

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

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

In attendance: District Councillor M Loynes, County Councillor L Wilson, 4 members of the public including Mr Frank Haxton, and Mrs A Griffiths (Minutes Secretary, LGS Services).

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

Mr Frank Haxton reported on the inspection he had carried out on the play areas. The Jubilee slippery surface has been cleaned and is working well but needs treatment with chemicals in a few months time to keep moss and algae down. The slide landing is clear but is still to be raised. At Hall Close, SCDC have looked at the culverts and have agreed to fund the rebuilding of culverts. Jenny Clark has asked for the work to be scoped and quotes to be obtained. Litter is not being cleared at Hall Close. Dog fouling is evident on the Jubilee Rec. The Chairman agreed to draft an article for the newsletter regarding dog fouling.

Mr Haxton sought clarification about his role. It was explained that the Parish Council was responsible for the play equipment but that Mr Haxton inspected and reported on it. It was noted that he was willing to help with maintenance and agreed that this should not be led by him. The liaison with Cllr Pountain was working well. A copy of the annual inspection report is to be emailed to Mr Haxton. Mr Haxton reported that the matting was not satisfactory and he will obtain quotes and bring them to a future meeting. Mr Haxton was thanked for his efforts and left the meeting at 7.40 pm. Cllr Bruce also offered to help with the inspections.

The owners of Manor Farm, together with a colleague, outlined their plans for the development of farm buildings at Manor Farm, and showed site plans and photographs, prior to a planning application being submitted in due course. The proposal involved a change of use of a storage building within the farmyard, from agricultural use to a butcher's shop selling traditional local produce and operated by a local firm. Parking spaces would be created within the farmyard but this has to remain informal in appearance due to listed building regulations. Two staff would be employed. Pre-planning advice has been sought from SCDC who have been supportive. A design and access statement is currently being prepared, after which the planning application for change of use will be submitted.

The Parish Council expressed its general support for the project and the hope that the new parking area might be able to assist with parking for the Doctors' surgery. Cllr Bruce agreed to show the plans to the surgery and check how many spaces they would like. The owners were thanked for attending and left the meeting at 7.55 pm.

County Cllr Wilson arrived during this item and was invited to report. He apologised for not attending recent meetings and reported on:

- The County Council budget and the increase of 1.99% in the Council Tax due to the cost of adult social care.
- Cambridgeshire County Council has agreed to give a grant of £20M to BT to provide superfast broadband services in Cambridgeshire.
- The new secondary school in Cambourne will now take children from Caxton and Bourn as well as Cambourne. However the County will no longer fund transport for children from those villages to attend Comberton Village College. The new school is

being run by Comberton Village College and will start with Year 7 and build up year by year. A fourth primary school is also to be built on the same site in Cambourne. Cllr Wilson was asked how parents would manage if siblings were travelling in different directions, and no bus was available. Cllr Wilson referred to the newly released press statement. Cllr Blair was asked to investigate this so that an article could be included in the newsletter.

- There was a huge discrepancy in funding from Central Government for secondary pupils in Cambridgeshire compared with neighbouring counties. A petition was sent to parents in November 2012 seeking the raising of the funding level for Cambridgeshire children.

Cllr Wilson was asked whether Cambourne, Caxton and Bourn could be regarded separately for crime figures in the Neighbourhood Watch report, as the figures for Bourn were distorted by being included with other villages. Cllr Wilson replied that this was the responsibility of the Boundary Commission and a review would be held next May.

Cllr Bruce reported that the Twinning Group had met and would be asking for possible financial support for small items. The Parish Council expressed its willingness in principle to consider a donation if required and it was suggested that the Clerk contact the Twinning Group in September to ask whether assistance was required so that this could be taken into consideration when setting the budget.

A meeting is to take place with Mr Poulton to discuss concerns about the solar panels on the Village Hall.

1. Apologies for absence and declarations of interest

Apologies were received from District Cllr Alison Elcox.

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, and also the existence of their dispensations, allowing them to speak but not vote on matters relating to the allotments.

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.

3. To approve the minutes of the previous meeting on 21 February 2013

The minutes of the meeting on 21 February were approved ^(Prop RA, 2nd NB) as a true record and signed by the Chairman after the following amendments were made: under Item 2.4, to correct the spelling of Rolfe; under item 7.2, to correct the spelling of McClean; to strike out Item 4.4; under Item 7.7, to amend "Pope" to "Page"; under Item 8.3, to amend "Keith Chetwin" to "Kim Chetwyn".

