

**BOURN PARISH COUNCIL****The minutes of the Meeting of Bourn Parish Council held on  
Wednesday 21 October 2015 at 7.30 pm in the Village Hall**

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

**In attendance:** 13 members of the public, Cllr G Fox (Coton Parish Council) and Mrs A Griffiths (Minutes Secretary, LGS Services).

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

Mr Mark Proud outlined proposals to establish a small campsite of 14 pitches in the paddock behind the commercial buildings at Manor Farm, to operate from the end of March to the end of October. An existing farm building would be converted internally to a shower and toilet block. An application was being submitted for a change of use for the land and part of the building. Sufficient parking was already available and the site would be screened to reduce visual impact. Mr Proud sought the Parish Council's views. It was felt in principle that the proposal would be beneficial to the village but the Parish Council could not make a response until the planning application had been received and considered.

Cllr Bruce arrived during this item at 7.34 pm.

Cllr Gabriel Fox of Coton Parish Council spoke on the Cambourne to Cambridge busway consultation options. He emphasised the strong opposition of Coton Parish Council to the Area 1 South route due to the potential adverse impact on the village, and explained that Coton's preferred option was the Central route involving a bus lane with a tidal capacity running along the A1303 Madingley Road. He circulated a paper and sought the support of the Parish Council in opposing the Southern route. It was explained to him that Bourn Parish Council had not expressed a preference for a particular route, but had strong concerns that the City Deal appeared to regard the Guided Busway as a solution for all issues and as justification for development at Bourn Airfield. It was felt that the Parish Councils should work together. Cllr Fox left the meeting.

Mrs Sue Richmond thanked the Parish Council for arranging the electrical waste collection and commented that some residents were not aware of it as there had been no signs in Caxton End. It was also reported that the wooden railing at the ford was broken and presented a danger to children; there were missing metal bars in Watery Lane; and the brick supporting the sides of the bank was lying on the grass outside 163 Caxton End.

Mrs Richmond provided an update on the Definitive Map and stated that the County Council had not yet started work on the application for the footpath from Manor Farm. She expressed disappointment that the applications were not being taken in strict date order and that the County Councillor was not present. Mrs Richmond had carried out work on the 12 acre meadow on her land and would be working closely with Peter Gaskin to improve Footpath 6 and cut the right of way. Cllr O'Brien will raise the matter with the County Councillor.

A resident of The Broadway presented a copy of a petition signed by 26 households objecting to the retrospective application for biomass boilers and kilns at Rockery Farm, on the grounds that there was a statutory nuisance from the burning. She referred to fumes and pollution from black smoke entering homes and resulting in breathing difficulties including asthma, and persons being overcome by chemical smells. Children were unable to play outside and residents could not open their windows or hang washing outside. The burning had taken place at night, at weekends and in the evenings. Mr Ward explained that following one incidence of black smoke, the Environmental Health officer had attended and had arranged to return on 9 November to check the boilers worked correctly and ensure the operatives were properly trained. Residents expressed strong concerns that the burners exceeded the permitted

capacity for permitted development and asked why planning permission had not been sought earlier. Mr Ward explained that he had taken the letter from Ofgem as permission to go ahead and that he was seeking to rectify matters by ensuring the equipment was working correctly and applying for retrospective planning permission. Concerns were also expressed about the materials being burned. Mr Ward stated that except for one occasion, only clean wood was being burned.

The Parish Council explained the planning process and the distinction between the planning policies and the environmental issues. The Parish Council had noted the views of the community and would keep the matter under review.

The remaining residents left the meeting at 8.23 pm.

Cllr O'Brien apologized that he would need to leave at 9 pm.

**1. Apologies for absence**

Apologies were received from Cllr Aldridge.

**2. Declarations of interests**

**2.1 To receive declarations of interests from councillors on items on the agenda and details of any dispensation held**

Cllr Bruce declared an interest in item 7.5 as Treasurer of the Village Hall, and also the existence of her dispensation to speak and vote.

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

None.

**3. To approve the minutes of the last meeting on 16 September 2015**

RESOLVED that the minutes of the meeting on 16 September be approved and signed by the Chairman at the end of the meeting, after the following amendments: under item 4.5, delete "very" and change "A14 new junction" to "new A428/A14 junction"; under item 8.4, line 7, change "take" to "assess the viability of taking." (Prop DOB, 2nd NB)

**4. Matters arising from the last meeting or a previous meeting**

**4.1 (4.1) Neighbourhood Planning Working Group, to consider membership and terms of reference**

RESOLVED to approve the draft Terms of Reference as circulated. (Prop SJo, 2nd DO unanimous)

RESOLVED, given that Cllrs Jones and O'Brien wished to stand down from the working group due to other Parish Council commitments, that the membership of the neighbourhood Planning Working Group should consist of Cllrs Rolfe, Jagers, Bruce and Blair. (Prop SJo, 2nd DO unanimous)

**4.2 (8.2) Resident request for white lines to mark junction at Hall Close**

RESOLVED that the Chairman should contact Andi Caddy at CCC to seek clarification on this matter.

