

**BOURN PARISH COUNCIL****The minutes of the Meeting of Bourn Parish Council held on  
Wednesday 21 September 2016 at 7.30 pm in the Village Hall**

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

**In attendance:** 1 member of the public and Mrs A Griffiths (Minutes Secretary, LGS Services).

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

A resident enquired whether the Parish Council placed articles in the village magazine. She also expressed concerns regarding noise and traffic in the middle of the village, including inconsiderate parking. Vehicles parked on either side of the road up Chapel Hill, had on occasion blocked the resident's driveway. Concerns were also expressed about safety, made worse by the presence of a skip on the road, and about the planning application for a caravan site in the village. In response to an enquiry about licences required for music and events, the Parish Council suggested that the resident contact Cllr O'Brien.

**1. Apologies for absence**

Apologies for absence had been received from Cllr Bruce (out of parish), Cllr Jones (out of parish), Cllr Proud (work commitments), Cllr Demetriou (resignation), and apologies for lateness from Cllr O'Brien due to his attendance at the City Deal A428 meeting. Apologies had also been received from County and District Cllr Mervyn Loynes (prior commitment)

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

All members declared an interest in item 7.1.2 as the applicant was known to them.

**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 20 July 2016 including the confidential minutes and the extra-ordinary meeting of 14 September**

RESOLVED that the minutes of the meeting on 20 July 2016 including the confidential minutes, be approved and signed by the Chairman. (Prop NB, 2nd SJa, unanimous)

RESOLVED that the minutes of the extra-ordinary meeting on 14 September 2016 be approved and signed by the Chairman, after adding the apologies of Cllr Jones and the closing time of 8 pm. (Prop LR, 2nd NB, unanimous)

**4. Co-option to fill casual vacancy**

No applications had been received.

**5. Matters arising from the last meeting or a previous meeting****5.1 (5.3) CGM contract – to review the Council's level of satisfaction and to consider any action necessary**

RESOLVED given that there had been no further complaints, to await further tenders and to defer this item to the next meeting. (Prop NB, 2nd SJa, unanimous)

**5.2 (5.5) Proposed interactive sign at The Broadway, and suggestion of use of Energy Grant to fund this**

RESOLVED in the absence of Cllr Bruce, to defer this item to the next meeting.

**5.3 (5.6) Employee pension scheme – to consider recommendation from the Working Group**

RESOLVED as the group had not yet met, that this be considered further at the October meeting.

- 5.4 (5.8) Grass cutting of the Memorial Site – to review  
RESOLVED, given that this was to be included in the grass cutting tender, to write to Richard White to extend the current contract for a further month and to defer the matter to the October meeting when it will be reviewed. (Prop NB, 2nd SJa, unanimous)
- 5.5 (5.10) Hall Close play area biodiversity area – to consider the exact specification for the area  
RESOLVED that no action should be taken and that this matter was now closed.
- 5.6 (6.5) Brickwork at Pavilion  
RESOLVED, given Frank Haxton's report that the two missing bricks which had been loose, were not structural and did not represent a hazard, to take no action about these. RESOLVED, noting Frank Haxton's report that the worst of the paving and loose slabs were in place but that other slabs were becoming unstable, that Cllr Jagers should clarify with him whether the repairs had been carried out satisfactorily, and whether the loose areas were a subsequent issue, and to obtain specifications from Frank Haxton for any work required so that quotations can be sought.
- 5.7 (8.2) Multiplay unit – to consider report from RPM  
RESOLVED having noted that Wicksteed charge £45 for an inspection, and the comments of RPM and Frank Haxton, to defer taking any action pending further information from Frank Haxton.
- 5.8 (10.1) Allotments Association ditch and site maintenance – to consider quotations if received  
RESOLVED as no quotations had been received to defer this to the next meeting.
- 5.9 (10.4) 3C Shared Services (SCDC) – naming of 16 plots off Gills Hill, Bourn  
RESOLVED that Cllr Jagers should email all members for their final top three suggested names and to convey the suggestions, including "Haggers" and "Picot" and those of Cllr O'Brien, to SCDC.
- 5.10 (10.5) City Deal – tackling peak time congestion in Cambridge  
RESOLVED in the absence of Cllrs Jones and O'Brien to defer this item to the next meeting.
- 5.11 (10.6) District Cllr F Burkitt – City Deal Bus Hub  
RESOLVED in the absence of Cllr Bruce to defer this item 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 as the Parish Council had already accepted the quotation from Anderton Haulage at its last meeting that Cllr Blair will respond to the email from a resident requesting a gate.
- 6.2 Installation of double yellow lines at Hall Close  
RESOLVED given that there had been no objection from residents and the Police had commented, to ask CCC to proceed to the next stage.
- 6.3 Green Energy S106 funding  
RESOLVED having considered Cllr Jagers verbal report on a meeting with Cllr Bruce and John Vickery, Clerk to Cambourne Parish Council that the possibility of undertaking a number of smaller projects aimed at reducing the carbon footprint and benefiting the village, rather than one large one, was considered a good idea, provided it was permitted under the terms of the S106 agreement, that Cllr Jagers should seek

clarification on the terms to establish whether this would be feasible, and report back to the next meeting.

