that the signage is in hand, and that a price is awaited for the BMX track barrier. It was suggested to ask the Bourn Youth Working Group if they would be willing to help with play area projects.

RESOLVED to order 2 rocking horse seats at £16 each and nut covers are required for the Speed bike mobile.

4.4 (7.3) Parking in the High Street

RESOLVED to carry forward and invite Shaina and Craig to the next meeting in January.

4.5 (Public District Cllr Report) TKA Tallent conditions

The reply from Paul Sexton (Planning Officer) to Cllr Tumi Hawkins was noted. The application was approved at the November Planning Committee meeting and it was agreed that it was a good result.

4.6 (8.3) Proposed land for use as allotments in The Broadway to consider any response from the landowners

It was noted that Mr Ward had responded that he does not wish to discuss this matter until after the houses are finished.

5. To consider planning, tree work applications and any planning related matters

5.1 Planning applications received since the last meeting

5.1.1 S/2310/13/FL – 17 Alms Hill – Garage conversion

RESOLVED to recommend approval on the grounds of DP2 the design is acceptable and DP3 the Council does not think there will be an issue with parking. ^(Prop NB, 2nd XR-H)

5.2 SCDC Decision and appeal notices

None

5.3 Tree works applications

None. It was noted that Sharon Maloney (CCC Highways Supervisor) is due to inspect the culverts and trees next week and she will advise if any trees posing a risk need to be removed.

6. Finance, procedure and risk assessment including to consider any quotes for urgent work required because of health and safety or risk

6.1 To receive the financial report and approve the payment of bills

The financial report was received and considered. The invoices, statements and bank statements were checked at the end of the meeting by the signatories before the

cheques were signed. RESOLVED that the payments as listed in the finance report plus CCC (Archive for Minutes) £5.00 be approved. ^(Prop NB, 2nd NBI)

CGM (Grass cutting)	£266.85
Salary	£131.66
LGS Services (Admin support)	£1057.35
Guilden Morden PC (Training)	£210.00
L Rolfe (Reimburse Community Room TV)	£434.18

Credits including bank interest, allotment rent and receipt of the precept were noted.

7. Members reports and items and actions arising from any recommendations

7.1 Playing Fields including Bourn Youth Project

It was reported that Frank Haxton was awaiting direction from the Parish Council on the Gym Rings. RESOLVED to lengthen the rings and see if they are used. If they are being used the Council will agree to paint them, if not it will remove them. Cllr Pountain will ask Mr Haxton if he can extend the chains. If there is a cost involved, the Clerk will handle the matter.

RESOLVED to request quotes for a single goal to be sited away from the houses.

7.2 Parish Plan Working Group

It was noted that the Warden's office at the Community rooms is soon to be vacated and given to the residents. SCDC will wipe the computer of data and donate it to the residents. Cllr Rolfe suggested that a new printer would be the next item on the wish list. Cllr Rolfe was asked to canvass for any other requirements at the Community Rooms.

7.3 Highways Working Group

Cllr Bruce reported that the Traffic Management Officer at the Cambridge Constabulary had stated that lowering the speed limit with signs alone would not make a significant impact and requested any current speed data the Parish Council had. Cllr Bruce replied to the Officer at CCC she had been dealing with and advised that this was the first stage of measures and that the Police had a large amount of speed data from the village. The officer referred this information to the police who confirmed they were happy with the information and would not object to any official consultation. This enables CCC to start the consultation process.

The Doctor's surgery has said that the parking spaces offered at the farm are too far away and that there is not enough light.

A resident's complaint about the speed limit was noted. Cllr Bruce contacted her and advised her that as it was a main road, the most the Council would be able to do was request a reduction to 50mph. There has also been a request from a resident to reduce the speed limit past the Broadway to 50mph.

RESOLVED Highways Working Group to keep a spreadsheet of highways requirements and to include these requests on it.

RESOLVED that the Parish Council wish to put in another application under the Minor Highways Improvements Scheme for a second set of interactive signs. The Parish Council agreed to contribute 10% of the cost. Cllr Bruce to complete the application.

7.4 Planning and Affordable Housing Working Group

Nothing to report.

7.5 Allotments

Nothing to report.

