

**BOURN PARISH COUNCIL****The minutes of the First and Annual Meeting of Bourn Parish Council held on Thursday 17 May 2012 after the Annual Parish Meeting at 8.45 pm in the Village Hall**

**Present:** Cllrs: Mr G Smith (Chairman) Mrs V Bruce  
Mr N Ball Mrs Xanthe Rees-Howard

**In attendance:** District Councillor Alison Elcox, County Councillor Lister Wilson and Mrs K Baptie (Minutes Secretary LGS Services)

**1. Annual Business**

- 1.1 To elect a Chairman and to sign the declaration of acceptance of office  
Cllr Smith was unanimously elected Chairman <sup>(Prop NB 2nd VB)</sup>, and he signed the declaration of acceptance of office.
- 1.2 To elect a Vice-Chairman  
Cllr Ball was unanimously elected as Vice-Chairman <sup>(Prop GS, 2nd XH)</sup>.
- 1.3 To appoint committees, working groups or to allocate any member responsibilities which the Council deems necessary  
The working groups were reviewed and amendments to representatives made as follows;
- 1.3.1 Flood Group – Cllr Ball (leader), Mr Graham Bruce and Mrs Bruce.
- 1.3.2 103 Caxton End Working Group – Cllr Ball (leader), Cllrs Smith and Ansell.
- 1.3.3 Highways Working Group – to devise a strategy for traffic calming or speed reduction in the village – Cllrs Bruce (leader), Rees-Howard, Jones and Hansford.
- 1.3.4 Speedwatch – Julie Maclean, Angela Marcham, Ashley, Anthony Taylor and Marion Smith (Co-opted)
- 1.3.5 Planning and Affordable Housing Group – Cllrs Ball (leader), Pountain and Smith.
- 1.3.6 Parish Plan Working Group – Cllr Ball (leader), and Mr Rob Mellors-Bourne (co-opted).
- 1.3.7 Tree Warden – Cllr Ball.
- 1.3.8 P3 Co-ordinator – Mrs A Marcham (P3 co-ordinator) and Mr G Bruce.
- 1.3.9 Playing Fields, including play equipment – Cllrs Pountain, Ball and Bruce.  
Hall Close Play Area – Cllr Ansell.
- 1.3.10 Newsletter and Website – Articles are to be sent to her and each group is to submit articles for inclusion.
- 1.3.11 Notice board keyholder – Mr Smith.
- 1.3.12 Police Liaison – Cllr Pountain and Smith.
- 1.3.13 Allotments liaison – Cllrs Rees-Howard and Hansford.
- 1.3.14 Sports Club representatives – Cllrs Bruce and Smith
- 1.3.15 Village Hall representatives – Cllrs Bruce and Ansell
- 1.4 To appoint representatives on any other organisation or authority, which the Council deems necessary  
It was agreed not to appoint any further representatives at this time.

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

- 2.1 Apologies were received from Cllrs Hansford (unwell) and Jones (out of parish) and Pountain (out of parish).
- 2.2 No declarations were made at this point in the meeting.

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

The County and District Councillors reports had been read at the Annual Parish meeting.

#### **3. To consider resolutions, if any, arising from the Annual Parish Meeting**

None

#### **4. To approve the minutes of the previous meeting on 19 April 2012**

Following alteration to item 1.2. last line, which should read 'walk' and not 'work'. the minutes of the previous meeting on 19 April 2012 were approved as a true record and signed by the Chairman. <sup>(Prop GS, 2nd VB)</sup>

#### **5. Matters arising from the meeting**

None

##### 5.1 To receive the Clerk's report

Noted.

##### 5.2 (3.3) Playing Fields access road ownership

Awaiting reply from owners.

##### 5.3 Manor Farm footpaths and request for payment for room hire

It was agreed that the Parish Council will pay for the room hire if asked to do so. <sup>(Prop NB, 2nd VB)</sup> The Parish Council felt that Angela Marcham and the Chairman did a very good job at putting forward alternative routes and dealing in a conciliatory manner with the land owner and they have the support of the Parish Council.

The order of business was varied to take item 9.1 here.

##### 9.1 Cambridgeshire's Streetlighting Private Finance Initiative

The Parish Council were not given long enough to look at any changes. It was agreed to delegate to the Chairman to look at the plans and act on behalf of the Parish Council. To be carried forward to the next meeting.

#### **6. To consider planning and tree work applications received since the last meeting**

##### 6.1 Planning applications received since the last meeting

##### 6.1.1 S/0171/12LB 66 High Street – reinstate original floor level and structural works as required

The Parish Council felt that it could not make a recommendation as the applicant was a member of the Parish Council, and would therefore respond that the Council makes no recommendation.

##### 6.1.2 S/0904/12/FL – New Zealand Cottages, Toft Rd

The Parish Council wish to stick to their original decision when this application came up before, which was to recommend approval.

