

## BOURN PARISH COUNCIL

### Minutes of the meeting of Bourn Parish Council, Wednesday 19 April 2018, 7:30pm in the Village Hall

**Present:** Councillors:                    Dr N Blair (Chairman)                    Ms A Bourne  
    Mrs V Bruce                                    Ms S Jagers  
    Mr D O'Brien                                Mr L Rolfe (Acting Clerk)

**Also in attendance:**                    5 members of the public.

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

Graham Bruce, P3 co-ordinator, spoke about flooding and associated risks, referring back to the floods of 2001. Some residents were having considerable problems with insurance because of this. The flow was being constricted in places because of undergrowth, trees and debris. The Environment Agency did not seem to be controlling the problem. The Chairman agreed to contact the Bourn Flood Action Group to ask what they were currently doing and report back next month.

The resident organising the Bourn Beer & Music Festival explained why it was being moved this year and the arrangements that were being made with respect to access and parking. As it is being organised as a non-profit event he asked for any suggestions of local charities or needs to which profits could be donated or used. The public are invited to make any suggestions to the Parish Clerk for forwarding on.

**1. Apologies for absence**

Received from Cllr Jones (out of parish).

**2. Declarations of interest**

None.

**3. Approval of minutes of last meeting**

RESOLVED that the minutes of the meeting on 21 March 2018 be approved and signed by the Chairman.

**4. Matters arising from last meeting or a previous meeting**

**4.1 Green Energy S106 funding**

Cllr Jagers again reported that, as decisions about its use, the letter could not be finalised.

**4.2 SCDC funding grants**

Cllr O'Brien advised that requests were unlikely to be considered until after local elections in May. Cllr Rolfe reiterated that an application had been completed but would be kept on hold until then.

**4.3 Re-siting 20mph sign on Riddy Lane**

Cllr Bruce agreed to contact County Council Highways regarding the trees on the grass verge and make an appointment with the resident to discuss.

**4.4 Consideration of the Parish Council's policy regarding consulting with Countryside Properties**

Agreed that we should wait until the SCDC Local Plan had been finalised and that Cllr Jones should be present for any discussion because of his involvement with the Coalition of Parish Councils.

**4.5 Priority white lines at Hall Close crossroads**

It had been agreed (October 2017) that the council would pay the £50.00 towards the costs requested by County Council Highways but this had not been followed up on. RESOLVED that the council would make early contact with CCC Highways to get the process started. (Proposed LR, 2nd NB, unanimous)

**4.6 Annual Parish Meeting date**

The original date and time for the meeting to be held at the Village Hall was not available. RESOLVED to check whether the other meeting would finish early enough for the APM to follow on afterwards but, failing that, and as the date had already been notified in the quarterly newsletter, it would be best if it was moved to the Community Centre and that notices to that effect would be put up around the parish, on the website, and at the Village Hall on the day. (Proposed NB, 2nd LR, unanimous)

4.7 Ditch and clearance of grills at Riddy Lane/Hall Close Play Area

Cllr Rolfe advised that attempts to contact the relevant SCDC surveyor who had previously agreed that the ditch was their responsibility and that it should be checked during Winter months had been unsuccessful to date. It was agreed that Cllr Rolfe should continue to deal with the problem.

4.8 Trees at allotments

The original date offered by the contractor in April had not been followed up. Following a meeting on site by Cllr Rolfe with the contractor they have now offered their earliest available date as 23 July. There had been no further decision made over the sycamores. RESOLVED that Cllr Rolfe would contact the Chairman of the Allotment Association to discuss their views. (proposed NB, 2nd LR, unanimous)

4.9 Tree work at Jubilee Playing Field

RESOLVED to accept the quote for the work and the request from the contractor to wait until the ground was in better, drier condition in order for them to be able to fully access the problem and clear the arisings rather than leave them chipped at the site was accepted. (proposed LR, 2nd NB, unanimous)

4.10 & 4.11 Being of a confidential nature, it was agreed that these matters were moved to the end of the meeting for consideration.

5. **Reports on the progress of ongoing projects**

5.1 Green Energy S106 funding

Taken under item 4.1.

5.2 Installation of defibrillators

Still being dealt with.

5.3 Bourn Sports Club – Pavilion modifications

The contractor has now agreed a timeline and expects the work to be completed by the end of May 2018.

6. **Members requested subjects for discussion**

6.1 Flood prevention

This had been dealt with in the public session at the start of the meeting. The Chairman will make contact with the Bourn Flood Action Group and ask them to report to the council.

6.2 Traffic calming measures

Cllr O'Brien explained that little was likely to happen until after council elections in May.

It was agreed that most of the signage around the village needed cleaning and undergrowth and trees needed clearing or cutting back as many were not visible. Though this was County Council's responsibility it was felt that residents could be involved especially where their boundaries were affected.

As the annual Village Clean-Up Day had been cancelled due to extreme weather it was suggested that another attempt could be made later in the year and to include cleaning the signage wherever possible, safety aspects being taken into consideration.

6.3 .gov.uk internet domain and updating of website

At the recommendation of the Parish Clerk at Cambourne it was agreed that a .gov.uk domain would give more authority as a local council. Cllr Rolfe had enquired of the company who set up both Cambourne and Papworth Everard's website and a quote had been received. Councillors felt that there were cheaper options including the possibility of contacting such as Comberton Village College to see if students there would be interested, and also some local residents who were in the IT business. Cllr O'Brien agreed to get details of the local residents. It was agreed to defer this to next month's meeting. Setting up a .gov.uk domain for email use could be done first and the website update/added in due course.

