

BOURN PARISH COUNCIL**The minutes of the Meeting of Bourn Parish Council held on
Thursday 21 February 2013 at 7.30 pm in the Village Hall**

Present: Cllrs: Mr N Ball Mrs X Rees-Howell
Mr R Ansell Mrs H McClean
Dr G Pountain Dr N Blair
Mr S Jones Mr L Rolfe

In attendance: District Councillor Mervyn Loynes, 4 members of the public and Mrs Kathleen Baptie (Minutes Secretary, LGS).

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

Mrs Diane Bayliss from CPALC and the Chairman of Quality Status Panel presented the Parish Council with a reaccredited certificate for Quality Council status. Mrs Bayliss went on to explain that the scheme is changing and had been suspended at present. This is largely due to changes in the Code of Conduct and the Localism Bill. There is currently a consultation in progress and she urged members to respond individually rather than as a corporate body.

The Parish Council thanked the Clerk and her staff for their work in putting the portfolio together.

1. Apologies for absence and declarations of interest

Apologies were received from Cllr Bruce who was attending a meeting on Future Transport as the Council's representative.

2. Declarations of Interest**2.1 To receive declarations of interests from councillors on items on the agenda**

Declarations of interest were received from Cllrs Ansell and Pountain on item 7.5 as allotment holders.

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

None

2.3 To grant any requests for dispensation as appropriate

None

2.4 Co-option to fill Casual Vacancy

An application form was received from Les Rolf of Hall Close which was read out. It was unanimously agreed to co-opt him onto the Parish Council. ^(Prop NB, 2nd RA) Mr Rolf signed his Declaration of Acceptance of Office and joined the meeting.

3. To approve the minutes of the previous meeting on 17 January

The January minutes were approved ^(Prop GP, 2nd HM) as a true record to be signed by the Chairman following an amendment to item 6.4 to read Street lighting £660, and item 6.6 to use a capital 'F' for Frank

The Chairman proposed to vary the order of business to take items 7.1 and 7.2 here.

7.1 Playing Fields including Bourn Youth Project

Mr Frank Haxton reported on the course that he had attended and what was expected of him. There were 3 main parts to the course, child psychology, accidents and equipment operation and inspection. It gave a very holistic view on the management, layout and inspection of play areas. It talked of the need for risk – if equipment is too

boring it won't be appealing, and the acceptance of risk. RoSPA said equipment should be as safe as is necessary. He saw his role as being directed by and reporting to the Parish Council, in keeping the equipment as safe as necessary and developing the areas.

Following his inspection he had made a number of recommendations;

- 1) To pressure wash the existing safety surfaces to remove algae and hopefully remove the need to replace them.
- 2) To have another volunteer helper to be able to carry out lots of the maintenance tasks between them.
- 3) Trip hazards at the Hall Close play area. He had agreed to remove these himself with the permission of the Council. Help was offered if needed.
- 4) The drains still present a drowning hazard to children. SCDC had previously said they are unwilling to fence the area but had suggested danger signs. The Parish Council agreed that signs should be pursued and requested from SCDC as soon as possible. It was also agreed to ask for both ends of the open culvert below Will Bevan's land to be grilled. Mr Haxton advised there was a regulation that grills should be fitted where children are likely to crawl in. He would put some information regarding culverts for future consideration.

Mr Haxton was thanked and left the meeting at 8.10pm.

7.2 Parish Plan Working Group

Cllr Mclean reported on the outcome of the groups recent meeting and the three 3 main areas which they were going to begin with; a local cinema, community car scheme and parking

1) Local cinema - The idea came from the Hall Close residents and the equipment on the wish list is a computer, projector and screen. SCDC have agreed to hire the room out to groups via them but it would appear that it could not be hired for an open event e.g. open to all residents of Bourn. Cllr Loynes offered to speak to Mark Howard (in charge of sheltered accommodation), to seek clarification on this. Cllr Mclean will seek quotes.

2) Community Car Scheme - There was a scheme in the village some years ago which worked quite well. The Care Network had issued a very useful information pack on how to set up your own scheme. The Parish Council need to find someone who is willing to co-ordinate the scheme and possibly also involve Caxton and Kingston as they do not currently have a scheme in place. Ideally two volunteers would be required, one to deal with bookings etc and the other to deal with the finance. The next step is to find a co-ordinator. In the meantime the Parish Council will make contact with Caxton and Kingston Parish Council's to see if they are interested in joining the scheme with Bourn and to arrange a suitably convenient time to meet for discussion.

3) Parking - Mark Proud from the Manor Barn wanted to discuss plan for the Barn with the Parish Council and was also happy to discuss additional parking. Cllr Ball had not yet managed to discuss the problem of parking with the pub.

Cllr Blair in discussions with the school had suggested that people outside the village that were not using the school bus, could try to car share. Cllr Ball will try to speak to Dennis Vacher about the parking problems at Hall Close to see if anything can be done to alleviate the situation.

4. Matters arising from the meeting

4.1 To receive the Clerk's report

Noted.

4.2 (4.2) To consider quotes received for safety surfacing at Hall Close and Jubilee play areas

Cllr Pountain will ask Lars Laj for revised quotes for the safety matting.

