

**BOURN PARISH COUNCIL****The minutes of the Meeting of Bourn Parish Council held on  
Thursday 16 June 2011 at 7.30pm in the Village Hall**

**Present:** Cllrs:        Mr G Smith (Chairman)                Mrs V Bruce  
                              Mr N Ball                                        Mrs J Maclean  
                              Mr J Hansford                                Dr G Pountain  
                              Mr R Ansell                                    Ms Galvin

**In attendance:**        County Cllr Mandy Smith, District Cllr Clayton Hudson, representatives from the Church and the Village Hall and Mrs Gail Stoehr (Clerk).

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

Mr and Mrs Bradford as representatives for the Church and Village Hall were concerned about the Church having to take on the extra cost for the grass cutting behind the village hall, which had previously agreed by the Parish Council. The Village Hall Committee's accounts were detailed and it was noted that after a period of running at a loss there was now a small surplus. It was reported that the broken gravestone was being handled by the parties' insurance companies and that there were regulations for cutting in churchyards.

Cllr Pountain arrived during this item.

County Cllr Mandy Smith introduced herself, she is deputising for Cllr Wilson for the next few months. She offered to report the pothole by the old fire station.

District Cllr Hudson reported that SCDC are calling for sites for development. The 950 Cambourne application is going before the committee in July regarding S106 funds and drainage matters. The Solar Farm refusal notice has been issued. It is not yet know whether they will appeal. The County Council have approved the land purchase for the proposed secondary school and there will be a public meeting on 29<sup>th</sup> June at Cambourne

The order of business was varied to take item 7.4 here.

**1. Apologies for absence and declarations of interest**

1.1 None.

1.2 Cllr Bruce declared a personal and prejudicial interest in item 3.1 as Village Hall Treasurer and Cllr Ansell also declared a personal interest. Cllr Maclean declared a personal and prejudicial interest in item 6.3, and Cllrs Pountain and Ansell declared an interest in items 6.6 as allotment holders and Cllr Smith as married to an allotment holder.

**2. To approve the minutes of the previous meeting on 19 May 2011 and the extraordinary meeting on 14 April 2011**

The minutes of the previous meeting on 19 May 2011 were approved as a true record and signed by the Chairman <sup>(Prop GS, 2nd RA)</sup> after one amendment to delete Cllr Bruce from the Highways Working Group.

The minutes of the extra-ordinary meeting on 14 April were approved as a true record after the inclusion of 8.30pm as the time the meeting closed.

Cllr Ball gave his apologies and left the meeting and did not return.

**3. Matters arising from the last meeting**

3.1 Grass cutting at the Churchyard and Village Hall

Cllr Galvin arrived during this item.

The options for undertaking works for a third party, S137 rules were outlined by the Clerk. It was agreed that the Parish Council would prefer to cancel the contract with CGM if it is able for the Churchyard and instead make a donation to cover the Parochial Church Council arranging the grass cutting itself for the remainder of this season. <sup>(Prop GS, 2nd JM)</sup> It was also agreed that it would on receipt of a letter from the PCC and in line with any financial regulations governing Parish Councils, consider sympathetically a request from the PCC for a financial contribution towards the costs. It would however have to consider other financial commitments and therefore a request for financial support is required by 1 December each year. The Parish Council could then consider the request when it sets its budget.

If the contract can not be cancelled then the matter will have to be reconsidered. The previous decision regarding the land to the rear of the village hall still stands.

### 3.2. Approval of the accounting statements and completion of the annual Governance Statement FY 2011

An explanation was provided in response to the questions at the last meeting and the youth project costs had been reallocated to the earmarked reserves instead of special projects. The % variance had been checked and two cells corrected.

The half pipe and cantilever swing project funds were considered and it was agreed that the £99 shortfall would be met out of its already agreed commitment. As the Council is required to insure the equipment the previously agreed commitment would be used for that. The project is now closed.

It was agreed that the Chairman and Cllr Ball would meet with the Clerk and review her employment contract. It was also agreed that they would review the contract with LGS Services and make recommendation to a future meeting.

The accounts were approved and the questions 1-8 in the annual governance statement were considered and all answered "Yes", with question 9 answered "Not applicable" as there are no trust funds, before being signed by the Chairman. <sup>(Prop GS, 2nd JM, unanimous)</sup>

### 3.3 Appointment of the Internal Auditor FY2012 <sup>(Prop JH, 2nd GS)</sup>

It was agreed to re-appoint Canalbs.