6.4 Additional Topsy Bin at Jubilee Playing Field

RESOLVED that, at the request of Gill Pountain, this could be placed by the entrance to the playing field from Caxton End. (proposed LR, 2nd NB, unanimous)

7. **Planning and tree work applications and related matters**

7.1 Planning applications and related correspondence since last meeting

7.1.1 S/1160/18/FL and S/1161/18/LB – King Alfred's House, 16 Riddy Lane – Removal of dilapidated double garage and replace with a new double garage

RESOLVED that the Parish Council has no objections to this application. (proposed AB, 2nd NB)

Also taken at this time were late applications which had arrived since publication of the agenda in accordance

with the relevant agenda footnotes -

- 7.1.2 S/1274/18/FL and S/1275/18/LB – King Alfred's House, 16 Riddy Lane – Deconstruct and remove existing workshop/store, and build new single-storey, two bedroom dwelling  
RESOLVED that the Parish Council objects to this application on the grounds of design, appearance and materials being out of keeping with neighbouring properties and the effect on listed building and conservation areas.  
(proposed Sja, 2nd AB, unanimous)
- 7.1.3 S/1219/18/FL – 130 Alms Hill – Rear first floor extension and front porch, new windows/doors, minor internal alterations  
RESOLVED that the Parish Council has no recommendations to make on this application. (proposed AB, 2nd Sja, unanimous)
- 7.2 SCDC planning decisions and appeal notices
- 7.2.1 S/0200/18/FL – The Grange, Broadway – New agricultural farm access track – Approved 12/03/2018
- 7.2.2 S/0869/18/TC – Fairlight Barn, Short Street – Tree works – Approved 03/04/2018
- 7.3 Tree works applications  
None

## 8. Finance, procedure and risk assessment

### 8.1 Financial report and payment of bills

RESOLVED that the financial report be received and considered, and that 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 financial report be approved for payment, except Glasdons against which their credit note has been applied, plus late invoices from Buchans (grasscutting) £233.38 and Sarah Jaggars (newsletter printing) £45.80. (proposed NB, 2nd VB, unanimous)

LGS Services (Admin support March 2018)	£974.30
CCC (Street lighting 10/16-09/17)	£1631.59
Net World Sports (Broadway POS goal)	£292.72
Les Rolfe (Coalition Parish Council website)	£53.95
Les Rolfe (Removals and storage boxes)	£65.48

Credits of bank interest were noted.

- 8.1.1 Delegated authority for acting clerk to purchase equipment/services regarding set-up of new clerking system  
RESOLVED that £100.00 could be made available for this expenditure. (proposed NB, 2nd VB)
- 8.1.2 Delegated authority to set maximum funds for Cllr Jaggars in respect of production, printing and distribution of quarterly newsletter  
No decision was made at Cllr Jaggars request.
- 8.2 S137 Grant applications
- 8.2.1 Merrybourn – RESOLVED to grant a donation of £240.00. (proposed NB, 2nd AB)
- 8.2.2 1<sup>st</sup> Bourn Scout Group – RESOLVED to grant a donation of £250.00. (proposed AB, 2nd DO'B)
- 8.2.3 Bourn Tuesday Morning Coffee Club – RESOLVED to grant a donation of £250.00. (proposed AB, 2nd Sja)  
All were, in the opinion of the Council, in the interests of the village and its inhabitants.
- 8.2.4 East Anglian Children's Hospice – RESOLVED not to grant any donation as it was not considered sufficiently local.  
(proposed NB, 2nd LR, unanimous)
- 8.3 Play inspection report and consider any works required  
Frank Haxton's report was read. It was agreed to ask which items needed attention first, in particular with respect to the slide area. Cllr O'Brien volunteered members of the Sports Club to assist with the cleaning that was required.  
RESOLVED to accept the quote from Buchans, following Frank Haxton's earlier report, of £138.00 for fertiliser and weed spraying the Broadway POS. (proposed VB, 2nd DO'B)
- 8.4 Any matter which is urgent because of risk or health and safety and the use of delegated powers  
None.

## 9. Member's reports and items for information only unless clearly stated

- 9.1 Planning Working Group, Coalition of Parish Councils, and Examination in Public report  
Planning working Group had not met since last meeting. Cllr Jones was not present for other subjects.
- 9.2 Highways  
Cllr Bruce said that she was still waiting for a date for the work to be done on Chapel Hill footpath.

9.3 Allotments

Taken at item 4.8. Nothing else to report.

9.4 Broadway POS

Goal now in place. Bench ready for installation with Frank Haxton. For weed control see item 8.3.

9.5 Tree Warden

Hilary Gretton's report explained that the tree behind 3 Baldwins Close had been considered dangerous by CCC Highways and that they had removed it. It was asked whether the Parish Council might consider planting some replacement/s. The replacement trees at the rear of 4 Baldwins Close had now been planted.

9.6 Bourn Parish Council successes

Nothing extra to report this month.

**10. Correspondence/communications received**

10.1 Information regarding change of venue for Bourn Beer and Music Festival

Previously explained by resident at the start of the meeting.

There being no members of the public present it was not necessary to invoke S1(2) of the Public Bodies (Admission to Meetings) Act 1960 in view of the confidential nature of business to be transacted, namely employment matters.

Items 4.10 and 4.11 were dealt with at this point.

**11. Closure of meeting**

There being no further business, the Chairman declared the meeting closed at 10:10pm.

APPROVED