

**BOURN PARISH COUNCIL****The minutes of the Meeting of Bourn Parish Council held on  
Wednesday 16 November 2016 at 7.30 pm in the Village Hall**

**Present:** Cllrs: Mr Neil Blair (Chairman) Mr S Jones  
Mrs V Bruce Mr L Rolfe  
Mrs S Jagers

**In attendance:** 2 members 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 spoke to his email and sought clarification regarding the location for the double yellow lines at Hall Close. He drew the Council's attention to another issue with parking towards the bend near the telephone kiosk. The background, scope and procedure for the current proposals were clarified, and it was explained that there were no plans to put double yellow lines elsewhere.

Mrs Sue Richmond responded to recent enquiries regarding the hedge in Caxton End. It was noted that the Parish Council did not own the hedge. The Parish Council will endeavour to establish who owns the hedge and Cllr Jones together with the Tree Warden will look into the implications of its being in a conservation area and ask the SCDC Trees Officer whether the cutting of the hedge by the Parish Council since 1984 carries any significance.

**1. Apologies for absence**

None.

**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 Jones declared an interest in item 7.1.3 as a friend of the applicant.

**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 19 October 2016**

RESOLVED that the minutes of the meeting on 19 October 2016 be approved and signed by the Chairman, after the following amendments: item 4 to read "to possibly carry out a leaflet drop at some point"; under 5.11, change "Caxton Road" to "Caxton End"; item 5.12 to read "and then to pass the specifications to the Clerk for quotes"; and under 9.1, to read "and for the Clerk to raise this matter with SCDC".

The Parish Council requested that the draft minutes should be forwarded as soon as possible within a week of the meeting. (Prop NB, 2nd SJa, carried with 1 abstention)

**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 (Open) Parking in the High Street and Bourn Hall's request for parking restrictions**

RESOLVED, given a resident's concerns about parking for the pub extending down Chapel Bank, the consequent poor visibility for pedestrians crossing the road, and the correspondence from Bourn Hall Clinic highlighting concerns about congestion and access for emergency vehicles and requesting parking restrictions, to invite the owners of the Willow Tree to the January meeting to share the concerns, seek their thoughts on possible solutions and discuss any plans for extending the car park.

RESOLVED to appoint Cllr Rolfe to ask Andi Caddy of CCC to visit the site. (Prop VB, 2nd SJo, unanimous)

- 5.2 (5.1) Grass cutting tenders including memorial site cutting  
RESOLVED to defer this item to the January meeting to enable references to be obtained on the contractors and to seek clarification from the Clerk regarding the status of the existing contract.
- 5.3 (5.2) Interactive sign for Broadway  
RESOLVED, noting that the Parish Council had not agreed to another sign, to remove this item from future agendas, and replace it with “Village Traffic Strategy.” RESOLVED to follow up the suggestion of forming a working group to look strategically at areas which might require measures, and that Cllr Bruce should contact Cllr O’Brien to take this forward.
- 5.4 (5.3) Employee Pension Scheme – to consider recommendation from the Working Group (Confidential)  
RESOLVED that the Chairman will discuss this with Cllr Rolfe and make a recommendation to the January meeting.
- 5.5 (5.5) Paving at the Pavilion – to consider report and recommendations  
Cllr Jagers reported on a site meeting with Frank Haxton. Whilst ideally all the paving should be replaced, Mr Haxton had estimated the cost would be approximately £7500, and it was therefore recommended that the most broken up slabs be repaired as required at a cost of under £500.  
RESOLVED to seek a specification from Frank Haxton, allocate a budget, and defer any work until the spring, then monitor the situation throughout the year, keeping the matter on the agenda.
- 5.6 (5.6) Allotments ditch and site maintenance – to consider quotations if received  
RESOLVED, given the difficulty in obtaining quotations, that Cllr Rolfe be appointed to discuss with the allotment holders the suggestion that they should clear the ditch themselves in return for a peppercorn rent of £1 per annum, subject to the lease being changed if they are in agreement. (Prop NB, 2nd VB, unanimous)
- 5.7 (5.7) City Deal – tackling peak time congestion in Cambridge  
RESOLVED to note the current situation but that it was too early to know what would happen.  
RESOLVED to remove this item from the agenda, dealing with the matter under the Planning Working Group in future.
- 5.8 (5.9) Double yellow lines in Hall Close – to consider whether the lines should be extended as suggested by CCC  
RESOLVED having considered emails from residents, one of whom had attended the meeting, to approve the costing and plans as detailed by CCC and to notify CCC accordingly. (Prop NB, 2nd LR, unanimous)
- 5.9 (5.10) Green Energy – to consider S106 funding and response from Cambourne Parish Council  
RESOLVED, given that the S106 agreement offered either solar panels or cash, that there should be no need to obtain legal advice on the spending of the S106 money, provided it was for the benefit of the community.  
RESOLVED to start looking at potential projects and defer this item to the January meeting. (Prop SJa, 2nd VB unanimous)
- 5.10 (5.12) To consider areas which are not included in the annual grass cutting and village maintenance contract, consider a specification for tree works and if quotes should be sought

