

**BOURN PARISH COUNCIL****The minutes of the Meeting of Bourn Parish Council held on  
Thursday 18 October 2012 at 7.30 pm in the Village Hall**

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

**In attendance:** Christine Page (Head Teacher at Bourn Academy), John Elcox (Chair of Governors), 1 member of the public, District Councillor Alison Elcox and Mrs Kathleen Baptie (Minutes Secretary, LGS Services).

Cllr Ball opened the meeting.

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

Apologies were received from Cllrs Mervyn Loynes and Lister Wilson.

**1.1 To receive declarations of interests from councillors on items on the agenda**

None

**1.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

None

**1.3 To grant any requests for dispensation as appropriate**

None

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

Cllr Ball was nominated as Chairman <sup>(Prop SJ, 2nd GP)</sup> elected uncontested and he signed the Declaration of Acceptance of Office.

Cllr Blair signed a new Declaration of Acceptance of Office.

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

Cllr Elcox wished to make a correction to the minutes on page 326, 4<sup>th</sup> line within the paragraph on her report; this should read that ‘the current housing stock has 100% gas compliance for the first time ever.’ She went on to report that the resident to the rear of the plot at 107 Caxton End, has collected signatures to say that he has lived there for a number of years as part of the process for getting a Certificate of Lawful Development. The Boundary Commission had come up with new proposals which won’t affect County or District Councils, but we will be in a new area called South West Cambs, for Parliamentary purposes.

Christine Page and John Elcox introduced themselves as they had come to discuss the problems with parking near the school. They were aware of the problems and in an effort to improve the situation they had recently started to put the registration numbers in their weekly newsletter. Their site manager was also putting out temporary cones during drop off and pick up times. Cllr Pountain suggested that perhaps yellow lines would help the situation, but it was felt residents may object.

**3. To approve the minutes of the previous meeting on 20 September 2012**

Following an amendment to record that under item 6.1.1 Cllr Ball queried the accuracy of the photos with Mr Poulton who said he would come back to him, and to amend the first proposal under the same item to show that 2 votes were in favour, the minutes of the previous meeting on 20 September 2012 were approved <sup>(Prop NB, 2nd GP)</sup> as a true record and signed by the Chairman.

**4. Co-options to fill casual vacancies**

Heather McClean of Gills Hill was co-opted on to the Parish Council and signed the Declaration of Acceptance of Office.

**5. Matters arising from the meeting**

The Chairman proposed to vary the order of business to take item 5.3 next for the benefit of those concerned who had come to the meeting.

**5.3 (8.8) School traffic at Hall Close and invitation to Bourn Academy Chair of Governors to discuss school parking**

Mrs Page was asked how many pupils were at the school and why so many were being driven. It was noted that there were currently 200 children on roll at the school which will rise to a maximum of 210 in the future. This compares with 150 5yrs ago. 82 of those children are eligible for the school bus but only 42 are currently using it. There are 30 children who are out of catchment area, most of whom share lifts. There are a lot of children who live on the edges of Bourn who are driven to school, and also parents who are going to work tend to drive their children to school and then carry on. It was reported that the school has an unofficial one way system which works well and also that the school was constantly talking to parents and trying to encourage them to use the school bus. Cllr Ball asked if the problem is worse at different times of the year. Mrs Page confirmed that it does seem worse in the current term, which may be as a result of new pupils starting. Mrs Page also reported that some time ago the school had looked into the possibility of parents parking somewhere else in the village and operating a 'walking bus' system to the school, however nowhere suitable could be found.

It was agreed that the Parish Council would monitor the situation and keep in touch with the school.

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

Noted.

**5.2 (5.5) 107 Caxton End – review of outstanding issues and enforcement**

A neighbour had complained that there was an additional caravan and camper van on the site and is concerned about more vehicles moving in. It was agreed to seek confirmation from Garry Duffy or Nigel Blazeby at SCDC as to the criteria for lawful development and secondly to ask for a site meeting with Charlie Swaine, Planning Enforcement Officer and SCDC.

**5.4 Quality Council application update**

The Chairman explained Quality Council scheme. The application had been submitted and the Council was waiting to hear back. A draft 'training statement of intent' was handed out to each member for consideration. This was required for the application. This will be considered further at the next meeting.

Training for new members was discussed. Cllr Jones suggested that an experienced member give an overview and to decide as a corporate council what areas members should receive training in. It was agreed to schedule a meeting in December to discuss training. As it was felt that the Parish Council should have a proper training strategy. Members were asked to email suitable dates to the Chairman.

