

BOURN PARISH COUNCIL

I hereby give notice that the Annual Meeting of Bourn Parish Council will be held on
Wednesday 16 May at 7:30 pm in the Cherry Tree Room, 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



Les Rolfe, Temporary Parish Clerk

10 May 2018

1. **Election of Chairman and declaration of acceptance of office**
 2. **Election of Vice-Chairman**
 3. **Appointment of committees, working groups or any other offices deemed necessary by the Council**
 4. **Appointment of representatives on other organisations or authorities**
- Comments and observations from members of the public and from County and District Councillors**
Up to 15 minutes is allocated for this with no more than three minutes per person at the Chairman's discretion
Councillors will not be able to respond on items on the agenda but will take note of views put forward
5. **Casual vacancy co-option**
 6. **Consider resolutions from Annual Parish Meeting, if any**
 7. **Apologies and reasons for absence**
 8. **Member's declarations of pecuniary interest, dispensations held, and requests for same for agenda items**
 9. **Approval of the minutes of the last meeting on 21 March 2018**
 10. **Matters arising from the last meeting or a previous meeting including items deferred**
 - 10.1 (4.2) SCDC funding grants (DO'B)
 - 10.2 (4.3) Re-siting of 20mph sign on Riddy Lane (VB)
 - 10.3 (4.4) Consideration of Parish Council's policy regarding consulting with Countryside Properties (SJo)
 - 10.4 (4.7) Ditch and clearance of grills at Hall Close/Riddy Lane play area (LR)
 - 10.5 (4.8) Trees at allotments (LR)
 - 10.6 (6.1) Update on Flood Group (NB)
 11. **Reports on the progress of ongoing projects to see if further action is required**
 - 11.1 (5.1) Green Energy S106 Funding and letter to Skylark Meadows Solar Park (SJa)
 - 11.2 (5.2) Installation of defibrillators (LR)
 - 11.3 (5.3) Bourn Sports Club Working Group – Pavilion modifications (SJa, DO'B)
 12. **Members requested subjects for discussion**
 - 12.1 Traffic calming measures (DO'B)
 - 12.2 .gov.uk internet domain and updating of website (LR)
 - 12.3 Litter picking (AB)
 - 12.4 Tennis court resurfacing (SJa)
 13. **Planning and tree work applications and any related matters**
 - 13.1 Planning applications and related correspondence received since last meeting
 - 13.1.1 S/4576/17/FL – Existing Cottages, Two Pots Cottages, St Neots Road – change of use to convert one dwelling to two separate units
 - 13.1.2 S/1161/18/LB – King Alfreds House, 16 Riddy Lane – remove dilapidated double garage and replace with new double garage – amended plan for information only
 - 13.1.3 S/1350/18/OL – 68 High Street – outline planning permission for erection of one, 1.5 storey detached house with garage, with some matters reserved except for access
 - 13.1.4 S/1337/18/FL – Land and buildings at Fairways, Toft Road – Change of use of existing land to provide parking for motor homes (use class B8)

Temporary Clerk, Les Rolfe, Bourn Parish Council, 57 Hall Close, Bourn, Cambridge, CB23 2SN

tel: 01954 718150 email: bournpcclerk@gmail.com

Note: Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making recommendations to the District Council. For more information please see the current planning application consultations on <http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>

13.1.5 S/1372/18/LD – Brooklands Barn, 165A Caxton End – certificate of lawful development for the retention of existing hovel and replacement of timber frame with new

13.1.6 S/1541/18/LD – 207 Alms Hill – lawful development certificate for established single family residential use

13.2 SCDC planning decisions and appeal notices – to note

13.2.1 S/2406/16/VC - Gills Hill Farm, Gills Hill - Variation of Condition 2 (extension of garden Plots 10-13 and reposition of LPG tank) of S/1500/15//FL - Approved 20/04/2018

13.3 Tree works applications

13.3.1 None to hand

14. Finance, procedure and risk assessment including considering any urgent work required because of health and safety, or risk.

14.1 Financial report and payment of bills

14.2 Increase in cheque signatories from three to four, and use of BACS rather than cheques for payments

14.3 Any matter which is urgent because of risk or health and safety and the use of delegated powers between meetings

14.4 Carry out a review of the effectiveness of the system of internal control for the past financial year

14.5 Consider the Internal Auditor's report

14.6 Prepare and approve the Annual Governance Statement (Section 1 of the Annual Return) by resolution

14.7 Prepare and approve the Accounting Statements (Section 2 of the Annual Return) by resolution

14.8 Ensure that above two items are signed and dated at the meeting by the person/s presiding

14.9 Annual Reviews

14.9.1 Standing Orders, Financial Regulations, Risk Assessment, and other policy reviews

14.9.2 Assets, Insurance policy and fidelity guarantee review

15. Member's reports, other reports, and any items which need consideration

15.1 Planning Working Group, Coalition of Parish Councils, and Examination in Public report (SJo)

15.2 Highways (VB)

15.3 Allotments (LR)

15.4 Broadway POS (SJa, LR)

15.5 Tree warden

15.6 Play inspection report and consider any works required

15.7 CAPALC affiliation

(in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of this item of business, the Press and Public be excluded from the Meeting)

15.7 Chairman's/HR working group update on recruitment of new Parish Clerk

(in accordance with the above act, and that the confidential business having been concluded, the Press and Public be re-admitted to the Meeting)

15.8 Bourn Parish Council's successes – to note

13.8.1 (4.5) Priority white lines at Hall Close crossroads

16. Correspondence/communications received

16.1 Letter from resident regarding War Memorial and wreath-laying

17. Closure of meeting

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