RESOLVED to note the kind offer of two cycle racks free of charge, which could be installed in the Village Hall Car Park, and that Cllr Jaggers should obtain further details regarding their installation.

6.4 Fencing/access to Jubilee Ground from Caxton End – hemlock removal

RESOLVED to note the clarification received from Angela Marcham on the location of the hemlock.

RESOLVED to note that the hemlock and nettles on FP10 from the side of the Jubilee field to Caxton End will be cut by CCC, and that Graham Bruce had removed encroaching branches from the rest of the path.

RESOLVED given that the overgrown hedge near Caxton End on FP11 needed cutting, to ask CCC whether they will carry this out and consider the matter further at the next meeting. Graham Bruce had removed encroaching branches from the rest of the path.

**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/1544/16/NM – The Crescent, Fox Road – Non-material amendment of Planning Application S/1391/15/FL – alteration of roof tiles

Noted.

7.1.2 S/1413/16/FL – Manor Farm, Alms Hill – Change of use of a grass paddock (Area A) to a small scale campsite and part of an unused barn (Building B) to house toilets/showers, waste disposal and washing facilities

On a proposition by the Chairman, the meeting was adjourned briefly at 8.42 pm to allow a resident to speak. Concerns were expressed about potential noise, dogs and traffic and the impact of large vehicles travelling through the village in a central location. The meeting re-opened at 8.47 pm.

Cllr O'Brien arrived at 8.47 pm.

RESOLVED following considerable discussion that the Parish Council objects to the application with the following comment "The Parish Council feel strongly that the site is too close to the heart of the village," on the grounds of loss of privacy, highway safety and traffic, noise and the effect on the conservation area. (Prop DOB, 2nd SJa, carried with 3 in favour and 1 abstention)

On a proposition by the Chairman, the meeting was briefly suspended at 9.18 pm to enable Cllr O'Brien to respond to a resident's query regarding licensing hours. The meeting re-opened at 9.20 pm.

7.1.3 S/1924/15/DC – Rockery Farm House, Rockery Farm – Discharge of condition 6 of Planning permission S/1021/16/FL

Noted.

7.1.4 S/2352/16/PA – 25 Hall Close – single storey rear extension

Noted for information only.

7.1.5 S/2085/16/FL – 56 High Street – Erection of 2 bay carport and S/2044/16/LB – 56 High Street – as above, listed building application

RESOLVED that the Parish Council supports the applications. (Prop SJa, 2nd DOB, unanimous)

7.1.6 S/2406/16/VC – Gills Hill Farm, Gills Hill – Variation of Condition 2 (extension of garden plots 10-13 and reposition of LPG tank) of S/1500/15/FL

RESOLVED that the Parish Council supports the application. (Prop LR, 2nd SJa, unanimous)

7.2 SCDC Decision notices

7.2.1 S/1464/16/OL – Land between Fox Cottage and Acorns, Fox Road - Outline planning permission for erection of detached dwelling with associated works – Permission refused.

- 7.2.2 S/1200/16/FL – David’s Lodge, Old North Road – Single storey side and rear extension and associated internal alterations – Permission granted.
- 7.2.3 S/1391/16/DC – Gills Hill Farm, Gills Hill – Discharge of Conditions 7 and 20 (surface water and foul drainage scheme of S/1500/15/FL — Permission granted.
- 7.2.4 S/1312/16/DC – Gills Hill Farm, Gills Hill – Discharge of Condition 3 (materials) of S/1500/15/FL – Permission granted.
- 7.2.5 S/1081/16/LD – 45 High Street – Certificate of lawful development for the erection of a garden studio – Permission granted.
- 7.2.6 S/1032/16/DC – Gills Hill Farm, Gills Hill – Discharge of Condition 6 (tree protection), 12 (construction management plan), 15 (arboricultural and landscape impact assessment) and 24 (renewable and low carbon energy assessment) of S/1500/15/FL – permission granted.
- 7.2.7 S/0612/16/DC – 14 Kingfisher Close – Application for approval of details reserved by condition 3 (arboricultural implications assessment) following approval of planning application S/2413/15/FL for single storey rear and side extension – Withdrawn.
- 7.2.8 S/0460/16/DC – 24 Riddy Lane – Discharge of Condition 3 (windows, doors, flues, extracts, gutter details), 4 (materials), 5 (brick bond, joint details and mortar mix), 6 (thatch) and 7 (ridge details) of listed building consent S/1024/15/LB – Permission granted.
- 7.2.9 S/0427/16/FL – Section of runway in NE part of Bourn Airfield, Broadway - Part change of use of runway for external storage, to include but not limited to the temporary siting (2 years) of oversized materials, plant, machinery, storage containers and vehicles – Permission granted.
- 7.2.10 S/3171/15/FL – Former aircraft hangar and hardstanding, Bourn Airfield, Broadway – Change of use of former aircraft hangar and associated hardstanding for general storage, including but not limited to vehicles, containers, plant and machinery – Permission granted.
- 7.3 Tree Works applications
- 7.3.1 36 Caxton End  
 Cllr Blair declared an interest as the applicant was known to him.  
 Cllr Jagers declared an interest as a neighbour of the applicant.  
 RESOLVED that the Parish Council had no objections.

