

BOURN PARISH COUNCIL

**The minutes of the Annual Meeting of Bourn Parish Council held on
Wednesday 20 May 2015 at 7.30 pm in the Village Hall**

Present: Cllrs: Dr Neil Blair (Chairman) Mr Les Rolfe
 Mrs S Jagers Mr D O'Brien

In attendance: Mrs Gail Stoehr (Clerk).

1. **To elect a Chairman and to receive the declaration of acceptance of office**
RESOLVED to elect Cllr Blair as Chairman ^(Prop SJa, 2nd LR) Cllr Blair signed his declaration of acceptance of office.

2. **To elect a Vice-Chairman**
RESOLVED to elect Cllr Bruce was elected Vice-Chairman. ^(Prop LR, 2nd NB)

3. **To appoint committees, working groups or any other offices which the Council deems necessary**
RESOLVED that following changes to working groups and member responsibilities be agreed:
 Planning – Cllr Jones (Convenor), Cllr Blair, Cllr Bruce and Cllr Rolfe.
 Newsletter - Cllr Jagers
 Bourn Sports Club liaison – Cllrs Jagers and O'Brien
 Recreation Grounds including Hall Close, Playing Fields and The Broadway Playing Fields and Hall Close –Frank Haxton as Operational Inspector with assistance fro the volunteers who assist him with the routine checks. Cllr O'Brien will liaise with Mr Haxton.
 School Liaison (Primary) – Cllr Aldridge
 School Liaison (Secondary) – Cllr Blair
 Annual report – Cllr Jagers

 All other member responsibilities are to remain unchanged, as follows:
 Affordable Housing Group – Cllr Rolfe (Convenor), Cllr Blair.
 Allotments liaison – Cllr Rolfe. To attend the Allotment Society meetings.
 Cambourne link and liaison including bus links – Cllr Bruce
 Tree Wardens – Cllr Jones (Convenor) and Mrs Hilary Gretton
 Brook Maintenance – Nigel Ball
 Sustainable Energy Partnership (SPEP) – Cllr Blair
 Finance overseeing – Cllrs Blair (Convenor) and Jones
 Flooding Working Group Liaison – Cllr Bruce
 Highways Working Group – Cllr Bruce
 Traffic monitoring and Speedwatch liaison– Cllr Bruce (Convenor) and Cllr Jones
 Annual Report and newsletter - Cllr Jagers
 Notice board key holders – Cllr Rolfe
 Other keys including the Pavilion – Cllr Bruce
 Winter gritting – run by the County Council as its scheme.
 Police Liaison – Cllr Bruce
 Public Rights of Way (Bridleways) – Mr Graham Bruce
 Public Rights of Way (P3) – Ms Angela Marcham
 Code of Conduct – The Clerk and Fiona McMillan, Monitoring Officer, SCDC
 Village Hall – Cllr Bruce and Cllr Rolfe.
 Website – Cllr Rolfe
 Stop BAD liaison and attending their meetings – Cllr Jones

4. **To appoint representatives on any other organisation or authority**
Covered above under P3.

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

Cllr O'Brien reported as District Councillor.

5. To receive apologies and reasons for absence

Apologies were received from Cllrs Bruce (Out of parish), Aldridge (work commitments) and Jones (Holiday).

6. Declaration of interests

6.1 To receive declarations of interests from councillors on items on the agenda and to grant any request as appropriate

Members' interests forms were reviewed and updated as appropriate. No declarations were made.

6.2 To receive written requests for dispensations from members and to grant any request as appropriate

None.

7. To approve the minutes of the meeting on 15 April

RESOLVED that the minutes of the meeting on 15 April be approved and signed by the Chairman, ^(Prop LR, 2nd DOB), after an amendment under Item 7.2 paragraph 1, to read "the pavement and the fence".

8. Matters arising from the last meeting or a previous meeting including items deferred

8.0.1 Wiser Recycling – a collection date is awaited

8.1 (6.3) To consider application for S137 donation from the Merrybourn Club

RESOLVED in consideration of the request from the Merrybourn Club and in accordance with its powers under Section 137 of the Local Government Act, 1972, £240 was donated to the Club, which, in the opinion of the Council, is in the interests of the area and its inhabitants. ^(Prop LR, 2nd DO)

8.2 (6.3) Proposal that an upper limit be placed on the amount of any S137 application and to spread the amount to ensure it its proportionate

RESOLVED that a maximum upper limit of £500 be placed on future S137 grants to any one organisation, and to remind applicants that they must provide a report within three months on how the funds have been spent, which will be presented at the Annual Parish Meeting. ^(Prop DO, 2nd SJa)

8.3 (7.5) To consider cancellation of one of the Transport Consultant's contracts

RESOLVED to cancel the Transport Consultants 6 day contract. ^(Prop DOB, 2nd SJa)

A contribution of £250 had been received for the fighting fund from Boxworth Parish Council bringing the total to £4,550.

8.4 (8.2) CGM quote for heavy rollering of Jubilee playing fields once a year

The quotation from CGM for heavy rollering and vertidrainning is to be discussed by the Bourn Sports Club before further consideration.

