

**BOURN PARISH COUNCIL****The minutes of the Meeting of Bourn Parish Council held on  
Thursday 19 July 2012 at 7.30 pm in the Village Hall**

**Present:** Cllrs: Mr N Ball (Chairman) Mrs V Bruce  
Mr R Ansell Mrs Xanthe Rees-Howell

**In attendance:** Mr Don Proctor (RPS Group), Mr Chris Poulton (Added Value Capital Partners), District Councillor Mervyn Loynes, PCSOs Andy Smith and David Jackson, 5 members of the public and Mrs Gail Stoehr (Clerk).

Cllr Ball opened the meeting.

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

Apologies were received from Cllrs Pountain and Jones (out of parish) and Cllr Hansford (unwell). The resignation of Shaina Galvin for personal reasons was noted. Cllr Ball declared a personal and prejudicial interest in Item 5.1 as a friend of the adjacent residents.

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

There were no nominations. Cllr Ball chaired the meeting.

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

PCSOs Andy Smith and David Jackson of Cambourne Police Station reported that there were no major items of concern. Regular patrols of the playing fields had been maintained. The police had been called out for flooding at Caxton End. Erosion of the roadside bank opposite a parked vehicle was reported. PCSO Smith agreed to look into this.

It was reported that Gareth Jones was working on Twinning with two others and two public meetings had been held. A recommendation will be made to the September meeting.

Cllr Bruce arrived at 8.35 pm.

Mr and Mrs Maclean made representations with regard to the application at 107 Caxton End and urged refusal. Their objections were summarised as follows

- the proposed replacement dwelling is not of the same height or scale as the original.
- the style of house proposed does not meet the criteria for quality design.
- The scale and massing of the proposed dwelling and its associated outbuildings are out of keeping with the pattern of development in the Bourn conservation area.

They confirmed that they would welcome a new house in the location, but not of that design.

Correspondence from Mr Peter Jolly, a resident, was read by the Chairman in his absence.

A resident raised concerns at the removal of the steps on Footpath 6 and ploughing on Footpath 22. She was asked to contact the Clerk with further details so that the item could be included on the next agenda.

A resident raised the removal of three trees with Tree Preservation Orders on Mr Peck's land. The Parish Council had received no consultation from the SCDC Trees Officer and this will be checked. The resident stated that it was the intention of three residents including one from Caldecote to proceed with a Definitive Map Modification Order. The Parish Council noted the residents' right to do this and that it would be consulted on the proposal.

Mr Don Proctor of RPS Group spoke to his letter of 27 June and explained that he had been asked by Tallent to look into the future of the site. He presented site plans and illustrative plans of the options including Tallent redevelopment for industrial purposes. The site had been included in SCDC's SHLAA Call for Sites but had not been selected. He was asked to

keep the Parish Council informed after his meeting with Caldecote Parish Council and South Cambridgeshire District Council (SCDC) had taken place.

Cllr Loynes left the meeting.

Mr Chris Poulton outlined his proposal for the Skylark Solar Park which he aimed to submit in the near future. A consultation had taken place in 2010 and he stated that any concerns raised had been accommodated. These were then more relevant to Cambourne due to the proposed location, which was well screened from Bourn. He expressed his anxiety to make a contribution by way of offering solar panels on a community building such as the School or Village Hall. Cllr Loynes re-joined the meeting. Cllr Bruce agreed to check whether the Village Hall was a listed building.

**3. To approve the minutes of the previous meeting on 21 June 2012**

The minutes of the previous meeting on 21 June 2012 were approved <sup>(Prop NB, 2nd VB)</sup> as a true record and signed by the Chairman.

On a proposition by the Chairman, it was agreed to take item 5.1.2 at this point. However the meeting was adjourned to allow a newly arrived resident to make a representation on the application. She explained that she had visited the site and that the application contained a number of untrue assertions. She stated that Mr Sparkes had been unable to carry out repairs, and that the timescale was incorrect as to when the resident was living in the house, as he had been resident in cars. It was explained that a letter had been sent by the Parish Council to SCDC requesting a S215 notice to be served for clearance of the plot. The Parish Council had met with SCDC but this had not been forthcoming. As the Parish Council was faced with the information that the case for abandonment would not be successful, it had been felt that the optimum outcome would be to allow the best replacement dwelling on the site.

The meeting was re-opened. A proposal <sup>(XR-H)</sup> that the application be approved under DP2 was not seconded. It was agreed <sup>(Prop RA, 2nd VB, carried with 2 in favour, 1 against and 1 abstention)</sup> to recommend refusal on the grounds that the roof line had been raised and was too high. The Parish Council was pleased that the dwelling footprint on the site had been moved. If the application goes to Planning Committee either Cllr Bruce or Cllr Ansell will attend.

**4. Matters arising from the meeting**

4.1 To receive the Clerk's report

Noted.

4.2 (5.1.2) S/2190/11 – Manor Farm – erection of offices following demolition of outbuildings and

4.3 (5.1.2) S/2233/11LB – 14 Alms Hill – Demolition, rebuild and alteration to barns to form offices

The comments of the applicant and the Planning Officer on the predicted traffic movements were noted. It was agreed to recommend approval with the comment that this represented good re-use of the buildings.

4.4 (6.1) Legionella testing

Noted.

