

BOURN PARISH COUNCIL**The minutes of the Meeting of Bourn Parish Council held on
Wednesday 16 July 2014 at 7.30 pm in the Village Hall**

Present: Cllrs: Dr Neil Blair (Chairman) Mr Les Rolfe
Mrs Vivien Bruce Mr Des O'Brien
Mrs Stephanie Aldridge Mrs Sarah Jagers

In attendance: Mrs Kathleen Baptie (Minutes Secretary, LGS Services).

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

None

1. Apologies for absence

Apologies received from District Cllr Loynes

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

Cllr Bruce declared an interest in item 8.1 Playing Fields as an adjacent resident and Cllr O'Brien declared an interest in item 8.1 as a member of the Sports Club.

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

The following requests for dispensations were received;

Cllr O'Brien for Stop BAD

Cllr Bruce for Village Hall, Bourn Church, Sports Club and Twinning Association.

Cllr Blair for setting precept

Cllr Rolfe for Community Hall

2.3 To grant any requests for dispensation as appropriate

Dispensations were granted to speak and vote to –

Cllr O'Brien for Stop BAD; however, advice is to be sought from the Clerk as to whether a dispensation to speak and vote should be granted to Cllr O'Brien.

Cllr Bruce for Village Hall, Bourn Church, Sports Club and Twinning Association.

Cllr Blair for setting precept

Cllr Rolfe for Community Hall

3. 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 to co-opt Sarah Jagers onto the Parish Council. (Prop SJ, 2nd VB)

4. To approve the minutes of the last meeting on 18 June 2014

The minutes of the meeting on 18th June were approved and signed by the Chairman. (Prop NB, 2nd VB)

The Chairman proposed to vary the order of business to take items 6 and 8.12 here

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/1501/14/FL The Grange, Broadway – Erection of war memorial**

RESOLVED that the Parish Council recommend approval.

6.1.2 S/1359/14/LB Old Fox Inn, Old North Rd – Refurbishments

RESOLVED that the Parish Council recommend approval as the proposal would improve the property.

6.1.3 S/1536/14/FL – 71 Caxton End – Demolition of existing dwelling and outbuildings and erection of replacement detached chalet bungalow

RESOLVED that the Parish Council recommend approval but would draw the Council Officer's attention to the fact that the proposals may not be fully consistent with policy HG/7.

6.2 SCDC Decision and appeal notices

- 6.2.1 S/1222/14/NM – The Old Station, Old North Road – Non-material amendment to S/1027/13/FL for alterations to windows and roofing with detailing above patio doors – Permission granted by SCDC.
- 6.2.2 S/1011/14/FL – 14 Alms Hill – Conversion and rebuilding of redundant outbuildings for office use largely on same footprint – Permission granted by SCDC.
- 6.2.3 S/1012/14/FL – 14 Alms Hill – Listed building consent for conversion and rebuilding of redundant outbuildings for office use largely on same footprint – Permission granted by SCDC.
- 6.2.4 S/0750/14/FL – 45 High Street – Erection of 2 storey detached dwelling house, garage and carport with store over following demolition of existing house and outbuildings – withdrawn.
- 6.2.5 S/0757/14/LB – Rose Cottage, 160 Caxton End – Alterations to fireplace and chimney including removal of brick inset – Permission granted by SCDC.

6.3 Tree Works applications

6.3.1 153 Caxton End

RESOLVED that the Parish Council has no objections.

8.12 Proposal that the Parish Council commission a traffic consultant

RESOLVED that Cllr Jones will bring a quotation for the Traffic Consultant to the next meeting.

RESOLVED that the Parish Council contribute an additional £500 towards the Traffic survey this being in addition to the amount of £1,000 previously agreed. ^(Prop SJ, 2nd VB)

5. Matters arising from the last meeting or a previous meeting

5.1 To receive the Clerk's report.

Noted.

5.2 Dispensation policy and procedure

RESOLVED that the Council delegates the power to grant future dispensations to the Clerk. (The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).) ^(Prop LR, 2nd VB)

8.45pm Cllr Jones left the meeting

8.50pm Cllr O'Brien left the meeting

5.3 To decide the terms of reference for working groups and member responsibilities

RESOLVED to adopt the terms of reference as advised by the Clerk as follows;

All working groups and member responsibilities -

The members as appointed

- are asked to review and monitor their area of responsibility and to report regularly to the Parish Council.
- should make clear recommendation for action to the Parish Council as and when appropriate
- inform the Clerk in advance of the meeting when a Council decision is required so that the item can be added to the agenda supplying a written report and any background or supporting papers as necessary.
- Do not have any delegated authority to make any decisions on the Council's behalf.
- Must have due regard for the Parish Council's Standing Orders, Financial Regulations and other Policies at all times.

- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out their role more effectively.
- May co-opt up to two parishioners and others to join the group.
- May liaise with other Parish Council working groups and members with responsibility for other areas as appropriate.

Affordable Housing–(In addition to the above terms of reference) the Group is to:

- Define the need and location of affordable housing in Bourn
- facilitate/encourage provision of affordable homes within Bourn (consistent with Bourn’s need) and to make recommendation, where appropriate, to the Parish Council.
- conduct discussions with Will Bevan in order to improve parking
- Liaise with the District Council over any possible affordable housing scheme in the village
- May liaise and discuss Bourn’s affordable housing need and provision with other parishes, and potential providers of affordable homes, residents in order to facilitate/encourage provision of affordable homes within Bourn consistent with the Parish Council’s approved stance on the matter
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

Planning – (In addition) –

The Planning Working Group is asked to consider all applications received and all planning related matters and make a recommendation to the Parish Council on its formal response.