## **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) £82.93, Richard White (Memorial site cutting) £60.00, A Marcham (face visors) £14.40 be approved for payment. (Prop DO, 2nd LR, unanimous)

Bourn Village Hall (room hire)	£90.00
CGM (Grass cutting)	£126.45
CGM (Grass cutting)	£270.32
CGM (Grass cutting)	£100.34
R White (War memorial cutting)	£60.00
Alarm Maintenance (Alarm service)	£104.40
Cambourne PC (Notice board installation)	£73.20
Salaries	£135.92
Salaries	£135.92

- HMRC (PAYE/NIC) £102.00  
 LGS Services (Admin support) £911.08  
 LGS Services (Admin support) £872.01  
 RESOLVED to accept the proposal from Aviva and approve payment of £1812.97 to Came and Co <sup>(Prop DOB, 2nd NB, unanimous)</sup> The Duty of Fair Presentation was read out by the Chairman.  
 RESOLVED to note that the cheque for Alarm Maintenance was for £104.40 rather than £121.80 as shown in the finance report.  
 RESOLVED that the payment to CGM for £177.06 is to be withheld as the cutting of the ditch has not taken place.  
 Credits, including a VAT reclaim, contribution towards utilities, and bank interest, were noted.
- 8.2 Play inspection report  
 Nothing further to report.
- 8.3 To consider any matter which is urgent because of risk or health and safety  
 RESOLVED to note the Clerk's use of delegated powers:
- Issued an order number to Angela Marcham to enable her to purchase 2 visors for her and Graham to use when undertaking work on PROWs on Health and Safety grounds.
  - Authorised Alarm Maintenance to replace an emergency light at a cost of light fitting £97.65 +VAT + labour to fit
- 9. Members reports and items for information only unless specified**
- 9.1 Planning Working Group  
 Nothing to report.
- 9.2 Highways report  
 The Parish Council had no comment regarding the 20 mph limit.
- 9.3 Lorries through the village  
 RESOLVED as a skip outside a house in the High Street was causing an obstruction the Parish Council should ensure the developers reinstate the road sign and to ask CCC whether permission was required for a skip on the highway, and with regard to the specific skip, whether it had permission and if so whether it was time specific.  
 Cllr Jones is to report to the next meeting on parking adjacent to the Hills site.
- 9.4 Resident request for replacement or removal of waste bin at Jubilee Playing Field  
 RESOLVED to ask SCDC to replace the Parish Council owned open top green bin to the right of the basketball area with a blue Topsy bin, as it is regularly overflowing, and to ask them to add it to the emptying schedule. <sup>(Prop SJa, 2nd DOB, unanimous)</sup>  
 RESOLVED in response to an email from a resident was considered regarding the cutting of the recreation field perimeter. This is to be considered when looking at the contract.
- 5.1 & 5.11 RESOLVED that the Parish Council should consider the map of the village and all the places that should be cut or receive attention, and ensure that they are covered in a contract. Deferred to the next meeting.
- 9.5 Bourn Parish Council's successes – to note  
 RESOLVED to record the approval of the 20 mph limit and the double yellow lines.
- 10. To consider correspondence/communications received**
- 10.1 Insurance renewal – to consider whether to renew for one or three years  
 Taken earlier.
- 10.2 SCDC consultation on removal of telephone kiosk

RESOLVED that an article be placed on the website and suggestions sought from residents, and to defer this item to the next meeting.

10.3 Oakington and Westwick – Youth provision sharing services

RESOLVED that they be asked to contact Suzanne Armitage or Jan Burrell.

10.4 Highway Improvement Scheme Invitation to bid

RESOLVED having considered a suggestion that the footpath on Broadway be included to ask Cllr Bruce whether she will bring a proposal to the next meeting.

10.5 CCC Community Volunteering Scheme

RESOLVED to obtain quotations for having the road signs in the village professionally cleaned and to consider this item further at the next meeting. RESOVLED to note that Cllr Rolfe and Graham Bruce had cut back the overgrowth around the Twinning sign on The Broadway.

10.6 Cambridgeshire Network Rail level crossing 2<sup>nd</sup>

Noted.

10.7 CCC outcome of Cambridgeshire Boundary Review

The Parish Council had no comments.

11. Closure of meeting

There being no further business, the Chairman declared the meeting closed at 10.20 pm.

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