##### 6.1.3 S/0870/12/RM - Construction of spine road, Cambourne

It was agreed to make no recommendation.

##### 6.1.4 S/0345/12/RM – Reserved matters re construction of spine road

It was agreed to make no recommendation.

##### 6.1.5 Hedge removal at Caucoote Farm

The Parish Council agreed to recommend approval.

##### 6.2 SCDC Decision and appeal notices

##### 6.2.1 Appeal S/2399/11/F – Mr G Nelson, Brook Cottage, Bourn

In response the Parish Council wished to reiterate its previous response made in January, as follows;

The Parish Council recommends that SCDC refuse this application and maintain condition (4) as set on application S/0832/07/F in August 2007:

The Council does not consider that circumstances have changed since that time with respect to

1. Protection of the conservation area – the dwelling is in a very sensitive setting in Caxton End
2. Impact on the floodplain – the dwelling and its neighbouring property flooded in October 2010 and any future development must take this into account
3. Proximity of the public footpath – the footpath passes through the curtilage of the dwelling and any development would be highly visible to the public

As a result of the above, the Council feels that it is very important that any future development is subject to scrutiny by the local community. This opportunity would be lost if the condition was removed.

### 6.3 Tree works applications

- 6.3.1 2 Short Street – The Parish Council recommended approval providing there is a replanting scheme agreed with SCDC beforehand.

## 7. Finance, procedure and risk assessment

### 7.1 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. The payments as listed in the finance report were approved <sup>(Prop GS, 2nd NB)</sup> plus Playsafety £194.40. Credits received between meetings were noted.

Shrievally Trust (S137)	£100.00
CAPALC (Affiliation fee)	£316.28
Canalbs Ltd (Internal Audit)	£91.68
RPM (Play equipment repair)	£276.00
LGS Services (Admin support)	£909.46
CGM Cambridge (grass cutting)	£522.13
CGM Cambridge (tree works)	£540.00
LG Stoehr (Salary)	£125.41

### 7.2 Annual Reviews

#### 7.2.1 Standing Orders, Financial Regulations and Risk Assessment review, including review of handling planning applications received between meetings

The Standing Orders for annual meetings and the condensed headings used at this meeting were considered and it was agreed to amend Standing Orders to use the condensed agenda items. The First and Annual meeting will reflect the Model Standing Orders i.e. the full items. The Council also wished to continue with the present arrangement of dealing with planning applications between meetings, but it was agreed to seek advice from the Clerk. Carried forward.

#### 7.2.2 Insurance policy and fidelity guarantee review

It was noted that the Clerk was in the process of seeking quotes and it was agreed to delegate to the Chairman and Clerk to accept the most favourable quote.

#### 7.2.3 Internal audit report to the Council and to appoint the Internal Auditor

The report was considered and comments were noted. It was agreed to appoint Canalbs Ltd for next year <sup>(Prop GS, 2nd NB)</sup>. The Council wished to congratulate the Clerk on keeping the accounts in good order.

### 7.3 Approval of the accounting statements and completion of the Annual Governance Statement for the financial year 2012

The accounts were approved <sup>(Prop NB, 2nd XH)</sup> by resolution of Caxton Parish Council and the statements in section 2 of the annual return were all answered 'Yes' except for Trust Funds which was 'Not applicable'. The Chairman signed sections 1 & 2 and the supporting accounts on the Parish Council's behalf.

**8. Members reports and items and actions arising from any recommendations**

8.1 Playing Fields including Bourn Youth Project

The report from the Youth Group read out at the Annual Parish Meeting was noted. It was also noted that there was an amount of approximately £6,000 under spend from the project which it was agreed should be ring fenced for new play equipment at the Hall Close play area. <sup>(Prop NB, 2nd GS)</sup> It was hoped that a new working group will take on the task.

8.2 Play inspection reports – to consider work required

None.

8.3 Parish Plan Working Group

Nothing to report.

8.4 Caxton End Working Group

Nothing to report.

8.5 Highways Working Group

The next meeting will be held on 6 June and a representative from Longstowe Parish Council will be invited to attend, with a view to joining the Speedwatch Group. The Working Group has also put in a grant application for signage.

8.5 Planning and Affordable Housing Group

Cllr Ball reported that the latest update was that the original site at the end of Hall Close was being considered again for development.

**9. To consider correspondence/communications received including**

9.1 Cambridgeshire's Streetlighting Private Finance Initiative

This item was discussed earlier.

9.2 Proposed Youth Project on the Recreation Ground

It was agreed to allow the Youth Group to meet on the two dates given, i.e. 30 May and 6 June, on the proviso that all litter etc is cleared away. Following this, the nearby residents will be canvassed for their views before any future dates were considered.

**9. Closure of meeting**

There was no further business and the Chairman declared the meeting closed at 10.05pm.

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