7.6 Neighbourhood Watch

At its recent meeting, a number of complaints were reported about noise disturbance during the night. This was a couple of weeks ago and not during harvest and it continued for 2 ½ weeks. RESOLVED to write to Mr Peck advising him there have

been a number of complaints about noise during the night and asking him the reason for this and whether this is something the residents should expect every year. It was agreed to await his response and if he isn't helpful to involve Environmental Health.

7.7 Liaison between Parish Council and School

The Clerks report regarding the keypad entry system was noted. It was agreed that if the land belongs to the Parish Council it would have no objections and if the land is owned by CCC, then the Parish Council would support the school's plans.

Cllr Rolfe attended the opening of the new classroom on behalf of the Parish Council.

7.8 Website

Cllr Rolfe reported he aims to get the site up and running before Christmas as the current hosting ends on 14th December. The Parish Council thanked Cllr Rolfe for his work on this.

7.9 SPEP

It was noted that the training for the Thermal Imaging camera will take place in February. Cllrs Blair and Rees-Howell will have a meeting to discuss.

7.10 Re-allocation of delivery rounds for the newsletter

RESOLVED members are to sort out amongst themselves. It was agreed that if there are any spare copies they could be delivered to local businesses.

7.11 Proposal that the Council considers adopting the CAPALC small grants scheme application form

RESOLVED to adopt the form for village groups and organisations to use when applying for funding from the Parish Council..

7.12 Pavilion electricity rates review

RESOLVED to accept the new price plan arranged by the Clerk and to thank her for negotiating a better rate.

7.13 Appointment of additional members to the Bourn Youth Project Working Group and transfer arrangements

Taken earlier.

8. To consider correspondence/communications received including

8.1 Resident – Bee orchids on the Golf Course

Taken earlier.

8.2 CCC – Minor Highways Improvement Scheme 2013-2014 invitation to bid

Discussed under 7.3.

8.3 CCC Statement of Community Involvement consultation

Cllr Ball will look into this and email members.

8.4 Martin Grant Homes – a new village to the North of Cambourne

RESOLVED that the Parish Council does not wish to meet with Martin Grant to discuss their proposals. ^(Prop NB, 2nd X R-H, all in favour) It was also agreed that the Parish Council does not wish to meet with Countrywide Home regarding Bourn Airfield.

9. Closure of meeting

A letter of thanks was noted from the users of the Community Rooms for the new television.

Cllr Ball would like to have Jim Hansford's trunk from the Clerk to go through all the old records and papers and arrange a social evening with members sorting through things.

There was no further business and the Chairman declared the meeting closed at 9.15pm.

Signed _____ (Chairman) _____(Date)

BOURN PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jan-14

Summary of previous month

Balance brought forward **59,573.49**

Adjustments

Credits

LLOYDS	INTEREST	1.23
LLOYDS	INTEREST	1.05
BOURN YOUTH PROJECT	TRANSFER FUNDS	1103.09
BOURN YOUTH PROJECT	QUIZ NIGHT	1042.93

Expenditure approved at last meeting

CCC	BINDING ACHIVED MINUTES	-5.00
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Total Adjustments 2143.30

Balance revised after adjustments £61,716.79

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Consolidated stock	75.00	75.00	
Current Account	34,345.72	35,489.49	-1,143.77
Business Account	27,296.07	27,296.07	
Total	<u>61,716.79</u>	<u>62,860.56</u>	<u>-1,143.77</u>

Expenditure for approval

IAN HILDREW	PAVILION LIGHTS	62.96
LG STOEHR	SALARY	143.53
HMRC	PAYE/NIC	101.80
BOURN VILLAGE HALL	QUIZ NIGHT	65.00
CALICO UK	WEBSITE DOMAIN NAME	18.00
CGM	GRASS CUTTING	71.82
BOURN VILLAGE HALL	MEETING ROOM	96.00
CGM	WALL REPAIRS	187.20
CAMBRIDGE WATER	WATER BILL	107.08
LG STOEHR	SALARY	133.09
CAMBRIDGESHIRE ACRE	AFFILIATION FEE	48.00
EON	ELECTRICITY	37.95
BOURN GENERAL STORE	QUIZ NIGHT DRINKS	241.30
LGS SERVICES	ADMIN SUPPORT	1010.63
LGS SERVICES	ADMIN SUPPORT	873.50

