

The resignation of Mrs Maclean from the Parish Council was noted with regret and thanks were extended to her for all her hard work. Her offer to remain on the Highways Working Group as a co-opted member was unanimously agreed ^(Prop GS, 2nd SG).

The membership of the other groups was reviewed and it was agreed ^(Prop VB, 2nd NB) to amalgamate the Parish Plan Working Group and the Affordable Housing Working Group to form one group to be known as the Planning and Affordable Housing Group. Membership to be Cllrs Pountain, Smith and Ball. It was agreed that another Sports Club representative was not required. Members will consider approaching possible candidates for co-option and the vacancies will be publicised in the forthcoming newsletter.

3.2. (3.2) Playing fields access – proposed signage and speed bump

SCDC's information on the access road was considered. It was noted that the landowner's agreement would be required for speed bumps and that SCDC did not own the first part of driveway. A response was awaited from CCC as to whether it had been adopted and it might eventually be necessary to check ownership with the Land Registry. It was agreed ^(Prop GP, 2nd NB) to accept the Bourn Youth Project's suggested signage stating "Jubilee Children's Play Area: Please drive slowly!" to be located at the entrance to the playing field which will be covered by the Contingency Grant.

3.3 (3.6) Twinning proposal

Cllr Galvin reported on the forthcoming meeting. It was noted that this should primarily be a village initiative in which the Parish Council was represented. A working group has been formed and is drawing up a plan. This is to be an agenda item for the next meeting. Cllr Galvin will submit a report from the meeting to the Clerk, to be included in the Newsletter report, and will also submit an item for the parish magazine.

3.4 (6.8) Queen Elizabeth II Fields Challenge and purchase of playing fields

The response from Jenny Clark of SCDC was considered offering the land for a peppercorn as long as the Parish Council covered SCDC's legal costs. It was unanimously agreed ^(Prop NB, 2nd GS) not to proceed with the purchase of the playing fields, and not to apply for inclusion in the QEII Challenge, as it was felt that the Jubilee Recreation ground was already sufficiently protected.

3.5 Lime trees on Church Road, Bourn

Cllr Pountain offered to take a look and report to the Clerk if any problems remained.

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

4.1 Planning applications and appeal notices

4.1.1 S/01898/11/CC – Cambourne Secondary School

The Parish Council had no comments on the application.

4.1.2 S/6438/11/O – Cambourne 950 application and bus link

Cllr Smith reported that he had notified the residents who had attended the public meeting last year, and the forthcoming newsletter would contain an item about the re-introduction of the bus link proposal. It was agreed to write to officials in the SCDC planning department requesting that Bourn Parish Council be involved and represented in the pre-planning discussions. A copy of the letter is to be sent to Cambourne Parish Council. Cllr Elcox undertook to find out whether planning permission would be required for the bus link. The Parish Council wished to ensure that any other vehicles, other than emergency services, would be prohibited from using a bus link if this was given permission. It was agreed to arrange a meeting as soon as possible between Cambourne Parish Council, Cllr Smith and members of the Highways Working Group, and to keep the village informed of developments.

4.1.3 S/1302/11 – 8 Short Street – Render to exterior of building

It was unanimously agreed ^(Prop NB, 2nd SG) to recommend approval under policy DP1 as there would be an improvement to the appearance and the sustainability of the building.

Cllr Pountain reported on a training session on planning, which had advocated responding more frequently with “No recommendation”, and to respond with “Approve” or “Refuse” only if the Parish Council felt strongly about an application. Split votes should be recorded.

4.1.4 S/1570/11 – Rose Cottage, 23 Church Street – Erection of outbuilding (retrospective)

The Parish Council made no recommendation.

4.1.5 S/1874/11 – The Apiary, 107 Caxton End – Restoration of existing buildings to provide a dwelling house, carport and garage

Cllr Ball reported on a meeting with Matthew Hare of SCDC. A S215 notice for clearance had not yet been served, but now that an owner could be identified it would be possible to proceed to enforce clearance. It was noted that the clearance of the site was a separate issue from the planning application and was not a planning consideration. The history of the site was considered. As the site had been abandoned, it must be regarded as a greenfield site in a conservation area, subject to restrictions on building in the countryside. In the light of the fact that the house was derelict, and had not been in residential use since the 1970s, there had been no intervening use, and there was no intention on the previous owner’s part to protect or rebuild it, it was unanimously agreed ^(Prop NB, 2nd GP) to respond that the Parish Council believes that the property has been abandoned according to the four tests for abandonment, and therefore does not meet the criteria of policy DP7. The Parish Council urges the District Council to start proceedings for clearance of the site by serving a S215 notice.

Cllr Wilson arrived during this item.

4.2 SCDC Decision Notices

4.2.1 S/1411/11 – 4 Broadway – Erection of outbuilding and creation of new vehicular access – Permission granted by SCDC.

Noted.

4.2.2 S/1548/11 – Manor Farm Barns, Alms Hill – Change of use from Office to Retail – Permission granted by SCDC.

Noted.

