

BOURN PARISH COUNCIL

The minutes of the Meeting of Bourn Parish Council held on Thursday 28 May 2014 at 7.30 pm in the Village Hall

Present: Cllrs: Dr Neil Blair (Chairman) (NB) Mr Steve Jones (SJ)
 Mrs Vivien Bruce (VB) Mr Les Rolfe

In attendance: Mrs Gail Stoehr (Clerk). 2 members of the public left at the start of the meeting.

1. Annual Business

- 1.1 To elect a Chairman and to receive the declaration of acceptance of office
Cllr Bruce was nominated. ^(LR) The nomination was subsequently withdrawn.
Cllr Blair was unanimously elected Chairman and signed the Chairman's declaration of acceptance of office. ^(Prop SJ, 2nd LR)
- 1.2 To elect a Vice-Chairman
Cllr Bruce was elected Vice-Chairman. ^(Prop NB, 2nd LR)
- 1.3 To receive members' declarations of acceptance of office
RESOLVED to note that all declarations of acceptance of office had been received prior to the meeting.
- 1.4 To approve the minutes of the last meeting
RESOLVED that the minutes of the last meeting on 15 May should be approved and signed by the Chairman after amendments to show that Cllr Ball left the meeting briefly in three places not Cllr Blair ^(Prop NB, 2nd LR)
- 1.5 To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
. RESOLVED that members should approach interested residents. An application form is to be put on the website. Applications are to be sent to the Clerk
- 1.6 Review of delegation arrangements to committees, working groups, employees and other local authorities
RESOLVED that following working groups and member responsibilities be agreed -
- 1.6.1 Affordable Housing Group – Cllr Rolfe (Convenor), Cllr Blair.
- 1.6.2 Allotments liaison – Cllr Rolfe. To attend the Allotment Society meetings.
- 1.6.3 Cambourne link and liaison including bus links – Cllr Bruce
- 1.6.4 Tree Wardens – Cllr Jones (Convenor) and Mrs Hilary Gretton
- 1.6.5 Brook Maintenance – Mrs Hilary Gretton
- 1.6.6 Sustainable Energy Partnership (SPEP) – Cllr Blair
- 1.6.7 Finance overseeing – Cllrs Blair (Convenor) and Jones
- 1.6.8 Flooding Working Group Liaison – Cllr Bruce
- 1.6.9 Highways Working Group – Cllr Bruce
- 1.6.10 Traffic monitoring and Speedwatch liaison– Cllr Bruce (Convenor) and Cllr Jones
- 1.6.11 Newsletter - Cllr Rolfe
- 1.6.12 Annual Report – The Clerk
- 1.6.13 Notice board key holders – Cllr Rolfe
- 1.6.14 Other keys including the Pavilion – Cllr Bruce

- 1.6.15 Winter gritting - The Chairman will contact Xanthe Rees-Howell regarding gritting volunteers. Mrs Sarah Algar is to be removed from the list.
- 1.6.16 Planning – Cllr Jones (Convenor), Cllr Blair and Cllr Bruce.
- 1.6.17 Police Liaison – Cllr Bruce
- 1.6.18 Public Rights of Way (Bridleways) – Mr Graham Bruce
- 1.6.19 Public Rights of Way (P3) – Ms Angela Marchant
- 1.6.20 Recreation Ground checks – Mr Frank Haxton and Dr Gill Pountain
- 1.6.21 Bourn Sports Club and Recreation Grounds including Hall Close, Playing Fields and The Broadway – Cllrs Bruce and Blair.
- 1.6.22 School Liaison including Secondary Primary and Nursery – Cllr Blair.
- 1.6.23 Code of Conduct – The Clerk and Fiona McMillan, Monitoring Officer, SCDC
- 1.6.24 Village Hall – Cllr Bruce and Cllr Rolfe.
- 1.6.25 Website – Cllr Rolfe
- 1.6.26 Stop BAD liaison and attending their meetings – Cllr Jones
- 1.7 Review of the Terms of Reference for committees and working groups
RESOLVED that the Clerk should draw up the Terms of Reference for consideration at the next meeting.
- 1.8 Receipt of nominations to existing committees and working groups
None.
- 1.9 Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them
None received.
- 1.10 Review and adoption of appropriate standing orders, financial regulations and risk assessment arrangements
No change at this time.
- 1.11 Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
None.
- 1.12 Review of representation on or work with external bodies and arrangements for reporting back
Village Hall - covered under Item 1.6.23.
- 1.13 Review of inventory of land and assets
RESOLVED to clarify the ownership of the path near the Willow Tree.
RESOLVED that Cllr Rolfe should inspect all the Council's assets and make a report and recommendation to a future Council meeting.
RESOLVED to check with Mrs Jan Burrell where the Bourn Youth Project items are stored.
RESOLVED that the Clerk should check if any Council benches are still stored at Manor Farm.
RESOLVED that the assets list be updated with the Bourn Youth Projects transferred assets.
- 1.14 Review and confirmation of arrangements for insurance cover in respect of all insured risks
RESOLVED to remove any asset below £500 in value from the next insurance policy.
RESOLVED to check if the pavilion is covered for subsidence cover.

- 1.15 Review of the Council's complaints procedure
RESOLVED that no change is required.
- 1.16 Review of the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
RESOLVED that no change is required.
- 1.17 Review of the Council's policy for dealing with the press/media
RESOLVED that the Chairman together with the Clerk are to deal with the Press and Media in line with the Council's agreed position on any matter.
- 1.18 Setting the dates, times and place of ordinary meetings of the full Council
RESOLVED that meetings are to take place on the third Wednesday of the month excluding August and December at 7.30pm in the Village Hall.
- 1.19 Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
RESOLVED that dispensation requests are to be brought to the next meeting.
- 1.20 To review banking arrangements and appoint any banking signatories
RESOLVED to remove ex- as signatories. RESOLVED that the new signatories are to be Cllr Bruce, Blair, Jones and Rolfe.
RESOLVED that the Clerk's authorisation to access information on the account but not to be a signatory, remains unchanged.

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

Cllr Elcox's reported on the Solar park, on which the Parish Council had received nothing by way of information and the petition being conducted by residents in Hall Close opposing any new housing off Hall Close.

The Parish Council noted that it had put information on its website inviting comments on the possible affordable housing in Hall Close, but at present SCDC had not formally consulted the Parish Council on any plans. The survey had identified this location as being within easy reach of the village, bus stops, etc. It had been reported in the October minutes that the working group were liaising with SCDC who were drawing up plans. The Parish Council wished to resolve issues regarding parking around the school.

An open discussion on the possible housing in Hall Close will be an item for the Annual Parish Meeting.

2. Apologies for absence

Cllr Aldridge had given her apologies to the other members. These need to be sent to the Clerk.

3. Declarations of interests

3.1 To receive declarations of interests from councillors on items on the agenda

None.

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

None.

3.3 To grant any requests for dispensation as appropriate

None.

4. Closure of meeting

RESOLVED that the date of the Annual Parish Meeting is to be changed to Wednesday 18 June or to another date arranged by the Clerk and Chairman.

The Chairman declared the meeting closed at 10.30pm.

Signed _____ (Chairman) _____ (Date)