RESOLVED, having considered Cllr Jones and the Tree Warden's report on tree issues as circulated at the meeting:

- With regard to the oak tree by the War Memorial, to seek advice and a quotation from an experienced tree surgeon.
- Hall Close cherry tree – to defer a decision until March or April.
- Jubilee recreation Ground - given the Parish Council did not feel the trees and bushes on the north and west side were suitable for inclusion in the maintenance contract, to seek quotes from three tree surgeons and from Mark Proud for the January meeting, and ask them to contact Cllr Jones and the Tree Warden to arrange a site meeting.

5.11 (5.14) CCC Highway Improvement Scheme proposal

Cllr Bruce recommended that an application be submitted for the rest of the High Street pavement wall to be completed. It was noted that CCC were looking favourably on projects which entailed a Parish Council contribution of 10% or higher and it was suggested that £12000 be made in the highways budget to allow a contribution greater than 10% towards the cost.

A suggestion for a "Village Day" to deal with siding out the pavements will be considered at the next meeting.

5.12 (6.1) Broadway Public Open Space – to consider plan for ongoing maintenance if received

Frank Haxton's estimate for fertilising and re-seeding was noted. It was observed that the grass was doing well at present and residents were pleased. This is to be considered again in the spring.

5.13 (8.2) Play inspection report – to consider quotations for the safety surfacing and embankment slide if received

RESOLVED in principle to accept the quotation from RPM but to confirm beforehand with Frank Haxton whether the work should be carried out now or in the spring. <sup>(Prop NB, 2nd SJa, unanimous)</sup>

5.14 (10.1) Resident – Broadway footpath concerns

RESOLVED, given that the footpath is the responsibility of CCC and part of the verge is a Protected Road Verge, to check the sections of the footpath affected (believed to be the path heading northwards from the houses on the Broadway up to the A1303), and then to write to CCC asking them to repair the footpath in the light of residents' concerns.

**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

Taken earlier.

6.2 Installation of double yellow lines at Hall Close

Taken earlier.

6.3 Green Energy S106 funding

Taken earlier.

6.4 Fencing/access to Jubilee Ground from Caxton End

Taken earlier.

**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/2768/16/EI – Land off Grafton Drive, Caldecote – EIA screening opinion and

7.1.2 S/2764/16/OL – Land off Grafton Drive, Caldecote – Outline planning permission for the residential development of up to 58 dwellings with associated infrastructure, landscaping and public open space. All matters reserved except for access

RESOLVED, noting that the development was in Caldecote parish, but abutted the edge of Bourn Parish, that the Parish Council had no recommendation for both applications. (Prop LR, 2nd SJo, unanimous)

7.1.3 S/2877/16/PA – Townsend Farm, The Drift – Conversion of agricultural barn to residential dwelling

RESOLVED that the Parish Council had no objections in principle to the conversion of the agricultural barn to a residential dwelling but would wish to see the full planning application and full plans when the application is submitted.

7.1.4 S/2903/16/FL – David’s Lodge, Old North Road – Two storey front, side and rear extensions and associated internal alterations

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

7.2 SCDC Decision notices

7.2.1 S/0628/16/FL – Golders Farm, Fox Road – Demolition of old cart shed and construction of new building, to comprise garages below and holiday accommodation in the roof space – Permission granted.  
Noted.

7.2.2 S/2085/16/FL – 56 High Street – Erection of two bay car port – Permission granted.  
Noted.

7.2.3 S/2044/16/LB – 56 High Street – Erection of two bay car port – Listed building consent – Permission granted.  
Noted.

7.2.3 S/11413/16/FL – Manor Farm  
RESOLVED to note SCDC’s response that the application should be determined by delegated powers.

7.3 Tree Works applications

7.3.1 S/2777/16/TP – Wysing Arts Centre, Fox Road

The application involved four dead elms and two that were dying, all subject to Tree Preservation Orders. The owners had indicated that they would replace the trees to be felled. RESOLVED that the Tree Warden’s should to take a look and send in the comments.

