

**BOURN PARISH COUNCIL****The minutes of the Meeting of Bourn Parish Council held on  
Thursday 21 June 2012 at 7.30 pm in the Village Hall**

**Present:** Cllrs: Mr N Ball (Chairman) Dr G Pountain  
Mr R Ansell Mrs Xanthe Rees-Howell  
Mr S Jones

**In attendance:** Ms Diane Bayliss (CAPALC), Mr Anthony Garner (applicant, Hall Farm), Mr Owen Pike (Cheffins), District Councillors Mervyn Loynes and Alison Elcox, County Councillor Lister Wilson, Cllr Mark Howell (SCDC Portfolio Holder for Housing), PCSOs Andy Smith and David Jackson, 3 members of the public and Mrs A Griffiths (Minutes Secretary LGS Services)

Cllr Ball opened the meeting.

**1. Apologies for absence and declarations of interest and to note resignation**

Apologies were received from Cllr Bruce (out of parish) and Cllr Hansford (unwell). Cllr Jones apologised that he would have to leave at 9 pm.

Cllrs Pountain and Ansell declared a personal and prejudicial interest in any item relating to the allotments. Cllr Loynes declared that as a member of the Planning Committee he could not take part in discussion of planning matters but could listen and represent the Parish Council.

The resignation of Graham Smith was noted. The Parish Council wished to record its gratitude to Mr Smith for being an excellent chairman and its appreciation for all he had done for the village.

**2. Election of Chairman and to receive the Declaration of Acceptance of Office**

Cllr Ball called for nominations and indicated that he did not wish to accept a nomination. None were received and it was unanimously agreed that Cllr Ball would chair the meeting as Vice-Chairman <sup>(Prop RA, 2nd GP)</sup>. Carried forward.

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

Mr Anthony Gardner of AG Tofts Garage and Mr Owen Pike of Cheffins were welcomed to the meeting. Mr Pike outlined the background to the application for the proposed change of use of Hall Farm to a motor vehicle repair garage and MOT test centre. Mr Pike stated that Highways now supported the application after seeing the model showing a slight reduction in traffic movements. He asked that the Parish Council reconsider its previous decision to recommend refusal of the application.

Mr Anthony Gardner, the applicant, expanded on the nature of the business. It was explained that commercial considerations did not form part of the planning decision.

PCSOs Andy Smith and David Jackson of Cambourne Police Station reported that there had been no specific incidents in Bourn. Panel priorities include Anti Social Behaviour and road safety measures. Speeding at the A1198 junction with Longstowe Road was raised. PCSO Smith replied that they would consider a survey at that location if concerns were expressed. The police representatives were thanked and left the meeting.

Ms Diane Bayliss of CAPALC was welcomed to the meeting and outlined the purpose of the Quality Council scheme as a demonstration of the professional management of the Council. The Parish Council would have to reapply for renewal by 18 October, involving 15 to 18 hours' work in preparing the application. New criteria have been included. The benefits of the status and whether it conferred any advantage in obtaining grant funding, were discussed. It was confirmed that the Council could continue to use the logo pending its re-application.

Cllr Mervyn Loynes reported on the New Localism Bill. The consultation period commences on 12 July, and consultation meetings will be taking place.

Clarification from the applicant for Hall Farm regarding the number of vehicle movements, which were stated to be the same as at present. This will be discussed further under Item 4.5.

Cllr Elcox reported on a Standards Meeting and the proposed changes. It is expected that the SCDC Code of Conduct will be available in July.

**3. To approve the minutes of the previous meeting on 17 May 2012**

The minutes of the previous meeting on 17 May 2012 were approved <sup>(Prop NB, 2nd GP)</sup> as a true record and signed by the Chairman, after amendments to Item 1.3.4 – to read “Ashley MacDonald”, Item 1.3.10 – “to be sent to the Clerk” and Item 7.3 – to read “Bourn Parish Council”.

**4. Matters arising from the meeting**

**4.1 To receive the Clerk’s report**

Noted.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 4.5 next.

**4.5 (4.1.2 of 15.3.12) S/0415/12/FL – Hall Farm, 25 Gills Hill – to consider correspondence received**

The previous recommendation for refusal, based on traffic movements and access, was reconsidered at the request of the applicant and his consultant. Concerns were expressed about speeding in the area and the number of vehicle movements was questioned. Mr Pike clarified his previous statement regarding Highways approval and explained this had been his understanding, due to an email to the effect that Highways had no objections. The Parish Council agreed to recommend approval of the application, subject to receipt of a copy of the aforesaid email to the Clerk <sup>(Prop NB, 2nd RA, carried with 3 in favour, 1 against and 1 abstention)</sup>. The Planning Officer is to be contacted as soon as possible.

Messrs Gardner and Pike and 3 members of the public left the meeting.

