

BOURN PARISH COUNCIL**The minutes of the Meeting of Bourn Parish Council held on
Wednesday 18 May 2016 at 8.20 pm in the Village Hall**

Present: Cllrs: Mr Neil Blair (Chairman) Mrs S Jagers
Mrs V Bruce Mr M Proud
Mrs A Demetriou Mr L Rolfe

In attendance: 1 member of the public and 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 LR, 2nd SJa, unanimous) Cllr Blair signed his declaration of acceptance of office.
2. **To elect a Vice-Chairman**
RESOLVED to elect Cllr Bruce as Vice-Chairman. ^(Prop NB, 2nd LR, unanimous)
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, Cllr Rolfe and Cllr Demetriou.
 School Liaison (Secondary) – CVC and Cambourne – Cllr Demetriou
 Brook Maintenance – Nigel Ball (Warden), Cllr Proud
 Tree Wardens – Cllr Jones (Convenor), Cllr Proud and Mrs Hilary Gretton
 Broadway POS working group – Cllrs Jagers and Blair, and Frank Haxton
 Sourcing grant applications for Broadway – Cllr Demetriou
 Solar farm money working group – Cllrs Jones and Bruce
 Coalition of Parish Councils – Cllrs Jones and Blair
 Ex-Quality Council application – Cllr Rolfe.

 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.
 Bourn Sports Club liaison – Cllrs Jagers and O'Brien. RESOLVED to check if they are trustees.
 Cambourne link and liaison including bus links – Cllr Bruce
 Sustainable Energy Partnership (SPEP) – Cllr Blair
 Finance overseeing – Cllrs Blair (Convenor) and Jones
 Flooding Working Group Liaison – Cllr Bruce
 Highways – 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
 School Liaison (Primary) – Cllr Blair
 Code of Conduct – The Clerk and the Monitoring Officer, SCDC
 Village Hall Trustees – Cllr Bruce and Cllr Rolfe.
 Website – Cllr Rolfe
 Stop BAD liaison and attending their meetings – Cllr Jones
 Neighbourhood Planning Group – Cllrs Bruce, Jagers, Rolfe and Blair.

Recreation Grounds including Hall Close, Playing Fields and The Broadway Playing Fields and Hall Close –Frank Haxton as Operational Inspector with assistance from the volunteers who assist him with the routine checks. The Clerk will liaise with Mr Haxton.

The Chairman is to be an ex-officio member on all groups.

The terms of reference for working groups and member responsibilities were reviewed, and approved with no changes, as follows: (Prop NB, 2nd LR, unanimous)

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 or 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.
- 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, potential providers of affordable homes, and 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.

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

A member of the public raised problems with sewage from 23 High Street flowing onto the footpath and into adjacent fields. Manor Farm has spoken to the resident about the option to connect to the main sewer.

Clr Demetriou declared an interest in item 10.1.2, the application for Rockery Farm, and the existence of her dispensation to speak. She reported that the Broadway residents had not been informed of the application. She had spoken to John Koch at SCDC, who had agreed they should have been informed. There had been breaches which Alison Twyford is looking into. Clr Demetriou declared that she would personally object to the application because of the continued nuisance.

5. Apologies for absence

Apologies for absence had been received from Clr Jones (illness).

6. Declarations of interests

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

Clr Demetriou declared an interest in item 10.1.2 as adjacent resident and the existence of her dispensation allowing her to speak but not vote.

Clr Jagers declared an interest in item 10.1.13 as adjacent neighbour.

Clr Proud declared an interest in item 10.1.2 due to a past issue with the applicant and also in 8.1 as the adjacent landowner.

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

None.

6. To approve the minutes of the last meeting on 20 April 2016

RESOLVED that the minutes of the meeting on 20 April 2016 be approved and signed by the Chairman. (Prop LR, 2nd AD, unanimous)

7. Co-option to fill casual vacancy

No applications had been received. There is still one vacancy.

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

8.1 (7.2) Fence repair – to consider response from The Willow Tree and request for dog bin and repair of gate

RESOLVED to note that the fence is being repaired.

RESOLVED to ask SCDC to install a dog bin as there is one at the other end of the Public Right of Way. (Prop VB, 2nd LR, unanimous)

RESOLVED to report the gate to CCC and let the resident know.

