

BOURN PARISH COUNCIL**The minutes of the Meeting of Bourn Parish Council held on
Wednesday 18 January 2017 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: Mrs Gail Stoehr (Clerk).

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

None.

1. Apologies for absence

Apologies were received from Cllr O'Brien (out of parish), County and District Cllr Mervyn Loynes Bourn Hall Clinic, and also from Cllr Rolfe for anticipated lateness (attending another meeting).

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

Cllrs Bruce, Blair, Jagers and Jones declared an interest in item 8.7, setting the precept, as residents and Council Tax payers.

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 November, and the extra-ordinary meetings on 30 November and 21 December 2016

RESOLVED that the minutes of the meeting on 16 November be approved and signed by the Chairman. (Prop VB, 2nd SJa, unanimous)

RESOLVED that the minutes of the extra-ordinary meeting of 30 November be approved and signed by the Chairman. (Prop VB, 2nd SJa, unanimous)

RESOLVED that the minutes of the extra-ordinary meeting of 21 December be approved and signed by the Chairman. (Prop VB, 2nd SJa, unanimous)

4. Co-option to fill 3 casual vacancies

No applications had been received. RESOLVED that Cllr Jagers should place notices in the shop, doctors' surgery, and café, as well as on the notice boards.

5. Matters arising from the last meeting or a previous meeting**5.1 (5.1) Parking in the High Street and Bourn Hall's request for parking restrictions**

The Chairman and Cllr Rolfe reported on their meeting with the CCC Highways Officer. RESOLVED to consult with residents on the introduction of double yellow lines or residential parking if the Highways Officer says this is possible. Cllr Blair is to follow this up with Highways and deliver consultation letters.

5.2 (5.1) Grass cutting contract 2017-2019 – to consider tender references, tender totals and the way forward

Deferred until Cllr Rolfe arrives.

5.3 (5.4) Pension Policy

RESOLVED to register with the Government NEST scheme as its pension provider

RESOLVED if the category of the Clerk changes to a Non-eligible job holder or Eligible job holder then Bourn Parish Council would match the Clerk's contribution up to a maximum of 3% of their Qualifying Earnings.

- 5.4 (5.10) Memorial oak and Jubilee Recreation Field tree works – to consider quotation
 RESOLVED to accept the quotations from Peter Oakes for both contracts, for the sum of £300 plus VAT for the memorial oak and £750 plus VAT for the Jubilee Field works.
 RESOLVED to appoint Cllr Jones to meet Mr Oakes on site and to oversee the completion of the work.
 RESOLVED copies of tree works orders are to be sent to Cllr Jones. (Prop NB, 2nd SJo, unanimous)
- 5.5 (5.11) Proposal for a Village Day
 RESOLVED to hold a Village Day to deal with the siding out of the pavements on the bank and to join the volunteer scheme and to call for volunteers.
 RESOLVED that Cllr Bruce be appointed as Co-ordinator for the CCC Volunteer Scheme. (Prop NB, 2nd SJo, unanimous)
 Cllr Rolfe arrived at 8.11 pm.
- 5.6 To consider response and quotation from SCDC regarding replacement bin
 RESOLVED to accept the SCDC quotation of £388.49. (Prop SJa, 2nd VB, unanimous)
- 5.7 (5.14) Resident – Broadway footpath concerns
 RESOLVED that Cllr Rolfe should let the resident know that CCC is the appropriate authority and that they should speak to CCC. Matter closed. (Prop VB, 2nd NB, unanimous)
- 5.8 Flood risk assessment – to consider if one is required
 RESOLVED that this is not needed at present. Matter closed. (Prop NB, 2nd SJa, unanimous)
- 5.2 (5.1) Grass cutting contract 2017-2019 – to consider tender references, tender totals and the way forward
 RESOLVED to terminate the contract with CGM based on poor service and overcharging for work not done.
 RESOLVED, subject to CGM's response to the termination, to contract Buchans Landscape Services for Option A at an annual cost of £3535.23 subject to a) a schedule showing what they would do and when, b) 12 monthly invoices for equal amounts of £294.60 c) Buchans are to text Cllr Rolfe in advance of them undertaking any work in the village so that he may go out and check on their work d) the invoice detailing what work and the date it has been done that month. (Prop SJa, 2nd VB, unanimous)
6. **To consider reports on the progress of all ongoing projects and to see if further action is required**
- 6.1 (5.9) Green Energy S106 funding
 The Clerk advised that Stephen Reid, Solicitor had advised the Parish Council in November 2015 that “view that use of monies in relation to the Village hall would be permissible where such monies were used for Renewable Energy Community Works and therefore think this is where the Parish should concentrate to ensure that if new heating is to be organised at the Village hall it is organised in a way where the money can reasonably be viewed as spent on Renewable Energy Community Works.
 If that is not possible then I would recommend that there be a further discussion with the party which has made the payment to see if alternative arrangements can be formally agreed for the use of the monies.”
 RESOLVED, that the Council had made a decision on this at its last meeting and that Cllr Jaggars should send the Clerk a copy of the email of November 2016 which indicated that Clause 3 does not say renewable energy.
 RESOLVED to start looking at potential projects and defer this to item 8.6. (Prop SJa, 2nd VB unanimous)