County Councillor Lister Wilson arrived at 8.19 pm.

**4.2 (Comments) Quality Council status – to consider whether the Council will apply for reaccreditation**

It was unanimously agreed <sup>(Prop GP, 2nd RA)</sup> to apply for reaccreditation, and to look into the improved production of the newsletter.

**4.3 (9.1) Cambridgeshire Street Lighting PFI**

Cllr Howells outlined developments to date. Work had commenced in Bourn. It was agreed that this item was now closed.

**4.4 (3.6 of 19.4.12) Request for signage to Community Centre, Hall Close**

It was agreed to respond to CCC that the Parish Council wished to proceed with the installation of one small sign pointing down Hall Close, for the benefit of users from outside the village. It was agreed in principle to pay the cost of up to £400.

**4.5 (4.1.2 of 15.3.12) S/0415/12/FL – Hall Farm, 25 Gills Hill – to consider correspondence received**

Taken earlier.

**4.6 (7.2.2) Insurance policy – Clerk report on policy taken out**

The reduction of £3000 achieved in the cost of the insurance premium over three years for like for like insurance cover was noted and heartfelt thanks were extended to the Clerk.

**4.7 (5.2) Playing fields access road ownership**

The price suggested by the landowners for the purchase of the road was considered. It was unanimously agreed to respond that the Parish Council could not afford the price quoted, and to ask the landowners whether they would be willing to grant permission to erect humps and a sign on the access road, or consider selling the road for a nominal payment. <sup>(Prop XR-H, 2nd SJ)</sup>

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

5.1 Planning applications received since the last meeting

5.1.1 S/2233/11/FL – 14 Alms Hill – Demolition, rebuild and alteration to barns to form offices and

5.1.2 S/2190/12/FL – Manor Farm, Alms Hill – Erection of offices following demolition of outbuildings

These applications were considered together. It was agreed to respond that in principle, the Parish Council would like to recommend approval but cannot make a formal recommendation until it has seen information about traffic movements and parking. Given that the Council has seen the applications early, it will respond quickly once it has seen the information. <sup>(Prop NB, 2nd SJ, unanimous)</sup>

Cllr Loynes left the meeting.

On a proposition by the Chairman, it was agreed to vary the order of business to take Item 7.7 at this point.

7.7 Allotments including New Allotments Group report

Cllr Pountain, having previously declared a personal and prejudicial interest in this item, was allowed to speak as a member of the public to her written report on the Allotments' Group's search for appropriate sites. The site options were outlined, and sites 1 (Bevan land behind end of Hall Close) and 2 (End of Hall Close play area, owned by SCDC) were identified as offering the best prospects following site visits. The question of access to the Bevan site was explored. Cllr Pountain described how SCDC concerns about access might be allayed by expanding the access from the bottom of the site, and suggested that the allotments could be separated from the farmland by any potential social housing. The Chairman reiterated that it was never the intention of the Parish Council to turn out the allotment holders from the present site. It was observed that the most acceptable outcome for all might be to work towards the first proposal and negotiate with the landowner to link the proposed scheme for social housing to the allotments.

Cllrs Pountain and Ansell left the room. Cllr Howell, as Portfolio holder for housing, was invited to comment, but did not do so. It was agreed <sup>(Prop NB, 2nd SJ)</sup> to endeavour to take forward Option 1 from the Allotment Holders' report, and in conjunction with the Affordable Housing group, speak to Schuyler Newstead of SCDC to get the scheme moving again, after which the landowner will be approached. Cllr Ball will take matters forward with SCDC and look at the access issue.

Cllrs Elcox, Howell, Jones and Wilson left the meeting at 9.05 pm.

Cllrs Ansell and Pountain returned.

5.2 SCDC Decision and appeal notices

5.2.1 S/2172/11 – East Downing, Fox Road – Retrospective application for retention of annexe in rear garden – Permission granted.  
Noted.

5.2.2 S/0650/12/FL – Bourn C of E School – Remove temporary classroom and erection of single storey extension – Permission granted.  
Noted.

5.2.3 S/0462/12/FL – Edgehill Farm, Old North Road – Erection of detached garage with storage above in place of existing shed – Permission granted.

Noted.

- 5.2.4 S/0904/12/FL – New Zealand Cottages, Toft Road – Extension to existing annex to provide garage accommodation for 2 cars (revised design) – Permission granted.  
Noted.

- 5.2.5 S/1028/12/DC – 37 High Street – Discharge of condition – approval of details reserved by condition 3 of planning permission ref S/0132/12/FL – Permission granted.  
Noted.