4. Matters arising from the meeting

4.1 To receive the Clerk's report

Noted.

4.2 (Open session, 17.1.13) Removal of stile on FP4 – report from the P3 co-ordinator

The report of the P3 co-ordinator was noted and the matter is now closed.

4.3 (4.2) To consider quotes received for safety surfacing at Hall Close play area if received

It was noted that completely new quotations were being sought for Hall Close and other areas.

4.4 (4.5 and 7.2) Doctors' surgery parking

Cllr Bruce will check with the Doctors' surgery how many places would be suitable for their needs and will let the owners of Manor Farm know.

4.5 (7.1) Hall Close play area ditch issues including report on site meeting

It was noted that the grilles were to be paid for and installed by SCDC. The Parish Council will obtain the necessary quotation.

4.6 (8.1) Residents – Caxton End flooding

The resident had not attended the meeting. Cllr Ball will inform them that the matter has been carried forward.

4.7 (8.3) Website

Cllr Rolfe provided information on website packages and undertook to send the link to all members so that they could study what is available and consider this at a future meeting. It was observed that the website would not replace a newsletter but the Council should commence collecting email addresses from interested residents and consider what tasks would need to be carried out and who should do them.

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/0441/13/LB – Upper Farm, 151 Alms Hill – Part renew roof finish and insulate, repair front porch and replace front step

It was unanimously agreed ^(Prop NB, 2nd RA) to recommend approval of the listed building consent to SCDC that it be approved as it conforms to policy CH/3.

5.1.2 S/0364/13/FL – Willow Barn, Caxton End – Extensions and alterations to building

It was unanimously agreed ^(Prop SJ, 2nd VB) to recommend approval as the application conforms to policy DP/2.

5.2 SCDC Decision and appeal notices

5.2.1 S/2612/12/RM – Land at Upper Cambourne – retention of existing and construction of new haul roads – Permission granted by SCDC.
Noted.

5.2.2 S/2294/12/DC – The Apiary, 107 Caxton End – Application for approval of details reserved by condition 9 (infrastructure scheme) of planning permission S/1874/11 – Permission granted by SCDC.

Noted. A meeting is being arranged between the developer and Health and Safety officials before demolition commences to ensure that this is carried out properly.

5.3 Tree works applications

5.3.1. The Old Cottage, 56 High Street

The Parish Council had no objections.

5.4 On a proposition by the Chairman, it was agreed to vary the order of business at this point to raise the Community Right to Bid. The Chairman outlined the requirements which provided an opportunity to list the assets in the village and ensure that they could not be sold without the village having a change to bid on them. It was agreed that this would be an agenda item for the next meeting, and that information on the scheme should be included in the newsletter.

Cllr Loynes left the meeting.

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 VB, 2nd SJ)

Ian Hildrew (PAT testing)	£93.02
LGS Services (Admin support)	£935.45
CGM Cambridge (Pavilion roof repair)	£384.00
Alarm Maintenance (Fire alarm service)	£90.00
LGS Services (Admin support)	£880.84
LG Stoehr (Salary)	£129.02
HMRC (PAYE/NIC)	£386.80
PWLB (Loan)	£1762.90

Reimbursement of £555.00 received from Bourn Youth Project towards the Play Equipment Operational Volunteer training was noted.

In response to a query from a member, the Chairman clarified that the increasing amounts of administrative work involved and the demands on a Quality Council incurred increased costs, but the costs of administration were competitive and represented value for money.

6.2 Play inspection reports ^(GP, RA)

It was noted that new check lists had been drawn up after discussions with Cllr Pountain and Mrs Suzanne Armitage. Mr Haxton will obtain information on the grilles and the extension to the rubber matting under the swings.

6.3 Valuation of Assets and Data Transparency

The new requirements were noted.

Cllr Jones left the meeting at 8.47 pm.

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

7.1 Playing Fields including Bourn Youth Project

Nothing further to report.

7.2 Parish Plan Working Group

Cllr Rolfe was asked to liaise with Cllr McClean directly regarding the film show. A suggestion was made that a bench from Manor Farm be moved and re-located outside the Community Centre. Members will organise this and ensure the bench is securely attached. The Clerk and Chairman are to be informed of any proposed expenditure to be incurred.

