

- 1.4 To appoint representatives on any other organisation or authority
It was agreed no further representatives were required at this time.

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

County and District Cllr Loynes offered his support at planning meetings. The implications of Cambourne being part of Bourn Ward were raised with Cllr Lloynes.

1. Apologies for absence and declarations of interest

None.

2. Declarations of Interest

- 2.1 To receive declarations of interests from councillors on items on the agenda

None.

- 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 18 April 2013

The minutes of the meeting on 18 April were approved ^(Prop GP, 2nd VB) as a true record and signed by the Chairman after an amendments “Rush hour linking to Comberton” “Madingley” and “In advance of the day” ^(Prop HM 2nd XRH)

4. To consider resolutions, if any, arising from the Annual Parish Meeting

None.

5. Matters arising

- 5.1 To receive the Clerk’s report

The Clerk’s report was noted.

- 5.2 (4.3) To consider quotations for safety surfacing at Hall Close play area if required

Only one quote had been received for the revised specification, as other companies had declined to quote. The Financial Regulations were considered. It was agreed ^(Prop NB, 2nd GP) to spend upto £6048 on safety surfacing either from Abacus or one of the other companies who had quoted subject to the recommendation of Mr Frank Haxton on the edging and whether one of the other quotes was more suitable for the Council’s needs. The Clerk will place the order once Cllr Pountain has discussed the quotes with Mr Haxton.

- 5.3 (4.5) Grille on Riddy Lane ditch update

Jenny Clark at SCDC is to be asked to contact Mr Haxton with regards to his quotation for the specification and to install the grilles without delay.

- 5.4 (4.6) Website update

Cllr Rolfe reported on enquiries he had made. The preferred site was Inverness and he will send a link to all members so that a decision can be made at the next meeting.

- 5.5 (4.7) Training update – Professional Development policy

The policy was adopted ^(Prop SJ, 2nd GP).

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/0806/13/RM – Land off Vickers Way and Hudson Way, Cambourne

The Parish Council made no recommendation.

- 6.1.2 S/0815/13/NM – 156 Alms Hill – extension

Noted for information only.

6.1.3 S/00761/13/FL – Manor Farm, 14 Alms Hill – Change of use of an agricultural store building to butchers

It was agreed to recommend approval ^(Prop NB, 2nd VB) as it conforms to DP/2 and also CH/5 being acceptable within the conservation area. It was not felt that the application would increase flooding but there should have been a flooding statement.

6.1.4 S/0283/13/LB – 27 Church Street – subsidence repairs

No recommendation.

6.1.5 s/0843/13/fl – approved

6.1.6 S/0845/13/CA - approved

6.2 SCDC Decision and appeal notices

6.2.1 S/0364/13 – Willow Barn, Caxton End – Extensions and alterations to dwelling – Permission granted by SCDC.

6.2.2 S/0367/13/FL – 37 The Broadway – Replacement roof on lean to extension with two velux windows – Permission granted by SCDC.

6.2.3 S/0441/13/LB – Upper Farm, 151 Alms Hill – Part renew roof finish and insulate, repair front porch and replace front step – Permission granted by SCDC.

It was noted that representatives for the Tallent application would be attending the next meeting. Information was available on the website.

6.3 Tree works applications

None.

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. ^(Prop NB, 2nd HM) A review of electricity costs is to be undertaken.

E.ON (Electricity)	£140.08
Canalbs (Internal audit)	£113.35
Salaries	£128.15
Comberton Parish Council (Shared training)	£10.00
CAPALC (Affiliation fee)	£331.93
CGM (Grass cutting)	£478.61

7.2 To consider requests for S137 donations

Requests from Bourn Proms and The Bobby Scheme were considered, and in accordance with its powers under Section 137 of the Local Government Act, 1972, it was agreed that the Council donate £50 to Bourn Proms and £100 to The Bobby Scheme, which, in the opinion of the Council, was in the interests of the area and its inhabitants ^(Prop VB, 2nd GP)

In response to the request from Mrs Bradford it was agreed that the pre-application advice for the Village Hall solar panel planning application could be made in the Parish Council's name.

7.3 Annual Reviews

7.3.1 Standing orders, Financial Regulations, Risk Assessment and other policies review including revised Code of Conduct

A change was agreed to the Financial Regulations to increase the amount over which tenders are to be obtained to £5000 and to advertise everything over this figure.

Consideration of the Health and Safety Policy was carried forward to enable members to look further at the draft policy which the Clerk had circulated.

7.3.2 Assets, Insurance policy and fidelity guarantee review

It was noted that the insurance policy did not cover subsidence.

7.3.3 Internal audit report to the Council and to appoint the Internal Auditor

The report was considered. It was agreed to re-appoint Jacquie Wilson of Canalbs Ltd as Internal Auditor at the rates indicated in her letter i.e. £35ph plus a share of her mileage costs. ^(Prop NB, 2nd VB)

7.3.4 Clerk Annual Review

On a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, the Clerk's annual review, the public were temporarily excluded from the meeting and were instructed to withdraw. No members of the public were present. The Clerk left the meeting temporarily while this item was discussed. The Clerk's salary was increased by one spinal column point (SCP) to SCP 35 for satisfactory service in accordance with her contract.

7.4 Approval of the accounting statements and completion of the Annual Governance Statement FY2013

The accounts were approved ^(Prop NB, 2nd HM) by resolution of Bourn Parish Council and the statements 1-8 in section 2 of the annual return were all answered 'Yes' except for question 9 (Trust Funds) which was 'Not applicable'. The Chairman signed sections 1 & 2 and the supporting accounts on the Parish Council's behalf.

7.5 To consider play inspection reports and any work required

It was reported that the Clever Curves landing stage boards had rotted from beneath. It was agreed to ask Clever Curves to quote for repairs and delegate to the Clerk in conjunction with the Chairman to make a decision between meetings. Cllr Ansell and Pountain will arrange a sign asking people not to use the equipment until repaired.

An email from Jan Burrell was read by Cllr Jones which indicated at the Hall Close play area, children want an exciting area to ride bikes on. This is to be discussed as part of the new development.

Mr Frank Haxton is to be reimbursed with the sum of £24.07 for mileage and parts for repairs to the play equipment.

8. Members reports for information only

There will be a stall for the SPEP at the Village Fete.

Two complaints had been made regarding noise and light from the generator at the School. The Head Teacher had replied and had offered to meet with the complainant.

9. To consider correspondence/communications received

9.1 Proposal for permanent diversion of FP22/23 between Bourn and Caldecote

It was agreed to put a notice inviting residents' views in the shop and on the notice board.

It was agreed that the Parish Council on balance had no objections but needed a public consultation to take place. The P3 co-ordinator is to be asked to put together a flyer seeking views and collate these views. The Clerk is to arrange the printing of the flyers.

10. Closure of meeting

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

Signed _____ (Chairman) _____(Date)