

BOURN PARISH COUNCIL**The minutes of the Meeting of Bourn Parish Council held on
Wednesday 20 July 2016 at 7.30 pm in the Village Hall**

Present: Cllrs: Mr Neil Blair (Chairman) Mr D O'Brien
Mrs S Jagers Mr M Proud
Mr S Jones Mr L Rolfe

In attendance: 1 members of the public and Mrs G Stoehr (Clerk).

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

Mrs Sue Richmond spoke to item 10.3 regarding the proposal for the use of agricultural buildings as a "Fibre Farm," and gave Tracy Birch's apologies. It is proposed to move Tracy Birch's business of approximately 7 hectares to one of Mrs Richmond's agricultural buildings under an agricultural tenancy. They are looking into whether Ms Birch could reside on site, extend the mezzanine floor, and hold knitting workshops. A pre-planning application will be submitted.

1. Apologies for absence

Apologies for absence had been received from Cllr Bruce (unwell), and apologies for lateness from Cllr Rolfe due to his attendance at the SCDC Neighbourhood Planning workshop.

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 Demetriou declared an interest in any item relating to the Broadway and the existence of her dispensation.

Cllr O'Brien declared an interest in item 6.5 as a member of Bourn Sports Club.

Cllr Jagers declared an interest in item 6.5 as the Parish Council's representative to the Bourn Sports Club.

Cllr Proud arrived at 7.42 pm.

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 15 June 2016

RESOLVED that the minutes of the meeting on 15 June 2016 be approved and signed by the Chairman. (Prop DOB, 2nd AD, unanimous)

4. Co-option to fill casual vacancy

No applications had been received. One vacancy remains.

5. Matters arising from the last meeting or a previous meeting**5.1 (5.2) Interactive signs – to consider maintenance contract and call out charges**

RESOLVED following consideration of one and three year contracts, to opt for a one year warranty for both signs at £279.83 each, using the Highways fund or General Reserves.

5.2 (5.5) Notice board at The Broadway – to consider costs of supply and installation

RESOLVED to replace the notice board at a cost of £437.60 from The Notice Board Company, and £61.00 for Cambourne Parish Council to install it. (Prop NB, 2nd SJa, unanimous)

Volunteer Council members are to take down the old notice board which the Parish Council will then gift to the Community Hall as it is too small for the Parish Council's own use.

5.3 (7.2) CGM contract

On a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, a contractual matter, the public were temporarily excluded from the meeting and were instructed to withdraw. The Clerk was invited to remain.

The meeting was re-opened to the public.

RESOLVED that this be considered further at the September meeting.

5.4 (7.3) SCDC proposed culvert work at Hall Close

RESOLVED that the Parish council had no objections to the proposed works and that SCDC should inform adjacent dwellings of the forthcoming culvert work.

Frank Haxton is to be informed of the proposed works.

5.5 (10.3) Proposed interactive sign for Broadway, and suggestion for use of Energy Grant to fund this

RESOLVED that Cllr Demetriou should liaise with Cllr Bruce regarding the likely costs and options for a 40 mph interactive sign and report back to the next meeting.

RESOLVED to set up a Traffic Management Working Group to consider a strategy for speed reducing measures for traffic through the village. Membership is to consist of Clls O'Brien (Convenor), Demetriou, and Bruce. The group is to look at the past transport plan and report to the October or November meeting.

Cllr Rolfe arrived at 8.20 pm.

5.6 (10.4) Employee Pension Scheme – report and recommendation from the Working Group

Deferred to the September meeting.

5.7 (11.1) Hemlock and request that the Parish Council consider what action is necessary and also purchase two face visors – update

RESOLVED that Cllr Proud be appointed to clear and dispose of the hemlock by the bridge for approximately 30 metres. A written risk assessment is to be sent to the Clerk.

5.8 (11.4) Grass cutting of the memorial site – to consider quotation if received

RESOLVED to accept the quotation from Richard White of £30.00 per cut to the end of September and then review this at the September meeting. ^(Prop DOB, 2nd NB)

5.9 (10.5) Bourn Airfield/Wincanton Liaison Group convenor appointment

It was noted that three out of six trucks reported to Wincanton belonged to Wincanton. They were not having any more containers brought to the site but would only be taking them away until the surface can be sorted out.

RESOLVED to appoint Cllr Jones as Convenor of the group which was set up at the last meeting, to be the point of contact for all reports, and to report to other companies in addition to Wincanton.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 9.3 at this point.

9.3 Lorries through the village

RESOLVED that Cllr Jones be appointed to take up with Hills the issue of Hills tipper lorries going through the village.

5.10 (7.2) Hall Close play area biodiversity area – to consider the exact specification for the area

RESOLVED to appoint Sarah Jagers to check with Frank Haxton whether he had requested a quotation from CGM and to clarify the specification.

Deferred to the next meeting.