- 6.2 (9.0.1) BT Phone Box adoption and installation of defibrillators – update and recommendation
RESOLVED to receive Cllr Rolfe’s report that the Parish Council is waiting for a contract from BT and that BT will put the kiosk in Hall Close straight and repair them before the Parish Council adopt.
- 6.3 (5.3) Village Traffic Strategy
Deferred to the next meeting.
- 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/2021/16/FL – 158 Alms Hill – Dropped kerb and create hardstanding
RESOLVED to support the application. (Prop LR, 2nd VB, unanimous)
- 7.1.2 S/3187/16/NM – Land adj Back Lane, Cambourne – Non-material amendment of S/1631/15/FL
RESOLVED that the Parish Council had no comments.
- 7.2 SCDC Decision notices
- 7.2.1 S/2768/16/EI – Land off Grafton Drive, Caldecote – EIA screening opinion – Permission granted.
- 7.2.2 S/2545/16/FL – 30 High Street – Proposed erection of two storey rear extension – Permission granted.
- 7.2.3 S/2418/16/FL – Gills Hill Farm – Change of use for segment of golf course to residential garden – Permission granted.
- 7.2.4 S/2352/16/PA – 25 Hall Close – Single storey rear extension – Prior approval not required.
- 7.2.5 S/2877/16/PA – Barn at Townsend Farm, The Drift – Conversion of agricultural barn to residential dwelling – The SCDC website indicated that a decision has been made but this had not been posted on the website.
- 7.3 Tree Works applications
- 7.3.1 S/3566/16/TC – 11 Baldwins Close
RESOLVED, taking into account the report of the Tree Warden, to respond with the following comments:
“The trees are not growing in the back garden of 11 Baldwins Close and it is unclear who owns the land.
- A previous application was made to fell trees T2 to T6 (on the map attached to the application) on the advice of experts called in to 11 Baldwins Close because of subsidence (see attachments). At the time, and because of the strong landscape value of these trees, the Council suggested that the District Council should do their own independent survey to assess whether the trees were the cause of the subsidence.
- T6 & T8 are both healthy mature elms. The base of their trunks are considerably below the level of the garden of 11 Baldwins Close. It is not known what this means in terms of how far the roots could extend under the house or why the applicant now wants to remove these trees instead of T2 to T6. We don't know if South Cambs have looked at the problem after the last application, but the Council still feel that an independent assessment of the trees and the subsidence should be undertaken.
- There are very few mature healthy elms left in Bourn and before cutting them down there should be an independent assessment. There should also be confirmation of who owns the land/trees.” (Prop SJo, 2nd SJa, unanimous)
- 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, plus LGS Services (Newsletter) £60.00. (Prop LR, 2nd SJa, unanimous)

Eversden PC (Training)	£40.00
L Rolfe (reimbursement website domain)	£24.00
CCC (LHI)	£1218.62
SCDC (Community room hire)	£7.50
Alarm Maintenance (Alarm repair)	£78.00
Cambs ACRE (Affiliation fee)	£54.00
Cambridge Water (Water bill)	£72.73
Salary	£135.92
Salary	£356.74
HMRC (PAYE/NIC)	£102.00
LGS Services (Admin support)	£889.20
LGS Services (Admin support)	£868.21

Credits, including the Bourn Youth funds, Quiz Night takings and donation, and bank interest, were noted.

8.2 Play inspection report and

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

Cllr Rolfe reported on a meeting with a SCDC surveyor who had agreed SCDC should check the water flow in the culvert at least twice a year. The access path from Caxton End is CCC's responsibility and has been reported to them.