5.3 Tree works applications

5.3.1 10 Riddy Lane

The Parish Council had no objections. (Prop NB, 2nd GP)

**6. Finance, procedure and risk assessment**

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. The payments as listed in the finance report were unanimously approved (Prop NB, 2nd RA) plus CGM (grass cutting) £82.93. Credits received between meetings, including the grant from Groundwork UK, were noted.

LGS Services (Admin support)	£905.00
LG Stoehr (Salary)	£125.41
Primec (water analysis)	£156.00
Cambridge Water Company (water)	£102.62
Eon (Electricity)	£162.10
CGM Cambridge (grass cutting)	£502.16

It was noted that a replacement cheque in favour of Bourn Proms had been issued as the original had been lost in the post.

Clarification was sought regarding the legionella safety measures required to be carried out by the Sports Club. It was requested that Primec be asked to recommend a consultant to meet the Sports Club on site to establish the checks necessary in the context of the building, and that a copy of the Primec report be sent to the Sports Club.

6.2 To consider the ROSPA reports

The Playing Fields report was discussed. It was considered that the worn areas around the cycle track and slide embankment were of low risk and that no action was necessary at present. Other items on the new equipment had been referred already to the supplier.

The Hall Close report was considered. It was noted that £6000 had been put aside for equipment and it was agreed to seek three quotes for the replacement of the main equipment in a similar configuration as at present, as well as quotations for the repair of the swing and monkey bars, specified separately. Carried forward to the next meeting.

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

7.1 Playing Fields including Bourn Youth Project

The locations for the benches in storage have been established and they will be installed shortly.

Clarification is to be sought whether CGM are supposed to be strimming the cycle humps on the Jubilee Recreation Field, and if so they are to be asked to do this with the next cut. Carried forward.

It was agreed to extend the trial run for the Bourn Youth Project Youth Caravans on 27 June and 4 July as the previous dates had been cancelled.

7.2 Play inspection reports – to consider work required

The update from Suzanne Armitage regarding the rota for equipment checks was considered. The frequency of checks required by the insurers is to be clarified. It was stressed that the play equipment checks must be carried out for all the equipment at both the Jubilee Recreation field and Hall Close, and if this is not taking place the Parish Council must establish cover. Cllrs Ansell and Pountain were appointed to inspect the equipment before the next meeting. A trained volunteer is required to carry out the quarterly inspection.

Cllr Wilson was invited to report at this point. A meeting regarding the bus link is being arranged before the next Parish Council meeting, when Cllr Wilson will report. Cllr Wilson was asked about potholes in Caxton End and deterioration of the road surface where vehicles were forced to pull round a parked van causing an obstruction. The potholes have been reported online and a meeting with the Highways Supervisor is to be sought in view of the obstruction.

Press reports about the possible development of Bourn Airfield were raised with Cllr Wilson. He reported that Cllr Mandy Smith had told developers that any schemes must be self-contained and not depend on Cambourne for facilities.

Cllr Wilson was thanked for attending and left at 9.45 pm.

The Parish Council approved a quotation for £140 from Wicksteed for repairs to play equipment. (Prop NB, 2nd RA).

A request had been received from Bourn Youth Project (BYP) that the Parish Council consider paying someone to carry out the quarterly inspection. BYP had also suggested that Wicksteed be asked to carry out the annual play inspection on all the equipment at both sites at the same time as its free annual inspection, thereby taking over this role from RoSPA. It was agreed to ask Wicksteed to quote for this work and consider this further at the next meeting – carried forward.

### 7.3 Parish Plan Working Group

Cllr Ball reported on a meeting with Rob Bourne and the need to consider whether a new survey should be issued. The Quarter to Six Quadrant vision was noted with interest and the need for a Neighbourhood Plan was raised. Alternatively a consultation could be based on the last survey. This will be discussed again at a future meeting.

### 7.4 Caxton End Working Group

There has been no change and plans have not yet been submitted.

### 7.5 Highways Working Group

Cllr Rees-Howell reported on speeding at the entrance to the village and on Broadway. Survey data are now available to support moving the matter forward.

### 7.6 Planning and Affordable Housing Group

Cllr Ball will contact Schuyler Newstead to progress this and will copy Cllr Pountain in on any correspondence.

### 7.7 Allotments

Taken earlier.

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

### 8.1 CCC grass cutting Public Rights of Way

Noted.

### 8.2 SCDC Local Plan Issues and Options Consultation

Cllrs Jones and Ball will attend the Parish Forum consultation meeting regarding the SHLAA and will report back to the next meeting.

### 8.3 Access Cambridge Archaeology – Community Heritage Project

Noted.

8.4 Overview of the limited assurance audit approach and fees – limited assurance audit

Noted.

8.5 Audit Commission – appointment of Littlejohn LLP as external auditors

Noted.

**9. Closure of meeting**

There was no further business and the Chairman declared the meeting closed at 10.00pm.

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

DRAFT