

BOURN PARISH COUNCIL

Minutes of the annual meeting of Bourn Parish Council, Wednesday 16 May 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)
Mr N Stutchbury	

Also in attendance: 1 member of the public and District Cllr Tumi Hawkins.

At the start of the meeting all those councillors present signed their declarations of acceptance of office. Cllr Jones would be asked to sign his declaration once he has recovered.

1. Election of Chairman and declaration of acceptance of office

RESOLVED to elect Cllr Blair as Chairman. (prop: VB, 2nd: AB, unanimous) Cllr Blair duly signed his acceptance of office.

2. Election of Vice-Chairman

RESOLVED to elect Cllr Bruce as Vice-Chair. (prop: NB, 2nd: AB, unanimous)

3. Appointment of committees, working groups or any other offices deemed necessary by the Council

RESOLVED, as in previous years, not to have any committees but to operate a system of working groups and member responsibilities. Working groups should not consist of a majority of councillors.

RESOLVED that working groups should remain as last year with minor alterations. Cllr Blair read through the current list and those councillors requesting a change were noted. The make-up of each group will be as follows.

(prop: NB, 2nd: VB, unanimous)

Affordable Housing – Cllrs Rolfe (convenor) and Blair

Allotments liaison – Cllr Rolfe

Bourn Youth Project – Suzanne Armitage and Jan Burrell

Cambourne Parish Council liaison – Cllr Bruce

Coalition of Parish Councils – Cllrs Blair, Jones and O'Brien

Code of Conduct – Parish Clerk and SCDC Monitoring Officer

Environment -

Bourn Flood Group liaison – Cllrs Bruce and O'Brien

Bourn Brook maintenance – Nigel Ball

Sustainable Parish Energy Partnership – Cllr Blair

Tree Warden/Officer – Cllr Jones and Hilary Gretton

Finance overseeing – Cllrs Blair (convenor) and Jones

Highways, including Cambourne bus link – Cllrs Bourne, Bruce and O'Brien

Traffic monitoring and Speedwatch liaison – Cllrs Bruce, Jones and O'Brien

Human Resources – Cllrs Blair, Jagers and Jones

Keyholder (including Sports Pavilion, except noticeboards) Cllr Bruce

Neighbourhood Planning – Cllrs Blair, Bourne, Bruce, Jagers and Stutchbury

Neighbourhood Watch liaison – Cllr Bruce

Newsletter, quarterly, and Annual Report -

Content – Cllr Jagers (editor) and ALL councillors

Distribution – Cllr Jagers (printed copy) and Cllr Rolfe (website)

Noticeboards – Cllr Rolfe

Planning – Cllrs Blair, Bruce, Jones and Rolfe

Police liaison – Cllrs Bruce and Jagers

Public Rights of Way -

Bridleways – Cllr Bruce

Footpaths – Graham Bruce and Angela Marcham

Recreation Grounds (Jubilee Playing Field, Hall Close/Riddy Lane play area and Broadway play area, including all play equipment) – Frank Haxton (operational inspector) with regular assistance from volunteers.

Solar Farm (S106) payment project – Cllr Jagers

Schools liaison -

Bourn Academy primary – Cllr Blair

Comberton and Cambourne Village Colleges secondary – Cllr O'Brien

Sports Club liaison – Cllrs Jagers and O'Brien (as trustees)

StopBAD liaison – Cllr Jones

Village Hall – Cllrs Bruce and Rolfe (as trustees)

Website – Cllr Rolfe

The chairman is an ex-officio member of all groups.

4. Appointment of representatives on other organisations or authorities

Included under item 3.

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

District Councillor Tumi Hawkins reported on the recent council elections and the change of control from Conservative to Liberal Democrat. The first meeting of the full council will be on 23 May when many changes will be announced. With the changes in ward boundaries she explained what she had previously done for the other parishes which were in her old ward, including regular reports. The report for May 2018 was received. With regard to local issues such as Bourn Airfield she explained that everyone was waiting for the result of the Local Plan Inspectorate. All planning concerns and applications were now being dealt with in partnership with Cambridge City Council in a joint exercise. Ultimately all the relevant departments and staff will be based at SCDC in Cambourne. Cllr Hawkins said that she hoped to restart monthly surgeries for residents and that Bourn could be one of the venues.

The member of the public declined to speak.

5. Casual vacancy co-option – None

6. Resolutions from Annual Parish Meeting – None

7. Apologies and reasons for absence – Cllr Jones – recovering from hospital treatment

8. Member's declarations of pecuniary interest, dispensations held, and requests for same for agenda items

None

9. Approval of the minutes of the last meeting on 18 April 2018 (not 21 March 2018, in error on agenda)

RESOLVED that the minutes of the meeting on, with the date corrected to, 18 April be approved and signed by the Chairman. (prop: DOB, 2nd: VB, unanimous)

10. Matters arising from the last meeting or a previous meeting, included items deferred

10.1 Cllr O'Brien will follow up to see whether priorities and/or offers are changed following the Liberal Democrat take-over of the council.