### 3.4 To consider appointing a finance committee or working group

The Clerk offered to attend four meetings in the next twelve months when various aspects of the Council's finances and budgets could be discussed in more detail and that this would also provide some training for members on their responsibilities. This was agreed and time will be allowed within the meeting to accommodate this.

## 4. To consider planning and tree work applications and any planning related matters

### 4.1 Planning applications and appeal notices

#### 4.1.1 S/0873/11 – 4 Broadway, Extension and alterations to dwelling following demolition of existing garage.

The Planning Officer's apology for determining the application when a time extension had been granted was accepted and it was noted that the Parish Council should still consider the application and if its recommendation conflicted with the SCDC decision it would be referred to the incorrect as it is 40mph. The Parish Council agreed to recommend refusal on the basis that it is an increase in size of over 50% (HG6). Cllr Hudson was asked to support the Council on this matter.

#### 4.1.2 S/1026/11 – 11 Caxton End, single storey side extension

There was concern about the impact upon the nearby tree which was subject to a Tree Preservation Order. The Parish Council recommended refusal and requested a report which takes into account the impact on the tree. The tree is very important to the village and the conservation area.

4.1.3 Bourn Golf Health & Fitness. Recommended for approval for a time limit of 2 yrs.

4.2 SCDC Decision Notices  
Solar Park. SCDC refused.

4.3 Tree Works Applications  
None.

## **5. Finance, procedure and risk assessment**

### **5.1 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 before the cheques were signed. The payments, as detailed in the financial report, plus NALC £15.50, CGM £908.82, were signed by two members  
(Prop SG, 2nd VB)

CGM (grass cutting)	£292.32
LGS Services (Admin Support)	£910.19
LG Stoehr (salary)	£125.41
Primec Ltd (Legionella Testing)	£156.00

The meeting was briefly suspended to discuss the Bourn Youth Project and equipment details and project costs were considered. It was noted that the total project costs (apart from the sundial) are £50,000 and that it was envisaged that the whole of the costs would be covered by the Community Spaces application.

It was agreed that if Bourn Youth Group was successful in their Community Spaces application the Parish Council would ensure that all assets are insured and any assets that are damaged, destroyed or stolen will be repaired or replaced for the asset monitoring period.

## **6. Members reports and items and actions arising from any recommendations**

### **6.1 Playing Fields including any recommendations following the RoSPA report**

It was noted that Cllrs Pountain and Bruce and District Cllr Elcox are still to meet with the resident regarding his complaint.

The RoSPA report was reviewed and it was noted that the pipe had been removed, the swing had been replaced. It was agreed that RPM should carry out the other works as a matter of urgency and to discuss the comments about the barrier height on the half pipe with RoSPA and the manufacturer.

### **6.2 Parish Plan Working Group including Action Plan & Youth Group**

A barbecue event is being organised for later in the summer.

### **6.3 Caxton End Working Group**

Nothing to report.

### **6.4 Highways Working Group including report on HCV strategy meeting on 3 March**

Cllr Bruce report that the working group are awaiting a reply from Mark Kemp about the CCC Speed Limit policy. It was noted that SCDC was offering 120 speed stickers free of charge and it was agreed to accept.

### **6.5 Planning and Affordable Housing Group**

Nothing to report.

### **6.6 Allotments Working Group**

Nothing to report.

### **6.7 Footpaths report**

It was agreed to drop this item as a standing item on agendas and only include when there is a decision for the Council to reach.

## **7. To consider correspondence/communications received including**

- 7.1 Bourn Allotment Association – fallen tree  
Public liability cover and periodic check requirements were considered and it was noted that the Tree Warden had this in hand and Cllr Hansford accepted the appointment at last months meeting to be the Council's point of contact for the Allotment Association.
- 7.2 CCC Library Services – open hours consultation  
Noted.
- 7.3 The Standards Committee – The Code of Conduct  
The survey circulated between meetings was noted. A reply regarding any cost for SCDC's involvement after December is awaited.
- 7.4 SCDC Community Pride and Village Hero Award – deadline 29 July  
Noted
- 7.5 Proposed diversion of FP3 and 4  
The Parish Council agreed to support the diversion.
- 7.6 Play and Leisure final inspection and sign off sheet  
Cllr Smith to complete and return to the Clerk
- 8. Closure of meeting**  
There was no further business and the Chairman declared the meeting closed at 10.30pm.

Signed \_\_\_\_\_ (Chairman) \_\_\_\_\_(Date)