**4.3 (8.6) CCC Rights of Way Improvement Plan review consultation**

Noted.

**4.4 (4.2) Fox Road notice board – to consider how this is to be funded**

RESOLVED, given that the Community Chest Grants scheme had closed until April, to cover the cost of £279.00 plus VAT for a board of size 1050 mm x 750 mm, plus installation, from the Parish Council's budget. (Prop NB, 2nd SJa unanimous)

Cllr O'Brien left the meeting at 8.47 pm.

**4.5 (4.3) Painting of swings and gym rings – to consider the next steps**

RESOLVED, given that the contractor had not carried out the work, to cancel the contract and to accept the quotation from RPM for £900.00 plus VAT to paint the swings and gym rings at the Hall Close play area. <sup>(Prop VB, 2nd LR)</sup>

**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/1500/15/FL – Gills Hill Farm – amendments and additional information

RESOLVED unanimously to refuse the application with the following comments: <sup>(Prop SJa, 2nd LR)</sup>

*The Parish Council recognises the work that the developers have done in improving the plan from the previous version. However, its previous objections remain:*

- *All the affordable houses are clustered closely together. The Parish Council believes policy is to “pepperpot” affordable houses around the site.*
- *In line with the Council’s previous objection comments on the development it still believes that there could be more affordable homes on the site.*
- *Additionally the Council is concerned that 8 parking places for the affordable houses are insufficient – 8 bays for 7 dwellings?* <sup>(Prop SJa, 2nd LR)</sup>

5.1.2 S/2340/15/LB – 31 Gills Hill – Internal and external alterations to outbuilding to create 2 bedroom annexe with additional windows and doors and 3 rooflights (resubmission of previously approved lapsed permission ref. S/0168/06/LB and S/0169/06/F – same description used

RESOLVED that the Parish Council had no objections.

5.1.3 S/2448/15/FL – Rockery Farm, Broadway – Installation of 2x biomass boilers and 2x drying kilns (retrospective)

RESOLVED unanimously to refuse the application on the grounds of environmental health and the disruption caused to nearby residents, with the following comments:

*The Parish Council unanimously objects on the grounds of disturbance and loss of amenity to local residents of the Broadway, including medical issues and other environmental issues, such as having to close windows and having to inhale potentially noxious fumes.*

*The Parish Council would want to be convinced, in the event of this system being shown to work effectively, that the smoke when an Easterly wind is blowing would not have a detrimental effect on the health and amenity of nearby residents.*

*If the District Council is minded to approve the application, the Parish Council believes that strict environmental controls should be put in place and carefully monitored.* <sup>(Prop NB, 2nd SJa)</sup>

Consideration was given to the S106 requirements should the Gills Hill application be approved. The criteria and priorities for S106 funding were noted. The Parish Council felt that pedestrian crossings would be essential for the safety of any children living on the development, in order to access the school, playing fields, shop and doctors’ surgery, or the development would not be viable.

RESOLVED that Cllr Jones should send an informal response to the effect that, following a preliminary discussion the Parish Council is of the opinion that in view of the number of children likely to live on the site, the Council believes at this stage that the absolute minimum requirement to make the scheme viable would be two pedestrian crossings, and whilst the Council also has other proposals, this would be the priority.

A Highways Working Group meeting is to be held to consider other options.

5.2 SCDC Decision notices

5.2.1 S/1898/15/FL – 6 Baldwin’s Close – Demolition of an existing converted garage and the erection of a new 1.5 storey domestic extension – Permission refused.

Noted.

5.3 Tree Works applications

RESOLVED to check who has responsibility for two elm trees at 33-35 Caxton End which are causing concern.

It was observed that the hedge behind Kingfisher Close at the bottom of Caxton End had still not been cut. This is to be raised with the contractor.

It was also noted that the replacement of a hedge by a fence had not yet been rectified.

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

6.1 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, plus CGM (Grass cutting) £273.38 be approved for payment. (Prop SJo, 2nd LR unanimous)

PKF Littlejohn (audit)	£240.00
SWARCO (Speed sign)	£217.37
LGS Services (Admin support)	£896.78
LGS Services (Newsletter)	£60.00
Salary	£135.92
PWF Decorating (Pavilion decorating)	£770.00

Credits including bank interest, contributions from Coalition member Parish Councils for the Transport Consultant, receipt of the precept, the utilities contribution from Bourn Sports Club, and part of the S106 funds from UK Solar Parks, were noted.

6.1.1 To consider which bench should be purchased using the Bourn to Run donation

RESOLVED to purchase a bench like the one outside the Community Hall using the Bourn to Run donation of £500.00 and to meet the shortfall in the cost of approximately £200.00 from the Parish Council budget. (Prop NB, 2nd SJa)

6.1.2 Coalition balance of funds

The information on income and expenditure to date was noted. Cllr Jones will report to the Coalition members and a further meeting will be convened. It was suggested that other parish councils be invited to join.