10.2 Cllr Bruce is trying to find the original contacts within County Council Highways to discuss the request. The ownership of the trees which are currently blocking the view of the signage, and could still be a problem if it was moved, was discussed. It was agreed that one solution could be a joint meeting, on site, between the Parish Council, a County Council Highways technician, and the resident.

10.3 Cllr O'Brien explained that this had been council policy for about two years but that situations change and there was now a risk that Countryside Properties might put in a planning application without waiting for the outcome of the Local Plan deliberations. Cllr Rolfe said that he had been advised that having a possible S106 request list ready for such opportunity.

(At the Chairman's request the meeting was adjourned for a couple of minutes for Cllr Hawkins to speak on the subject)

It was agreed that councillors should consider items for inclusion of an S106 list for this purpose.

RESOLVED that the council should engage with Countryside Properties because of the likelihood of a planning application for Bourn Airfield and that a letter should be drawn up for discussion at the next council meeting, (prop: NB, 2nd: DOB, majority 6-0 with one abstention)

10.4 Cllr Rolfe has received notification from Liam Flatters, SCDC Land Surveyor, that they had instructed their contractors to clear, and keep clear, the ditch some two years ago, which they had failed to do. The ditch and grill was cleared last Thursday, 10 May, and, along with maintaining the trees and vegetation, have been added to the contractor's schedule.

10.5 Cllr Rolfe has liaised with the Allotment Association and the works are now planned for the end of September 2018 as they did not want the work done in July, in the middle of the growing season.

10.6 Cllr O'Brien explained that he and Nigel Ball had been to inspect the new ditch that appeared to be draining into the brook from the latest Cambourne development. All the water eventually reached the brook but, with the use of balancing ponds, the flow should be regulated. It was queried where the excess water

running across Caxton Road at the junction with Caxton End was coming from. It was recommended to check whether there was a blockage in the pipework under the road. Further discussion on the subject was carried over as there had been no meeting with the Bourn Flood Group.

11. Reports on the progress of ongoing projects

11.1 Still pending – carried forward

11.2 Still pending – carried forward

11.3 The work has commenced and is still on course to be completed by the end of this month.

12. Members requested subjects for discussion

12.1 Carried forward

12.2 Cllr O'Brien produced contact details for a web designer based in the village to be approached.

12.3 Cllr Bourne would like to set up a Litter Pick in the Autumn following the cancellation of the annual Litter Pick in March because of poor weather. Previously one teenager had volunteered to litter pick as part of his Duke of Edinburgh award tasks. It was suggested that there may be others who would be prepared to volunteer in the same way. Cllr Bruce suggested contacting the local Scout Group to see if they would be interested. Some of their proficiency badges include working within the community. Cllr O'Brien would like to see complaints addressed to the takeaway companies at Caxton Gibbet but accepted that it would be difficult for them to control litter as far away as our parish. All present agreed that Cllr Bourne's idea would be well received.

12.4 Cllr Jaggars, on behalf of the Sports Club, said that the tennis courts needed resurfacing. There is also some heave in places which could be down to the roots from nearby trees. It was agreed to ask Frank Haxton to inspect the problem and make his suggestions for consideration.

13. Planning and tree work applications and related matters

13.1 Planning applications and related correspondence received since last meeting

13.1.1 S/4576/17/FL – Existing Cottages, Two Pots Cottages, St Neots Road – RESOLVED to support the application. (prop: NB, 2nd: DOB, unanimous)

13.1.2 S/1161/18/LB – King Alfreds House, 16 Riddy Lane – Noted for information only.

13.1.3 S/1350/18/OL – 68 High Street – RESOLVED to object to the application on the grounds of road safety and vehicle access. (prop: AB, 2nd: VB, unanimous)

13.1.4 S/1337/18/FL – Land and buildings at Fairways, Toft Road – RESOLVED to support the application. (prop: VB, 2nd: NS, unanimous)

13.1.5 S/1372/18/LD – Brooklands Barn, 165A Caxton End – Noted for information only.

13.1.6 S/1541/18/LD – 207 Alms Hill – Noted for information only.

13.2 SCDC Planning decisions and notices

13.2.1 S/2406/16/VC – Gills Hill Farm, Gills Hill – Approved 20.04.2018

13.3 Tree work applications

13.3.1 S/1578/18/TC – 51 Caxton End – No comments

13.3.2 S/1579/18/TC – 93 Caxton End – No comments

13.3.3 S/1675/18/TP – Bourn Hall, High Street – No comments

13.3.4 S/1734/18/TC – Fairlight Barn, Short Street – No comments

14. Finance, procedure and risk assessment including considering any urgent work required because of health and safety, or risk