- 4.3 (4.4) Parking in Hall Close, by the Doctor's surgery and The Willow Tree
Discussed earlier.
- 4.4 To consider a quote for the removal of Elder trees on the perimeter of the Jubilee Playing Fields
To be carried forward.
- 4.5 Parking at the Doctor's surgery
Taken earlier under item 7.2.
- 5. To consider planning, tree work applications and any planning related matters**
- 5.1 Planning applications received since the last meeting
- 5.1.1 S/0132/13/FL – 28 High Street – Conservatory
It was agreed to recommend to SCDC that it be approved as it conforms to policy DP2 which states it must not spoil the existing building or area.
- 5.2 SCDC Decision and appeal notices
- 5.2.1 S/2254/12/FL – 12 Church St – Oak framed garage and lean to shed. Permission granted by SCDC.
- 5.2.2 S2361/12/CA – 107 Caxton End – demolition of the old Cock & Bottle. Permission granted by SCDC.
- 5.3 Tree works applications
- 5.3.1. (5.3.1) Church of St Helena and St Mary's, Church Lane
Further to the last meeting, it was agreed that the Parish Council had no objections to the tree works.
- 5.4 South Cambridgeshire Local Plan – Local Green Spaces
It was agreed the Parish Council would like to designate Camping Close opposite the Doctor's surgery), the Recreation Ground and Hall Close as Local Green Spaces. The Clerk will email SCDC to advise they will be submitting proposals before the deadline on 11th March and the response will be prepared by the Chairman.
- 6. Finance, procedure and risk assessment including to consider any quotes for urgent work required because of health and safety or risk**
- 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 RA, 2nd GP)
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| Cambridge Water (water) | £114.34 |
| CGM Cambridge (Pavilion tiles and guttering) | £234.00 |
| CGM Cambridge (Hedge cutting) | £188.25 |
| Leafield Enviro Ltd (Grit Bins) | £552.00 |
| Comberton PC (SLCC/ILCM Shared member) | £36.63 |
| ICO (DPA renewal) | £35.00 |
| LG Stoehr (salary) | £128.96 |
| PWLB (Loan) | £1762.90 |
- Clarification was sought as to where in the budget was the training budget of £1,000 shown. It was agreed to acknowledge receipt of the contribution received from Bourn Youth Project towards the Play Equipment Operational Volunteer training.
- 6.2 Play inspection reports ^(GP, RA)
It was noted that Frank Haxton considered the weekly inspections too detailed. It was agreed that Frank Haxton and Cllr Bruce should discuss and agree what is necessary.
- 6.3 Risk Assessment
- 6.3.1 To note the purchase of three salt bins and to consider if another is still required

2 salt bins are already in place and the 3rd is to be situated in Caxton End near the ford. It was decided that this was sufficient and not to purchase any more.

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

7.1 Playing Fields including Bourn Youth Project

Nothing to report.

7.2 Parish Plan Working Group

Discussed earlier.

7.3 Highways Working Group

Cllr Bruce is still waiting to hear back from Karen Lunn, and she had emailed the Clerk to ask whether a petition could be taken up instead of individual letters. These could be placed in the shop, Doctor's surgery and Café etc.

7.4 Planning and Affordable Housing Working Group

Cllr Ball reported that he had contacted the land owner to advise that the plans for affordable housing were back on, however he responded that things had moved on since then, and there has been no further response since. Shulyer Newstead from SCDC had also contacted him. If this site doesn't go ahead, the process will have to be started again with a different site.

7.5 Allotments

Following their recent AGM, it was reported that there were 6 people on the waiting list, plus people who wanted full plots instead of half.

7.6 Neighbourhood Watch

It was noted that following a leaflet drop to 60 homes, only 4 responded. It was questionable how much the scheme was wanted. The crimes for the Bourn as reported at the last Police Neighbourhood Panel meeting were quite high as this takes in Cambourne. Cllr Rees-Howell had asked for this to be re-named.

7.7 Liaison between Parish Council and School

Cllr Blair advised Head Teacher Christine Pope that a petition regarding road safety in the village might be going ahead and she asked to be kept informed if support was required from parents/carers. She had advised that building work at the school was behind schedule due to bad weather, but would be completed by May.

Cllr Blair was still working on getting stats about the numbers using the school bus and the possibility of car sharing.

7.8 Training

It was agreed that training would be a regular agenda item. Cllrs Jones, Rees-Howell, Bruce and Pountain had recently attended CAPALC training.

7.9 Cllr Ball advised that he would like to stand back from planning matters and would like other members to take the lead. The new planning group is to include Cllrs Jones, Rees-Howell and Blair. Cllr Ball will convene the working group until a new convenor is appointed.

8. To consider correspondence/communications received including

8.1 Residents - Caxton End flooding

Correspondence as circulated was noted but this was carried forward to the next meeting as the resident wants to bring photographs to the next meeting.

8.2 SCDC wildlife Enhancement Scheme

It was agreed to put in a request for some fruit trees along the boundary footpath by the allotments.

8.3 Website

Keith Chetwin who currently runs the website had asked if the Parish Council would be willing to pay for a software upgrade at a cost of £212 or £110. It was agreed to pay

for the cheaper upgrade at £110. ^(Prop NB, 2nd GP) Cllr Ball asked members to look at other village's websites for discussion at the next meeting. He would like each member to identify a good example and bring suggestions for a new website in future.

9. **Closure of meeting**

There was no further business and the Chairman declared the meeting closed at 9.45pm.

Signed _____ (Chairman) _____(Date)

DRAFT