If an application is received between meetings and a time extension cannot be obtained then the procedure is detailed in the Council’s Standing Orders will be followed.

Standards Committee

Membership: Cllrs [three members] including a Chairman, with one member as the reserve member.

Terms of Reference:

To meet as may be from time to time required to consider any complaints received in accordance with the Parish Council’s policy.

8.55pm Cllr O’Brien returned to the meeting during the above item.

5.4 Appointment of member with responsibility for brook maintenance and to note correspondence

It was noted that Nigel Ball had agreed to carry on in this role. RESOLVED to write to Nigel Ball confirming the appointment for brook maintenance and to thank him.

5.5 (9.3) To consider quotations for the public open space at The Broadway if received

RESOLVED to carry forward as only 1 quotation had been received for clearing and grassing the site. The quotes for picnic tables will also be considered at the next meeting. In the meantime the Parish Council will write to 100 Houses informing them that the Council will be clearing a grassing the area at a cost of approximately £2,000 and ask if they would be willing to contribute an amount towards the 2 picnic tables.
(Prop DOB, 2nd SA)

RESOLVED to write to Carmen Robinson to thank her for her involvement and update her on the matter.

9.15pm Cllr O’Brien left the meeting.

7. Finance, procedure and risk assessment including to consider any urgent work required because of health and safety or risk

7.1 To receive the financial report and approve the payment of bills

RESOLVED that the financial report be received and considered, and that the invoices, statements and bank statements be checked at the end of the meeting by the signatories before the cheques are signed. RESOLVED that the payments as listed in the finance report be approved for payment ^(Prop NB, 2nd VB) plus CGM (grass cutting) £310.27, P Johnson (bedding plants for war memorial) £24 and E.ON (Pavilion electricity) £37.12.

EON (Electricity bill)	£42.21
SCDC (Election fee)	£135.00
Bourn Village Hall	£90.00
Salary	£132.89
LGS Services (Admin Support)	£945.03

7.2 To consider any matter which is urgent because of risk or health and safety

None.

7.3 Legionella testing – to consider re-appointing Primec on a three year fixed price contract at £130 pa

RESOLVED to re-appoint Primec on a three year fixed price. ^(Prop VB, 2nd LR)

8. Members reports and items for information only unless specified

8.1 Playing Fields

RESOLVED to send Frank Haxton's paint specification only to the companies that are quoting.

RESOLVED to obtain quotes for a litter bin for the Hall Close play area.

Reference Frank Haxton's report, Cllr Rolfe will clarify with Mr Haxton about meeting with CGM on site re cutting back trees and also regarding the ditch.

RESOLVED to ask CGM to attend to brambles and undergrowth which is encroaching onto the sundial. It is believed that this area is part of their contract.

The loose timber log referred to in Mr Haxton's report will be deferred to the next meeting in order for members to have a look in the meantime.

RESOLVED to authorise Mr Haxton to purchase a gate spring for £50. ^(Prop NB, 2nd SA)

8.2 Parish Plan Working Group

Nothing to report.

8.3 Highways Working Group including Speedwatch

Cllr Bruce reported that Highways could not give her an exact figure as to how much of the Parish Council's contribution has been spent. The 'slow' road markings and lines at the end of Caxton Rd will be done out of the Highways own budget. Cllr Bruce had asked them about re-positioning the roundels and was told that they could not be re-positioned. It was indicated that potentially the roundels would also be covered under the Highways budget.

The Chairman proposed to vary the order of business to take item 9.1 here.

9.1 CCC Minor Highways Improvements – invitation to bid

RESOLVED to apply for a grant to improve the pavement at Alms Hill, from Manor Farm up the hill to High St. The bank needs a retaining wall and the pavement resurfaced. Cllr Bruce to fill in application. ^(Prop VB, 2nd NB)

8.4 Planning and Affordable Housing Working Group

Cllr Rolfe reported on his Myth Busting Trip with SCDC and Housing companies. It was noted that all the developments visited were on exception sites and all exited on to a main road in the village.

8.5 Allotments

Nothing to report.

8.6 Neighbourhood Watch

Nothing to report.

8.7 Liaison between Parish Council and School

Nothing to report.

8.8 Website

Nothing to report.

8.9 Sustainable Parish Energy Partnership (SPEP)

Nothing to report.

8.10 Bourn Flood Action Group

Nothing to report.

8.11 Proposal for a coalition of parish councils to oppose inclusion of Bourn Airfield and West Cambourne in the Local Plan

RESOLVED to set up a coalition of Parish Councils to oppose inclusion of Bourn Airfield and West Cambourne in the Local Plan. ^(Prop NB, 2nd SJ)

9. To consider correspondence/communications received

9.1 CCC Minor Highways Improvements – invitation to bid

Taken earlier.

9.2 Rural Services Network – rural Housing policy review consultation

Completed by planning group on behalf of the Parish Council.

10. Closure of meeting

The Chairman declared the meeting closed at 10.05pm.

Signed _____ (Chairman) _____ (Date)