The Hall Close multiploy unit will be considered under the budget item.

RESOLVED with regard to the embankment slide that Frank Haxton had put a stop on work starting that Cllr Jagers will ask Frank Haxton about the way forward.

8.4 Electricity Contract review

RESOLVED to accept the two year contracts from SSE for both supplies at the pavilion (Prop SJo, 2nd NB unanimous).

8.5 To review the budget FY2017

RESOLVED –

- Any under spend from the Highways budget should be earmarked at the FY end. Provision of £1000.00 be made for the 20 mph speed limit installation and £1900.00 for the Hall Close double yellow lines. High Street yellow lines Lamps for the bus stops will be provided free of charge and signage will come via another grant.
- to meet Buchans to discuss the grass cutting maintenance at the Broadway so that a quote can be obtained.
- to give consideration to the S106 Solar farm money at the year end.
- To earmark any under-spend of the pavilion budget and also the contingency at the FY end
- The Youth Project funds could be used for works to the Jubilee Embankment slide.

8.6 To consider and approve the budget for FY2018

RESOLVED -

- To amend village and assets maintenance income to £450
- To include £1500 for S137; £2000 for assets maintenance of bus shelters, play equipment etc to include £100 for the notice board at the Village Hall (following an agenda item in April to discuss whether this should be moved); £3500 POS grasscutting and £1930 as a contingency. (Prop NB, 2nd LR, unanimous)

On a proposition by the Chairman, the order of business was varied to take items 9.1 and 10.2.

- 9.1 Planning Working Group and coalition of local councils
RESOLVED to receive Cllr Jones' verbal report that the Examination in Public would take place from 4-6 April and 17 February was the deadline for submissions. The Coalition meeting had been supportive of all issues in the survey. Kingston had joined the Coalition. Cllrs Jones and Rolfe are to meet Wincanton tomorrow.
- 10.2 Heidi Allen MP – request for feedback on public transport issues
RESOLVED that no issues were known.

Cllr Jones left the meeting at 10.02 pm.
- 8.6 To consider and approve the budget for FY2018 (continued)
RESOLVED to approve the budget for FY2018 ^(Prop NB, 2nd LR, unanimous)
- 8.7 To set and demand the precept for FY2018
RESOLVED to set and demand a precept of £31,199 from South Cambridgeshire District Council, being the amount required by the Parish Council to balance its budget. ^(Prop NB, 2nd LR, unanimous)
- On a proposition by the Chairman, the order of business was varied.
- 10.3 NALC advice that S8 of the Local Government Act 1984 specifically prohibits parish councils funding churches
RESOLVED, given the advice from NALC that under S8 of the Local Government Act parish councils are specifically prohibited from funding churches, to write to the Church to explain why the Parish Council cannot grant funds, and expressing the Parish Council's bitter disappointment and regret.
- 9. Members reports and items for information only unless specified**
- 9.1 Planning Working Group
Taken earlier.
- 9.2 Highways report
RESOLVED having considered correspondence from Joel Sykes, Project Engineer from CCC, regarding the design for the 20 mph limit scheme that there should be one sign in the wider section closer to the junction, plus roundels. ^(Prop VB, 2nd NB unanimous)
- 9.3 Allotments
RESOLVED, given that the Allotments Association had agreed to carry out all ditch maintenance, to reduce the annual rent to £1.00 and to update the agreement accordingly. The Parish Council is still responsible for the boundary landscaping. ^(Prop LR, 2nd NB, unanimous)
- 9.4 Bourn Parish Council's successes – to note
RESOLVED to note that the 20 mph sign will be installed in a couple of months.
- 10. To consider correspondence/communications received**
- 10.1 CCC Consultation on a draft corporate energy strategy for Cambridgeshire County Council
RESOLVED to note this.
- 10.2 Heidi Allen MP – request for feedback on public transport issues
Taken earlier.
- 10.3 NALC advice that S8 of the Local Government Act 1084 specifically prohibits parish councils funding churches
Taken earlier.
- 10.4 Resident – annual litter pick on 4 March

RESOLVED that this be carried out under the CCC Volunteer scheme and to notify CCC.

- 10.5 SCDC Community Awards – to consider if nominations should be submitted
RESOLVED that no nominations be submitted.

11. Closure of meeting

There being no further business, the Chairman declared the meeting closed at 10.34 pm.

Signed _____ (Chairman) _____(Date)

APPROVED