**5.5 (5.3) Hall Close play equipment project**

The Parish Council had received verbal confirmation that it had been successful in its bid for £1,000 grant from SCDC Community Chest towards play equipment. The equipment will be ordered for installation as soon as possible.

**6. To consider planning, tree work applications and any planning related matters**

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

- 6.1.1 S/1596/12/LB – Manor Farmhouse, 14 Alms Hill – Alterations including replacement windows and door. It was agreed to recommend approval on the basis it meets with planning policies DP2 and CH5. <sup>(Prop NB, 2nd RA)</sup>
- 6.2 SCDC Decision and appeal notices
- 6.2.1 Brook Cottage, Caxton End – Appeal refused.
- 6.3 Tree works applications <sup>(NB)</sup>  
None. Cllr Ball asked members to consider taking on the role of Tree Warden as he would like to step down now that he is Chairman. Carried forward.
- 7. Finance, procedure and risk assessment including to consider any quotes for urgent work required because of health and safety or risk**
- 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 unanimously approved <sup>(Prop VB, 2nd GP)</sup> plus LGS (Admin Support) £884.40. Credits received between meetings were noted.
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|-------------------------------|---------|
| LG Stoehr (Salary)            | £125.41 |
| CGM Cambridge (grass cutting) | £165.86 |
| G Bevan (War memorial repair) | £80.00  |
| CGM Cambridge (grass cutting) | £310.37 |
- 7.2 Play inspection reports  
The Parish Council agreed it was happy with the level of detail required in the reports, but agreed that these are very time consuming for the Clerk to read through and it was therefore agreed that urgent works only should be reported to the Clerk to put in hand between meetings if the estimated cost of repairs are within the agreed limit. Otherwise the Parish Council would discuss and decide on any reports and required works at the next Parish Council meeting. <sup>(Prop NB, 2nd GP)</sup> The report from Wicksteed was given to Cllrs Pountain and Bruce to consider and to bring a recommendation to the next meeting.
- 8. Members reports and items and actions arising from any recommendations**
- 8.1 Playing Fields including Bourn Youth Project  
Nothing to report other than ‘slow down’ sign is still to be moved.
- 8.2 Parish Plan working group  
Some copies of the Parish Plan were given to new members. It was agreed that although this was a few years old, some of the issues were still relevant. The Chairman suggested that 3 members get together to form a working group and discuss the Parish Plan and perhaps look at turning it into a Neighbourhood Plan. The Parish Council may need to re-consult for this. He will email a date to members to meet and discuss.
- 8.3 Highways Working Group  
Cllrs Bruce and Jones had a meeting and drove through the village looking at signs and road markings and discussed what restrictions they wanted. Karen Lunn at Cambridgeshire County Council was asked what could be done and she advised that some things were not possible such as 30 mph repeater signs. A map was distributed marked with recommend sitings for new signs. Karen Lunn had agreed that existing signs could be reused and signs could also be fixed to street lights. Cllr Bruce is meeting with Karen Lunn next Wednesday and CCC will produce a plan, which once agreed, will go out with a consultation letter to the police etc. An article will be put in the newsletter for residents. Cllr Bruce was not sure whether or not CCC will make a charge for the plan, which may take 2 – 4 weeks to produce. The official consultation letter should be sent by the Clerk once everything is agreed and ready. Cllr Bruce was

also asked to enquire about gates into the village, soft landscaping and a pedestrian crossing. Although it was agreed these could be phase 2 and 3 of the overall plan.

Parking was also discussed under this item as it was felt that this was not just a problem related to the school, but also the pub, the shop, the doctors' surgery and the hairdressers. A conversation with the School had been started and the issue will also be raised with the pub. The Parish Council may wish to revisit discussions to alleviate parking by suggesting parking at Manor Farm.

8.4 Planning and Affordable Housing Group

The matter is at the pre-planning stage at present and there was nothing to report.

8.5 Allotments

It was noted that the lease had been returned by the Land Registry as it didn't meet their requirements. This has been forwarded to SCDC to update and will then be resubmitted to Land Registry.

8.6 Neighbourhood Watch

Cllr Rees-Howell reported on her attendance at a Neighbourhood Watch (NHW) meeting at which a discussion took place about raising NHW profile, particularly with new residents. She suggested putting an article in the village newsletter making people aware. Parking was also raised at the meeting but it was decided this was not a NHW issue as it is not a criminal offence. NHW is to be added to the agenda as a regular item.

9. To consider correspondence/communications received including

9.2 Footpaths update

The report from Angel Marcham was noted. Members were encourage to print off a map of the footpaths in the village to familiarise themselves with numbers etc.

10. Closure of meeting

There was no further business and the Chairman declared the meeting closed at 9.40pm.

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