4.3 Tree Works Applications

4.3.1 100 Alms Hill

No comment.

4.3.2 Meadow Cottage, Crow End

No comment.

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 at the end of the meeting. The payments, as detailed in the financial report, plus E.oN (Electricity) £64.19, were signed by two members ^(Prop GS, 2nd NB).

CGM (Grass cutting)	£172.86
LG Stoehr (Salary)	£125.41
LGS Services (Admin support)	£904.05
Jon Etchells Consulting (Project Management)	£720.00

The precept VAT reclaim and other credits received were noted.

5.2 Public Works Loan Board

The loan currently has 14.5 years to run at a fixed rate of 5%. It was unanimously agreed ^(Prop GS, 2nd NB) to renegotiate the loan with repayments of £1780 twice yearly at the best rate available.

5.3 Assets review

Cllr Smith reported on his review and will submit a list to the Clerk in order to update the list. Cllr Smith will make a recommendation to the next meeting on a village mapping system whereby items can be plotted on a map with accompanying photographs.

5.4 Clerk Review

At 8.56 pm the Chairman declared this item involving employment matters closed to the public in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960. The Minutes Secretary and Cllrs Elcox and Wilson as the only members of the public present left the room while this was discussed. At 8.59 pm the meeting was re-opened to the public. The Minutes Secretary and Cllrs Elcox and Wilson rejoined the meeting.

Cllr Wilson reported on the County Councillors' salary increase, the adoption of the military covenant, the popularity of the Guided Bus, the costs of the Guided Bus court case, personnel changes at CCC and the Cambourne Secondary School application.

Cllr Wilson was thanked for his report.

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

6.1 Playing Fields including Bourn Youth Project

The request from Bourn Youth Project that the Parish Council pay Wicksteed for 20 sq metres of extra tarmac at a cost of £483.90 plus VAT was agreed ^(Prop GS, 2nd NB) on condition that the money comes out of the Groundwork UK/Big Lottery contingency fund. The planting and grand opening will take place on 12 November at 1.30 pm. The amended planting plan, whereby bulbs are to be planted among other plants to avoid untidiness, was agreed. Fencing costs of approximately £50 for the posts and £30 for the fencing was agreed. This is also to be covered from the contingency fund.

Payment of the invoice from Wicksteed for £52,098.00 was agreed ^(Prop GS, 2nd NB) but the cheque is not to be released until the grant funding has been received.

Receipt of the Certificate of Completion from Jon Etchells was noted. The RoSPA Post-Installation inspection carrying approximately 15 low risk recommendations was noted. The games wall was reported as not complying with current standard requirements and this is to be clarified. Bourn Yout Project is to follow this up with the contractor.

The Probation Service is to be reminded about clearance of the ditch at the Riddy Lane play area, if this has not yet been carried out. It was observed that an open drain running into the ditch at the far end of the fields was hazardous as children had been climbing into it. It was decided to check with SCDC whose responsibility this was and to arrange for a grille to be placed over it.

6.2 Parish Plan Working Group including Emergency Parish Planning

Cllr Ball is to join the group. It was agreed to look into what was required by way of Emergency Parish Planning procedures and Cllr Pountain and Bruce will report to a future meeting, where this will form a separate agenda item.

6.3 Caxton End Working Group including report on meeting with SCDC

Covered earlier.

6.4 Highways Working Group

Cllr Galvin will convene a meeting. Mrs Maclean was co-opted earlier in the meeting.

- 6.5 Planning and Affordable Housing Group including report on meeting with SCDC
Cllr Ball reported on a meeting with Schuyler Newstead and Paul Derry of SCDC, John Edwards of Granta Housing and Simon Ward (architect). A response regarding the site at the end of Hall Close is still awaited. The possibility of using the allotment site was raised but the Parish Council made it clear that this would not be agreeable unless a better allotment site was first provided. It was agreed to wait to hear from Paul Derry whether it was viable to build housing on the allotment site before contacting Mr Bevan regarding alternative land for allotments. The next meeting will take place on 1 December and Cllr Ball will report to the January meeting.
- 6.6 Allotments Working Group
Nothing to report.
- 7. To consider correspondence/communications received including**
- 7.1 Contractor request to alter grass cutting prices
It was agreed ^(Prop GS, 2nd NB) to accept the increase to the grass cutting prices of £18.75 per cut requested by the contractor because of the new play equipment installed on the field.
- 7.2 SCDC Call for Sites
Cllr Smith outlined the process. No action to be taken at this time.
- 7.3 Boundary Commission – 2013 review of Parliamentary constituencies
Noted.
- 8. Closure of meeting**
A newsletter is to be issued and members were asked to contribute items. Members will distribute this around the village. The possibility of an email network was suggested and Cllr Ball will look into this for possible consideration at a future meeting.
- There was no further business and the Chairman declared the meeting closed at 9.35pm.

Signed _____ (Chairman) _____ (Date)