6.2 Play inspection report

RESOLVED to request a specification for the embankment slide from Frank Haxton, and to inform him that RPM will be painting the swings and gym rings.

A second quotation is awaited for the Multiplay unit and swing.

The litter picker is to be asked to clear the garden waste from the top of the slide.

Cllr Jagers will speak to Frank Haxton regarding the problems around the half-pipe area. Cllr O'Brien is seeking to identify the persons involved.

Clarification is to be sought from Mr Haxton regarding the timber log.

Following a complaint from a resident about the loose paving slabs near the pavilion, Mr Haxton is to be asked to check the position so that this can be taken up with the contractor.

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

Following a complaint from a resident about the loose paving slabs near the pavilion, Mr Haxton is to be asked to check the position so that this can be taken up with the contractor.

6.4 Annual Audit completion and to consider any comments or qualifications

RESOLVED to note that there were no comments or qualifications.

6.5 Pensions regulator – automatic enrolment

RESOLVED to obtain quotations for a pensions adviser before considering this further. (Prop NB, 2nd VB unanimously)

- 6.6 Local Council Award Scheme – to consider the renewal requirements  
RESOLVED to check the requirements and costs involved.
- 7. Members reports and items for information only unless specified**
- 7.1 Planning Working Group  
Nothing further to report.
- 7.2 Highways
- 7.2.1 Proposal that the Parish Council increases its contribution to the Chapel Hill improvements from £1000 to £1500  
Cllr Bruce reported that the quotation for the works had been revised from £12000 to £15501.20, and that if the Parish Council was willing to fund the increase in the 10% contribution, CCC was willing to fund the balance. A streetlight moved during the upgrade, will, when the overgrown vegetation is cleared and cut back, be situated in the middle of the pavement. The contractors are to be asked to move it back to its previous position.  
RESOLVED unanimously to confirm to CCC that the Parish Council is willing to cover the increased 10% contribution of £1500. <sup>(Prop NB, 2nd VB)</sup>  
A site meeting is being arranged with the County Councillor to discuss the location of the bus stops and possible bus shelter.  
RESOLVED unanimously that Cllr Bruce should draft and submit an application under the Minor Highways Improvement Scheme for a speed reduction to 20 mph in Riddy Lane, from and including as much of Hall Close as possible, around the School, to the War Memorial, and that the Parish Council should cover 10% of the cost. <sup>(Prop NB, 2nd LR)</sup>
- 7.3 Better City Deal campaign – Girton interchange proposal  
RESOLVED that Cllr Jones should forward a copy of the Statement of Common Ground with the Highways England seeking clarity on what capacity a link from the A14 to the M11 would have.
- 7.4 Roles and Responsibilities list  
The need to include the members of the former Bourn Youth Project, which now acted as a Working Group within the Parish Council, on the website, and the desirability of including a Parish Council liaison member on the Working Group, was briefly considered and will be an agenda item for the next meeting.
- 7.5 Solar Farm S106 contribution – to consider how this should be utilised  
The sum of £7500 had been received from the Solar Farm to date, with £2500 still to be received. RESOLVED as the Village Hall Committee had indicated that it wished to improve the heating in the Village Hall to write to Stephen Reid at SCDC to clarify whether in principle the Parish Council can utilise the funds towards the Village Hall in this way, given that the Village Hall is used by the whole spectrum of the community. <sup>(Prop NB, 2nd SJo)</sup> This will be an agenda item for the next meeting.
- 7.6 Broadway Open Space Working Group  
RESOLVED to seek a quotation from a solicitor for the cost of independent legal advice or an initial consultation regarding the signing off of the S106 agreement and the handover of the land in an inadequate condition.  
RESOLVED to seek a copy of the document signed off by SCDC and a copy of any inspections undertaken by SCDC when signing off the work as complete.
- 8. To consider correspondence/communications received**
- 8.1 SCDC invitation to attend meeting on Bourn Airfield  
RESOLVED following concerns expressed to the Planning Portfolio holder that SCDC were talking to the proposed developer of Bourn Airfield, and the response from Jo Mills that these were normal pre-application discussions that Cllr Jones

should attend a meeting at SCDC on 9 November, along with the County Councillor and District Councillor, to clarify and discuss the concerns with SCDC.

8.2 Cambridge City Deal consultation on bus journeys from Cambourne to Cambridge

The Parish Council will learn more about the consultation and the Planning working group will forward its response. Cllr Jones circulated a paper received from Madingley Parish Council. RESOLVED that Cllr Jones will respond acknowledging the proactive stand by Madingley Parish Council and stating that at present Bourn Parish Council is not in a position to support any one specific proposed alignment for the route but supports a strategic approach which takes into account an interchange.

8.3 South Cambs Police – solutions to problem parking

Noted.

9. Closure of meeting

There being no further business the Chairman declared the meeting closed at 10:38 pm.

Signed \_\_\_\_\_ (Chairman) \_\_\_\_\_ (Date)