**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 be approved for payment. (Prop NB, 2nd VB, unanimous)

Salary	£135.92
Anderton Haulage (Broadway POS)	£15,552.00
CGM (Grass cutting)	£17.41
LGS Services (Admin support)	£961.05

RESOLVED, given that credit notes had now been received from CGM for the work invoiced but not carried out, to approve the part payment of four invoices from CGM for the work which had been completed, amounting to £211.33, £82.93, £82.93, and £82.93 respectively, subject to a further check at the end of the meeting. (Prop NB, 2nd VB, unanimous)

Credits, including the precept and bank interest, were noted.

8.2 Play inspection report

None.

- 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 to contract Tennis Courts Maintenance to clean the pavilion slabs at a cost of £80.00.

**9. Members reports and items for information only unless specified**

9.1 Planning Working Group

Cllr Jones reported on four key issues:

- The Examination in Public for Bourn Airfield would probably be in March 2017. Bourn Parish Council and the Coalition of Parish Councils had lobbied for an all-ways interchange at Girton and support was increasing. Cllr Jones has drafted a letter to the Secretary of State, MPs and council leaders to make the case for this and a decision is to be made whether this should come from the Coalition alone or the Coalition in conjunction with lobby groups.
- The East-West railway line from Oxford to Cambridge is not likely to run to Cambourne but will possible go from Foxton to Sandy.
- The boundaries of the Bourn Airfield site have been changed.
- The busway and the park and ride at Coton – the latest proposals are for a busway north of Coton village, leading via a new bridge into Grange Road, and a linked park and ride roundabout on the side of Madingley Rise. Cllr Jones will be calling a meeting of the coalition on 6 January at Bourn Village Hall.

There will be a traffic survey next week.

A meeting is being held in Coton on Saturday 19 November to explain the Speedwatch process. Data is to be updated on traffic coming out of Cambourne, travelling down Madingley Hill towards the M11 and traffic at Barton travelling south.

9.2 Highways report

Cllr Bruce reported that a decision on the 20 mph zone should be received by the end of the year.

RESOLVED that Cllr Bruce should submit a bid to CCC for the completion of the High Street pavement wall work. (Prop NB, 2nd LR, unanimous)

9.3 To consider whether the Parish Council should conduct a flood risk assessment

RESOLVED that the Chairman should make enquiries with Nigel Ball about a flood risk assessment.

9.4 Emergency Planning

RESOLVED that the Chairman will make enquiries about what this entails and the responsibilities of the Parish Council.

- 9.0.1 Cllr Rolfe reported that he had contacted BT who had recommended that the Parish Council should not sign the agreement until it had discussed the replacement of the glass panes in the kiosks with BT. Charity funding was also available for the installation of defibrillators and the supply of paint. He had been informed that defibrillators could be installed in both kiosks due to the distance between them. Cllr Rolfe will inform the Clerk.

9.5 Bourn Parish Council's successes – to note

RESOLVED to note grass seeding of the Broadway Public Open Space, and the plan for defibrillators.

9.6 Tree warden report on tree at memorial site and a tree in Hall Close

Taken earlier.

**10. To consider correspondence/communications received**

10.1 CCC Winter gritting routes

RESOLVED to note that Caxton Road would not be gritted unless there was a prolonged period of icy weather.

10.2 CCC Mineral and Waste consultation

Noted.

10.3 SCDC Review of Polling District consultation

Noted.

10.4 SCDC Local Green Space Designation

RESOLVED to respond that “The Parish Council supports the designation of Camping Close as a Local Green Space as it is used by many villagers for recreational activities especially walking. However, the Council believes the map designating the area should be Map 1- Local Green Spaces, Camping Close, Bourn (NH/12-022), 22.02.15 in the Local Green Space Appendix E, Maps, March 2015 which was redrawn limiting the LGS area to an area bounded on the south west by the concrete track and by Bourn Brook to the north east as detailed in paragraphs 20 to 22 in the report to Planning Portfolio Holder’s Meeting, March 2015, “South Cambridgeshire Local Plan – Responding to the Local Green Space landowner consultation”. If this map were adopted in the Local Plan, then the Parish Council believes Camping Close, Bourn would meet the designation for LGS. The Council continues to support all the other LGS designations within the village: NH/12-019, NH/12-020, NH/12-021 and NH/12-023”.

10.5 Anglian Water changes to billing arrangements

RESOLVED to note that waste water services for the pavilion would be billed separately in future.

11. Closure of meeting

There being no further business, the Chairman declared the meeting closed at 10.40 pm.

The payment of £211.33 in favour of CGM is to be withheld pending clarification on whether the mowing of the grassy humps was carried out. Copies of all invoices and credit notes are to be sent to Cllr Rolfe who will make enquiries.

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