8.5 (8.3) The Willow Tree defibrillator request – to consider further information

RESOLVED to remove this item from the agenda until a firm proposal and information have been received.

9. To consider planning, tree work applications and any planning related matters

9.1 Planning applications received since the last meeting

9.1.1 S/1076/15/FL – 45 High Street – Discharge of conditions

Noted.

9.1.2 S/1023/15/FL – 24 Riddy Lane – Two storey rear extension and garage

RESOLVED to recommend approval as the extension was sympathetic to the existing building and had no impact on anyone, or on the listed part of the building.

9.1.3 S/1024/15/LB – 24 Riddy Lane – Two storey rear extension and garage – listed building consent

RESOLVED to recommend approval as the extension was sympathetic to the existing building and had no impact on anyone, or on the listed part of the building.

On a proposition by the Chairman, the order of business was varied.

9.1.6 S/0836/15/VC – 71 Caxton End – Demolition of existing dwelling and five outbuildings, and erection of replacement detached chalet bungalow (Variation of Condition 2 of planning consent S/1536/14/FL to allow for replacement of one rooflight in the north facing roof slope with a double height rooflight, and the retention of existing garage).

RESOLVED to recommend approval as this was a minor change sympathetic to the building.

9.1.4 S/0851/15/DC – Chapmans Farm, 167 Alms Hill – discharge of conditions
Noted.

9.1.5 S/0777/15/LB – 25 Church Street – New rear external door

RESOLVED to recommend approval as it enhances the building.

9.2 SCDC Decision notices

9.2.1 S/0301/15/FL – David’s Lodge, Old North Road – single storey side extension, infill dual pitch roof to rear of property and additional window to side elevation – Permission granted.

9.2.2 S/2053/14/FL – Bourn Golf and Fitness Club, Toft Road – Change of use of field from agricultural to use Class D2 (boot camp) in association with Bourn Golf and Fitness Club – Permission granted.

9.3 Tree Works applications

9.3.1 9 Baldwins Close

RESOLVED that the Parish Council had no objections.

10. Finance, procedure and risk assessment including considering any urgent work required because of health and safety or risk

10.1 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 LR, 2nd DOB)

LGS Services (Admin support)	£903.19
Playsafety Ltd (Rospa inspection)	£199.20
CGM (Grass cutting)	£151.06
Salary	£135.92
Bourn Church (S137)	£800.00

Credits, including receipt of the precept and reimbursement for utilities, were noted.

10.2 Play inspections - to consider Mr Haxton’s report, the annual play inspection reports and to consider any matter which is urgent because of health and safety

Cllr Rolfe left the meeting at 9.35 pm and re-joined the meeting at 9.37 pm.

RESOLVED to establish who has responsibility for the access.

RESOLVED to receive quarterly reports from Frank Haxton in future. Cllr O’Brien is to let Mr Haxton know.

10.3 Annual reviews

- 10.3.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review
RESOLVED to adopt the new financial regulations with the same spending and delegation limit and to delete the clause referring to the Clerk as a signatory. (Prop NB, 2nd DOB)
RESOLVED to make enquiries with Lloyds Bank about internet banking.
- 10.3.2 Assets, Insurance policy and fidelity guarantee review
RESOLVED that no changes were required at this time .
- 10.4 Internal Auditor report to the Council and to appoint an Internal Auditor for FY2016
RESOLVED to note the Internal Auditors report after the Clerk had answered members questions on procedure.
RESOLVED to appoint Canalbs Ltd at an approximate cost of £140.00.
- 10.5 Approval of the accounting statements and completion of the Annual Governance Statement FY2015
RESOLVED that the Accounts for FY 2015 be approved (Prop SJa, 2nd LR), and the Annual Return be signed by the Chairman along with the supporting papers. Questions 1-8 in the Annual Governance Statement be answered “Yes” and Question 9 answered “Not applicable”.

A progress report on the The Broadway Public Open Space was received.

11. Members reports and items for information only unless specified

- 11.1 Solar farm community contribution – report and recommendation of the Working Group
RESOLVED to write to the School that the Parish Council finds itself in an unfortunate position in that the panels cannot go on the School. RESOLVED that Cllr Aldridge should speak to the School before the letter is sent.
RESOLVED to accept the sum of £10,000 from the developers in accordance with the S106 Agreement (Prop LR, 2nd DOB)
RESOLVED that the working group should continue to look into the spending of the £10,000. Cllr Blair, who is an ex-officio member of the working group, is to provide the information from the SPEP.

12. To consider correspondence/communications received

- 12.1 Bourn Sports Club – installation of new bins
RESOLVED that the old bins should be removed from the assets list and that Bourn Sports Club should replace them with new Topsy bins which are to be paid for by the Sports Club.
- 12.2 CCC – proposed 3rd revision of the Local Validation List for applications for planning permission
Noted.
- 12.3 CCC – consultation on electoral review
Noted.

13. Closure of meeting

There being no further business the Chairman declared the meeting closed at 11.03 pm.

Signed _____ (Chairman) _____(Date)