14.1 RESOLVED that the finance report be received and considered, and that invoices, statements and bank statements be checked at the end 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)

Nest Pensions	£34.84	direct debit
1 st Bourn Scout Group (S137)	£250.00	chq 1884
Merrybourn (S137)	£240.00	chq 1885
Bourn Community Centre (S137)	£250.00	chq 1886
Les Rolfe (expenses)	£53.95	chq 1887
Les Rolfe (expenses)	£65.48	chq 1888
Buchans (grass-cutting)	£461.85	chq 1889
Frank Haxton (playground expenses)	£27.28	chq 1890
CAPALC (training)	£200.00	chq 1891

Credit for receipt of part one of the precept was noted.

14.2 RESOLVED that the cheque signatories should be increased from three to four in view of the fact that Cllr

Rolfe, as Acting Clerk, should not sign cheques whilst doing that job. It was also RESOLVED that the system of BACS payments rather than cheques should be investigated for future use. (prop: NB, 2nd: VB, unanimous)

14.3 None

14.4 The effectiveness of the current system of internal control was reviewed and judged satisfactory.

14.5 The Internal Auditor's report will be considered next month as, with the changeover of Parish Clerk, the audit is not being held until 21 May 2018.

14.6 The Annual Governance Statement (Section 1 of the Annual Return) was considered and all questions answered 'Yes' except for the question on Trust Funds which was 'Not Applicable'. It was RESOLVED that the Annual Governance Statement be approved. (prop: NB, 2nd: DOB, unanimous)

14.7 The Accounting Statements (Section 2 of the Annual Return) were considered. It was RESOLVED that the Accounting Statements be approved. (prop: NB, 2nd: DOB, unanimous)

14.8 The two Statements at items 14.6 and 14.7 were duly signed by the Chairman.

14.9 Annual reviews

14.9.1 RESOLVED that no changes or amendments were required to Standing Orders, Financial Regulations and Risk Assessment policies. (prop: VB, 2nd: NB, unanimous)

14.9.2 RESOLVED that the Asset List, having been reviewed, needed no amendments but that it should be checked more often, and that the insurance policy and fidelity guarantee cover is sufficient. (prop: NB, 2nd: VB, unanimous)

15. Member's reports, other reports, and items which need consideration

15.1 None

15.2 None

15.3 None

15.4 Cllr Jaggars reported that the goal had been moved to what parents considered a better site. However this was nearer the rear of the play area and it was reported that, should anything reach the field at the rear and parents or children attempt to retrieve it, the landowner would consider prosecution for trespass. It was agreed that this should not be a consideration for the council as the original site for the goal would not cause such problem. It should be left to the relevant parents to make their own decisions.

15.5 None

15.6 Once again the steps to the slide were reported to be a high risk as the ground behind each facing board had subsided and urgently needed refilling with suitable material. The trees above still caused problems with bird droppings on the slide. The cutting back by the tree contractors last year was not sufficient for purpose and more needed to be removed. It would, of course, be an ongoing problem. Cllr O'Brien offered to organise some members of the Sports Club to help with the step problem. The trees would, however, require professional attention. It was agreed to speak to Frank Haxton to get his recommendation regarding the amount of tree work involved.

15.7 RESOLVED to pay the affiliation fee to CAPALC as their knowledge had been of considerable help in the past. (prop: DOB, 2nd: Sja, unanimous) This payment was added to the cheques being prepared and signed at the end of the meeting.

15.7(2) There being no members of the public present at this time it was not necessary to invoke section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. The progress of the HR working group were noted.

15.8 Successes to note were that, finally, SCDC had cleared the ditch at Hall Close/Riddy Lane play area and that CCC Highways had agreed, and marked, the white lines at the Hall Close crossroads

16. Correspondence/communications received

16.1 A resident had requested that the Parish Council could take over, or organise for, the cleaning of the War Memorial which he and his wife had been doing for many years. He also asked whether the council would consider buying and placing a wreath at Armistice Day each year. He had been able, in the past, organise this, firstly through the now defunct local branch of the British Legion, and following that through other British Legion contacts but this was no longer possible. It was suggested that there was an ex-RAF resident in the village, and it was thought that they may be amenable to the idea, and therefore they should be approached with a view to this.

17. Closure of the meeting

There being no further business the Chairman declared the meeting closed at 10:30pm.

Signed/approved Chairman

Date