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

- 6.1 Broadway Public Open Space
RESOLVED to note that a draft specification has been sent by Frank Haxton to four companies and quotations are awaited.
- 6.2 Installation of double yellow lines at Hall Close
RESOLVED as responses from the consultation are awaited to defer this to the next meeting.
- 6.3 Green Energy S106 funding
RESOLVED to contact Cambourne Parish Council for details of their green energy project and to ask that the Working Group may contact them to discuss this.
- 6.4 Fencing/access to Jubilee Ground from Caxton End
RESOLVED that following clearance of the hemlock, Graham Bruce is to be asked to clear the vegetation along this area.
- 6.5 Brickwork at Pavilion
RESOLVED that Cllr Jagers should seek clarification from Frank Haxton on the Pavilion brickwork and steps.
- 7. To consider planning, tree work applications and any planning related matters**
- 7.1 Planning applications received since the last meeting
- 7.1.1 S/1200/16/FL – David’s Lodge, Old North Road – Single storey side and rear extension and associated internal alterations
RESOLVED that the Parish Council supports the application. (Prop LR, 2nd NB, unanimous)
- 7.2 SCDC Decision notices
- 7.2.1 S/1378/92/O – South of A45 Caxton/Bourn – Confirmation of discharge of conditions of S/1371/92/O (original Cambourne application) – Permission granted.
- 7.2.2 S/1009/16/FL – Langfield, 30 Caxton End – Demolition of existing single storey rear sunroom extension and erection of new single storey rear extension, 1st floor extension to front and internal alterations – Permission granted.
- 7.2.3 S/1021/16/FL – Rockery Farm, Broadway – Installation of one biomass boiler and one standby drying kiln – Permission granted.
- 7.2.4 S/1031/DC – Gills Hill Farm, Gills Hill – Discharge of Condition 10 (contamination) of S/1500/15/FL parts a and b only – Permission granted.
- 7.2.5 S/0796/16/DC – Fox Farm, Old North Road – Discharge of condition 4 of listed building consent S/1359/14/LB – Permission granted.
- 7.2.6 S/2339/15/FL – 31 Gills Hill – Internal and external alterations to outbuildings to created two bed annexe with additional windows and doors and 3 rooflights (resubmission of lapsed permission) and S/2340/15/LB – as above, listed building consent – permission granted.
- 7.3 Tree Works applications
None.
- 8. Finance, procedure and risk assessment including considering any urgent work required because of health and safety or risk**
- 8.1 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) £414.66, be approved for payment. (Prop DO, 2nd LR, unanimous)
RESOLVED to hold back the sum of £134.11 for the grassy humps and the ditch from the CGM June invoice and £47.06 from the July invoice as the work had not been completed and that CGM should contact Cllr Rolfe to discuss this.

NC Plumbing and Heating (Pavilion plumbing)

£57.60

Salaries	£135.92
LGS Services (Admin support)	£996.84

Credits, including bank interest, were noted.

8.2 Play inspection report

RESOLVED to ask Wicksteed to check the Multiplay unit, but if they charge for a site visit, to ask RPM to inspect the equipment and report back.

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

None.

9. Members reports and items for information only unless specified

9.1 Planning Working Group

Nothing to report.

9.2 Highways report

Nothing to report.

9.3 Lorries through the village

Taken earlier.

9.4 Clerk's Annual Review (confidential)

At 9.16 pm, on a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employment matters, the public were temporarily excluded from the meeting and were instructed to withdraw. The Clerk left the meeting and returned at 9.21 pm.

9.5 Bourn Parish Council's successes – to note

RESOLVED to record that School bus issues were now resolved. The bus company had been served contractual notice and a new company had taken over.

10. To consider correspondence/communications received

10.1 Allotments Association – ditch and site maintenance

RESOLVED that Frank Haxton be asked to provide a specification for the ditch clearance and that Cllr O'Brien should approach Liam Flatters at SCDC to ask whether the District Council was willing to carry out the work, following which quotations are to be sought for annual maintenance from 2017.

10.2 SCDC – resident request for drain connection from Recreation Ground to 44 Caxton Road

RESOLVED that the Parish Council had no objections. (Prop DOB, 2nd SJa, unanimous)

10.3 Resident – proposal for use of agricultural buildings as "Fibre Farm"

Noted.

10.4 3C Shared Services (SCDC) – naming of 16 plots off Gills Hill, Bourn

RESOLVED that the Parish Council object to the names "Greenacres" and "Granary Court" and that it considers the developer should put forward historical local names which the Parish Council will consider at its September meeting along with any suggestions from its own members.

RESOLVED that Cllr O'Brien should speak to the officer regarding this.

10.5 City Deal – tackling peak time congestion in Cambridge

RESOLVED that this be deferred to the September meeting and that Cllr O'Brien in conjunction with Cllr Jones should bring a report and recommendation to the meeting.

10.6 District Cllr Francis Burkitt – City Deal Bus Hub

RESOLVED to refer this to the Traffic Management Working Group who will make a recommendation to the next meeting.

11. Closure of meeting

There being no further business, the Chairman declared the meeting closed at 10.00 pm.

Signed _____ (Chairman) _____(Date)

APPROVED