4.5 (6.2) To consider quotations for repairs and replacement play equipment

Quotations for three examples of play equipment were considered. It was agreed to seek more specific quotes for a budget of £8-10,000.

4.6 (7.2) Play inspection queries – reply from insurers

The reply from the insurers, that the play equipment must be routinely checked on a weekly basis by a competent person(s) appointed by the Council, was noted.

- 4.7 (7.2) Annual play inspection report – quotation from Wicksteed  
Carried forward.

Cllr Loynes was invited to report. He stated that the Hall Farm meeting had been stopped but there was nothing else to report.

**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/1265/12/DC – Discharge of conditions 8 and 30 of S/6438/07/O – Land at Upper Cambourne

The Parish Council made no recommendation.

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

Taken earlier.

5.2 SCDC Decision and appeal notices

- 5.2.1 S/2596/11 – Land parcels 1c and 2a on the eastern side, Parcels 1c and 2a, Upper Cambourne – Submission of reserved matters with regards to the creation of 114 no. 2,3,4 and 5 bedroom houses, associated roads, paths, drives, car parking, garages and landscaping – Permission granted.

Noted.

5.3 Tree works applications

- 5.3.1 12-14 Church Street

The Parish Council had no objections.

- 5.3.2 Old Pumping Station, Toft Road

The Parish Council had no objections.

**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 <sup>(Prop VB, 2nd RA)</sup> plus Peter Johnson (memorial flowers) £16.00, Geoff Wilson (pavilion door and pavilion slab) £109.00, Eon (Electricity) £65.85), Bourn Village Hall (room hire) £96.50. Credits received between meetings were noted.

LGS Services (Admin support)	£926.12
RPM (Play equipment repairs)	£168.00
CGM (Cambridge) (Grass cutting)	£43.52
LGS Services (Annual report printing)	£90.00
LG Stoehr (Salary)	£125.41

It was agreed that Cllr Rees-Howell would be added to the bank mandate as a signatory. Ex-Cllr Smith is to be removed from the mandate.

The Clerk reported that she had put the pavilion door and paving clag repair in hand as emergency works. It was agreed <sup>(Prop NB, 2nd VB)</sup> that the limit of emergency expenditure delegated to the Clerk should be increased to £500 and the limit for emergency expenditure delegated to the Clerk in conjunction with the Chairman should be increased to £1000.

- 6.2 Play inspection reports

Cllrs Ansell and Pountain's written reports were noted. Cllr Ansell had repaired fencing. The quotations for repairs were considered and it was agreed <sup>(Prop XX, 2nd XX)</sup> to accept the quotation for £856.00 from RPM.

The play equipment and assets maintenance budget was reviewed and it was noted that the amount proposed for the play equipment exceeded the budget for this item and options for lowering the cost will be considered.

6.3 CAPALC cheque signing guidance

The guidance from CAPALC was noted. The Parish Council already complies.

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

7.1 Playing Fields including Bourn Youth Project

Clarification is to be sought whether the youth caravan visited as scheduled as there had been no noise.

The benches are to be installed shortly.

7.2 Parish Plan working group

Cllr Ball will speak to Toft Parish Council.

7.3 Caxton End Working Group

The outstanding issue regarding the caravan on the site is to be an agenda item for the next meeting. There were also believed to be animals kept on the site, for which it was not licensed. Review of outstanding matters and enforcement regarding 107 Caxton End will be considered at the next meeting.

7.4 Highways Working Group

Cllr Bruce reported on a meeting to look at signage and will discuss with Arrington how they approached the matter. It was noted that the bid under the Minor Improvements Scheme had been unsuccessful.

7.5 Planning and Affordable Housing Group

Nothing to report.

7.7 Allotments

Cllr Ansell left the meeting, having declared an interest as an allotment holder. Cllr Ball is to complete the registration of the lease and have the form completed by a solicitor at no cost to the Council. A previously unknown drain on the site had been located.

7.8 Report on SCDC Local Plan workshop on 10 July

Cllr Ball reported on the meeting he attended with Cllr Jones. The presentation handouts were circulated.

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

8.1 RPS - Tallent premises, Bourn Airfield – illustrative suggestions how the site might be used

Noted.

8.2 Skylark Meadow Solar Park

Noted.

8.3 SCDC Local Plan Issues and Options Consultation

It was agreed to hold an extra-ordinary meeting on 30 August with a single item agenda to formulate the response to the LDF SCDC Issues and Options Consultation. This is to be publicised as soon as possible in the newsletter inviting residents' views on the proposal. The newsletter will also advertise the Parish Council's vacancy.

8.4 SCDC Code of Conduct – to adopt a Code of Conduct, consider complaints procedure and complete members' interests requirements

The model SCDC Code of Conduct was adopted <sup>(Prop xx, 2nd xx)</sup> and it was agreed to adopt the Cottenham Parish Council model for handling any complaints received about the Code of Conduct. This will be integrated into the Council's existing Complaints Policy.

8.5 SCDC Community Pride and Village Hero awards

There were no nominations.

8.6 CCC Protected Verges Warden scheme

It was agreed to join the scheme and Cllr Ball was appointed as PRV warden. Cllr Ball is to raise with CCC other verges to be protected.

**9. Closure of meeting**

There was no further business and the Chairman declared the meeting closed at 9.30 pm.

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

DRAFT