Total 3197.86

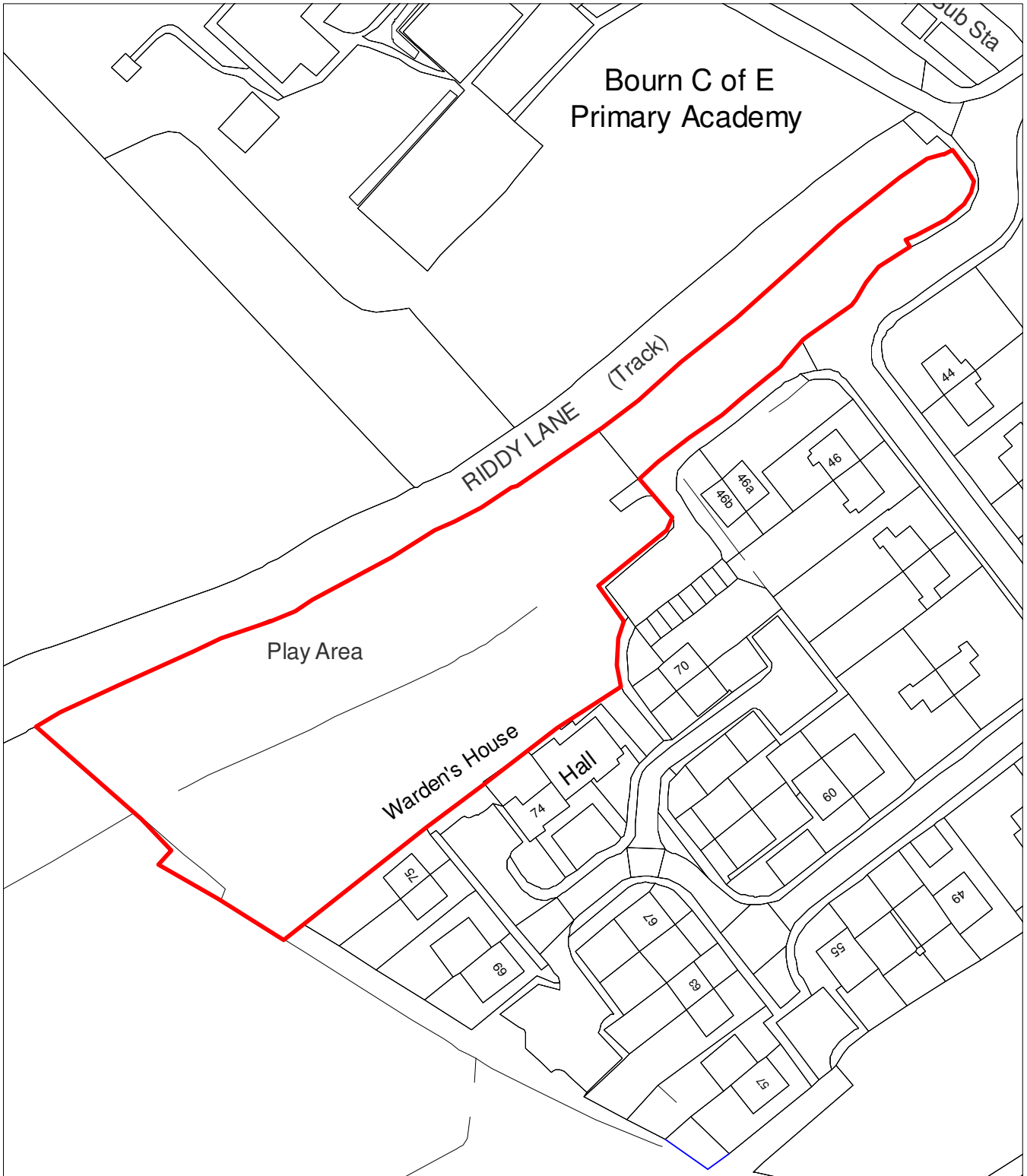
58518.93

Gail Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting

LAND OFF RIDDY LANE, BOURN (DRAFT LICENCE PLAN)



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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL LICENCE NO 100022500 2014

Approx scale 1:1000