8.2 (8.2) Interactive signs – to consider quotes for maintenance costs

RESOLVED given the high cost of the quote received from SWARCO that Clr Bruce will look into alternatives and bring a recommendation to the next meeting.

8.3 (8.4) Complaint about grass cutting and village maintenance contract level of service – to consider response received

RESOLVED to monitor CGM's grass cutting. Clr Rolfe will cover Hall Close and Clr Jagers will monitor the Jubilee Field.

RESOLVED a letter be sent to SCDC to express continuing dissatisfaction regarding the condition on transfer of the Public Open Space and notifying them that if this poor level of service continues the Parish Council will cancel its contract.

Other8.4 (5.2) Plaque for bench

RESOLVED to continue with the order from Timpsons for a plaque without predrilled holes. Cllr Rolfe will fix this with glue.

8.5 (7.1) Request for timesheets

The Clerk outlined that she and LGS Services had worked far in excess of their contracted hours and that she had not signed off on the Broadway POS transfer nor any other matters as only the Parish Council corporate could do this.

9. To consider reports on the progress of all ongoing projects and to see if any further action is required

RESOLVED that a table should accompany the agenda.

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

10.1 Planning applications received since the last meeting10.1.1 S/1031/16/DC – Gills Hill Farm – Discharge of condition 10 of S/1500/15/FL

Noted.

10.1.2 S/1021/16/FL – Rockery Farm, Broadway – Installation of one biomass boiler and one standby drying kiln

Cllrs Demetriou and Proud, having previously declared an interest in this item, left the meeting.

RESOLVED that the Parish Council objects to the application as it still has issues with the other biomass boilers. Without prejudice, if SCDC do approve the application, the Parish Council would like a condition that the applicants can only use the standby boiler if the other is not being used. The Parish Council requests that the application should be referred to the Planning Committee if the Planning Officer's recommendation differs from the Parish Council's. (Prop NB, 2nd SJa, unanimous)

10.1.3 S/1009/16/FL – Langfield, 30 Caxton End – Demolition of existing single storey rear sunroom extension and erection of new single storey rear extension, first floor extension to front and internal alterations

Cllr Jagers, having declared an interest in this item, left the meeting. Cllrs Demetriou and Proud returned.

The Clerk advised on the Code of Conduct and Declarations of Interest.

RESOLVED that the Parish Council supports the application.

10.2 SCDC Decision notices10.2.1 S/3175/15/FL – 140 Caxton End – Demolition of existing porches and conservatory, the erection of new single storey rear and side extensions and the internal refurbishment of this Grade II listed property – Permission granted.10.2.2 S/01836/16/LB – 140 Caxton End – As above, listed building consent – Permission granted.10.2.3 S/0499/15/FL – Former runway, Bourn Airfield – Part change of use of runway for external storage, to include but not limited to the siting of plant, machinery, storage containers and vehicles – Permission granted.10.2.4 S/0648/16/DC – Fox Road, Bourn – Discharge of conditions 1,2,3 and 4-9 of S/1588/15/FL – Permission granted.10.2.5 S/2493/15/FL – Davids Lodge, Old North Road – Single storey side extension and associated external and internal alterations – Permission granted.10.3 Tree Works applications

10.3.1 44 Caxton End

RESOLVED that Cllr Rolfe should convey to SCDC the comments of the Tree Warden, that the willow at the front of the house is very large and pollarding it at 20ft seems reasonable. The Parish Council wishes to check with the Trees officer that it is okay to coppice such a large tree, and in May? The beech hedge is overgrown and it is fine to lower this. Also the Parish Council has no objection to removing the apple and elder as these are in the back garden.

10.3.3 35 Caxton End

RESOLVED that the Parish Council had no objections to the removal of the dead tree however, the Parish Council think it would be good to reinforce that a belt of native deciduous trees should be maintained in front of 33 and 35, and it would be very good if they could plant a replacement tree.

10.3.2 11 Baldwins Close

RESOLVED to submit the report and recommendations of the Tree Warden, as follows, to SCDC. (Prop VB, 2nd NB, unanimous)

11 Baldwins Close has some cracks on the back wall indicating that there has been some subsidence. The arboriculturalists (OCA), representing the insurers, have written to SCDC, stating their intention to remove and grind out the stumps of 5 large trees on Alms Hill bank (can they legally do this?). This is the high bank adjacent to the Old Chapel. The trees are just outside the garden of 11, Baldwins Close.