7.3 Highways Working Group

The need to discuss the Community Transport Fund with Caxton and Kingston Parish Councils if they were interested, was noted. This was carried forward to the next meeting.

Cllr Bruce and Rees-Howell had raised a petition in support of the Parish Council's bid under the Minor Highways Improvement Scheme. Further signatures are to be collected tomorrow and emailed to the County Council in support of the bid, the outcome of which is awaited.

7.4 Planning and Affordable Housing Working Group

Cllr Ball reported that a meeting would take place between Schuyler Newstead and Mr Bevan in April. The building of the last two houses at the Broadway will take place between April and August and the developer will then contact the Clerk to find out who the Parish Council's solicitor will be. The new playground will then be developed. The Parish Council agreed that the Chairman should contact Bourn To Run to suggest that they might sponsor this project.

7.5 Allotments

Cllrs Ansell and Pountain declared the existence of their dispensations enabling them to speak but not vote. The need for more allotments was highlighted.

The letter from SCDC requesting a variation to the lease on the grounds that vehicular access on to the land was not feasible, so an express right of way should be removed

from the lease. Members stated that there was a vehicular access in existence, which was used by Eastern Electricity vehicles, and it was agreed that SCDC should be informed of this. A map showing the access, and the need for it, is to be provided and sent to SCDC.

It was agreed ^(Prop VB, 2nd NB) that Cllr Rolfe should take over the responsibility of Allotments Representative from Cllr Rees-Howell, and in turn it was unanimously agreed ^(Prop GP, 2nd RA) that Cllr Rees-Howell should take over responsibility for planning applications from the Chairman. SCDC are to be asked to send future planning applications direct to Cllr Rees-Howell in future.

7.6 Neighbourhood Watch

Two crimes had been reported.

7.7 Liaison between Parish Council and School

A survey of car traffic to school and the idea of car sharing had been suggested. The number of pupils travelling by bus had increased significantly since last September. The School will carry out a transport survey in the summer term, and the Parish Council is to offer any help it can if required. It was noted that traffic movements had a seasonal element. This will be considered again when the outcome of the survey is known.

7.8 Training reports

A basic members' training course is to be organised through CAPALC. A list of courses attended by members is to be prepared. Concerns were expressed that members had heard nothing further about winter gritting training. Cllr Pountain reported that some grit bins had not been filled and will check and inform the Clerk.

7.9 Report on SCDC Parish Liaison meeting

This had covered Central Government changes to the Council Tax benefits system and a bedroom tax, S106 agreements and their replacement by a Community Infrastructure Levy on all developments. The meeting had encouraged parishes not to undertake Neighbourhood Plans as this was very expensive and could result in additional development.

Cllr Wilson reported on discussions about development between the City and Fulbourn and observed that developments depended on a good bus service. However there had been cuts to existing services.

7.10 Report on CCC Future Transport Meeting

Cllr Bruce reported that bus services were being reduced as there was a threat of cuts to subsidies. Alternative structures were being considered, such as dial a ride schemes whereby a scheduled service would run in peak times, but in off peak periods it would be necessary to telephone for a bus. However this is problematic as 48 hours' notice is required and the scheme may not be viable for this area. Reassurance had been provided that a service would continue until a viable option could be found, but a SCDC leaflet on demand responsive transport appeared to indicate that the scheme was already going ahead. A further meeting is to be held. Cllr Bruce was asked to keep abreast of developments and a report is to be included in the newsletter.

7.11 Sustainable Parish Energy Partnership

Cllr Rees-Howell reported on the SPEP meeting. It was proposed to hold a village meeting in the autumn about conservation and publicity would be provided by means of a stall at the village fete. The thermal camera has been booked and it is intended to hold a village event one week beforehand to allow residents to sign up.

8. To consider correspondence/communications received including

8.1 CCC Community Transport Fund

Carried forward to the next meeting.

9. Closure of meeting

The possibility of the Parish Council running a stall at the village fete to show the village what it does will be an agenda item for the next meeting.

Reports for the Annual Parish Meeting are to be submitted to the Clerk by 12 April.

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

Signed _____ (Chairman) _____(Date)

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