OCA have based their application on a report by the structural engineer (Crawfords), who found tree roots in their test pits.

The trees belong to South Cambridgeshire District Council/Cambridgeshire County Council. OCA say they will replace the trees felled on a one to one basis and are willing to discuss species of tree with the Council, neighbours and the insurer.

The structural engineer however also found damage to a rain water drain and suggested this might be a contributing factor causing the subsidence. They also say that South Cambridgeshire District Council/Cambridgeshire County Council will want to carry out their own investigation.

The Parish Council suggests that:

- SCDC should carry out their own investigations as suggested by the Structural Engineer;
- the Parish Council should voice their concern at the possible loss of 5 mature trees, which include a fine Ash and Elm and which also screens the back fence of number 11 from Alms Hill, and question whether there are alternatives to felling and stump removal. Mending the drain might be sufficient solution or underpinning.
- The Parish Council should be involved in all discussions between OCA and SCDC.
- if the application is passed the Parish Council should be included in the discussion on replacement trees.

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

11.1 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 CAPALC (membership renewal) £279.58 and RPM (Jubilee field work) £816.00, be approved for payment. (Prop LR, 2nd NB, unanimous)

Salaries	£135.92
Alarm Maintenance (Emergency lighting)	£199.20

analbs (Internal audit 2016)	£152.02
CGM (Grass cutting)	£864.00
LGS Services (Admin support)	£922.72

Credits, including receipt of the precept, contributions towards the traffic consultant and bank interest, were noted.

11.2 Play inspection report

The comments received from Frank Haxton regarding the gate have been forwarded to the Rospa inspector.

RESOLVED that if the work is expensive or time consuming not to pursue this matter.

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

None.

11.4 Annual Reviews

11.4.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review

RESOLVED that there should be no changes at this time.

11.4.2 Assets, Insurance policy and fidelity guarantee review

RESOLVED that there should be no changes at this time.

11.5 To consider the Internal Auditor's report and to appoint an internal auditor for FY2017

RESOLVED to note the Internal Auditor's report and to re-appoint Jacquie Wilson of Canalbs Ltd as Internal Auditor for FY2017.

11.6 To review the effectiveness of the system of internal control

RESOLVED, having considered Part 2 of the Accounts and Audit Regulations, that the Parish Council believes that its systems of internal control are satisfactory. All members will look at the internal controls policy.

11.7 To prepare and approve the annual governance statement

RESOLVED that the statements in Section 2 of the Annual Return be answered "Yes" except for Question 9 (Trust Funds) which was not applicable and the annual governance statement signed by the Chairman and Clerk. (Prop NB, 2nd VB, unanimous)

11.8 To approve the statement of accounts FY ending 2016

RESOLVED that the accounts be approved and were signed by the Chairman on the Council's behalf, together with the supporting accounts. (Prop AD, 2nd NB, unanimous)

12. Members reports and items for information only unless specified

12.1 Planning Working Group

Nothing to report.

12.2 Highways report

Confirmation is awaited from Highways of the costs of the 20 mph zone.

12.3 To consider whether the area of the proposed double yellow lines should be extended

RESOLVED to extend the yellow lines to all four corners, to consult with residents and consider their responses at a future meeting, and to seek the views of Andi Caddy of Highways.

12.4 Proposal, further to point 7.2 in the April minutes, that Frank Haxton should be notified of all new work scheduled and advised of the date(s) of the work being carried out so that he can inspect the work as it is in progress. Further, that all future work should entail a contracted notification to the supplier that work will be inspected while it is in progress and that the contractor must provide dates and times of scheduled work to enable this

Deferred to the next meeting.

- 12.5 Update regarding the current provision of an unsupervised meeting facility for young people in the village and to consider what, if anything, the Parish Council should do next
Deferred to the next meeting.
- 12.6 Proposal that the Council considers the condition of its notice boards
Deferred to the next meeting.
- 12.7 Allotment report
Not required on future agendas.
- 12.8 Bourn Parish Council's successes – to note
Deferred.
- 12.9 To consider what the Parish Council can do about the parking restrictions by the School being ignored
.RESOLVED, the Chairman having clarified the Schools query that Cllr Blair should check with the School whether SCDC's letter has gone astray.
13. **To consider correspondence/communications received**
None.
14. **Closure of meeting**
There being no further business, the Chairman declared the meeting closed at 10.55 pm.

Signed _____ (Chairman) _____ (Date)