

**BOURN PARISH COUNCIL****Minutes of the meeting of Bourn Parish Council, 19 September 2018, 7:30pm Bourn Village Hall**

**Present:** Councillors: Dr N Blair (Chairman) Ms A Bourne  
 Ms S Jagers Mr D O'Brien  
 Mr L Rolfe Mr N Stutchbury

Clerk: Ms S Moore

**Also in attendance:**

- Two members of the public;
- Graham Ritchie (later co-opted to councillor);
- County Councillor Mark Howell; and
- District Councillor Tumi Hawkins.

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

- No comments or observations from members of the public.
- Councillor Mark Howell provided an update on adult and social care and on recent success in local GCSE results. The County Council have purchased two new pothole dragon machines which can be booked on demand.
- District Councillor Tumi Hawkins provided an update that the Local Plan is now approved. The plan will be adopted by full council on 18 October 2018. Local concerns in relation to transport infrastructure, housing and local service provision were discussed.

**1. Apologies for absence**

Councillor Bruce and Councillor Jones who were both out of parish.

**1A. Co-option of Councillor**

The Chairman had received since the previous meeting an application from local resident Graham Ritchie to act as Parish Councillor. At the May elections, eight of the nine available positions on the Council had been filled but one vacancy remained. The chairman read out the application.

**RESOLVED** to co-opt Mr Graham Ritchie as Councillor. (Proposed NB, Seconded LR).

A declaration of acceptance was duly signed and witnessed by the clerk and Councillor Ritchie took his place on the Council.

**2. Declarations of interest**

None.

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

**RESOLVED** that the minutes of the meeting on 18 July 2018 be approved and signed by the Chairman.

**4. Matters arising from last meeting or a previous meeting****4.1 Riddy Lane Conservation Area**

The boundary fence encroaching the conservation area has not been moved. Despite best efforts

and the assistance of County Councillor Howells, no helpful response has been received from the Highways Agency (“Highways”) about whether a notice of enforcement has been served. The issue of the Highways using a boundary map that is incorrect was also discussed.

Possible legal options available to the parish council and the potential costs involved were discussed.

**RESOLVED** that the clerk shall draft a formal letter to the relevant senior level officials at Highways and County Council setting out the parish councils position. (Proposed NB, Seconded LR).

#### 4.2 Installation of defibrillators

Councillor Stutchbury provided an update from the previous meeting. Following discussion with East Anglia Ambulance Service (“EAAS”) the village hall is recommended as the best site for installation. The village hall has advised that this is a workable location.

EAAS provide the defibrillators at no cost but the boxes will need to be purchased. These cost circa £350-£500. In addition, there is a one-off installation cost and possible training costs. EAAS will meet the costs of annually replacing the pads. Training should be organised.

**RESOLVED** that the parish council will meet the one off cost of purchase of the defibrillator box and installation of the defibrillator at the village hall. (Proposed NB, Seconded DOB).

#### 4.3 Litter picking

No action.

#### 4.4 Assets of community value

Councillor Rolfe advised that in his previous role as acting clerk he completed and returned the registration form to register assets of community value. Once registered by SCDC their website will be updated and our website will also then need to be updated.

#### 4.5 Local highways initiative project

Councillor O'Brien advised that he has submitted a freedom of information request in relation to the number of accidents on the B1046 following the concerns of local residents about speed on the stretch of the road between Longstowe and Toft. It was discussed that this should be followed up with local highways initiatives to be investigated. This is an ongoing matter.

#### 4.6 Updating of website

Councillor Jagers and Councillor Rolfe advised that they are currently waiting for a modified proposal with costs from website design company Yowly to ensure that the parish council achieves a more professional looking website which complies with GDPR.

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

#### 5.1 Crime prevention evening

Councillor Jagers confirmed that the village police liaison contact has offered a crime prevention evening. Two dates have been offered in November, to be confirmed. Discussion of an appropriate venue and possibly booking the village hall if capacity is suitable. Councillor Jagers will also continue to liaise closely with the local Neighbourhood Watch Group and plans to attend the next meeting of the group to hear what suggestions/ concerns there are in the village.

## 5.2 Graffiti on half pipe

The graffiti is still there and cannot be simply washed off.

**RESOLVED** that the clerk shall source an appropriate company to quote for the removal of the graffiti.

## 5.3 Time banking

Councillor Bourne has recently attended a talk at SCDC in which it was confirmed that there is funding available to set up two new time banks. This is a membership scheme where local people donate time and get time back i.e. offer skills in return for skills. Cambourne already has a time banking scheme.

**RESOLVED** that the Parish Council shall see what level of interest there is in the village by raising in the next parish newsletter.

## 5.4 Countrywide and Bourn Airfield development

The Chairman provided an update on the Coalition of Parish Councils meeting with Countrywide properties in relation to the development at Bourn Airfield. Countrywide have provided significant amounts of material for review. Countrywide offered to provide a USB stick and share the slides of the meeting but this has not yet been provided.

**RESOLVED** that the Clerk shall book the village hall for 10.00 am on Saturday 29<sup>th</sup> September for councillors to attend and review the paperwork. In the meantime, residents should be updated about the local plan and Councillor Jagers will draft an update for the next Parish newsletter.

## 5.5 Additional security at Broadway play area

Local residents have raised concerns in relation to the security of access to the play area at Broadway. At the moment there is a gate with combination lock. Other potential security measures were discussed.

**RESOLVED** that the Clerk will investigate costs of installation of improved security measures for future discussion but that there is no immediate concern.

## 5.6 Clerk's employment contract and job description

**RESOLVED** that the personnel committee will draft an appropriate contract for review prior to the next meeting.

## 6. Planning and tree work applications and related matters

### 6.1 Planning applications and related correspondence received since the last meeting.

None. August applications dealt with by South Cambridgeshire as there was no parish council meeting.

### 6.2 SCDC planning decisions and appeal notices

None.

### 6.3 Tree work applications

6.3.1 S/3453/18/TP - 131 Alms Hill. No comment.

6.3.2 S/3459/18/T - 2 Short Street. No comment.

6.3.3 S/3470/18/TC - 81 Caxton End. No comment.

## 7. Finance, procedure and risk assessment

### 7.1 Financial Report and payment of bills

**RESOLVED** that the financial report be accepted and that invoices, statements and bank statements be checked at the end of the meeting by the signatories before cheques are signed for payments as listed. One late invoice was presented due to no meeting taking place in August. (Proposed NB, Seconded NS).

Buchans	Grounds Maintenance ( July)	607.19	1911
GeoXphere	Parish online mapping	36.00	1912
Bourn Village Hall	Cherry Tree Room Hire	90.00	1913
SSC	Pavilion Electricity	9.95	1914
SSC	Pavilion Electricity	79.02	1915
PKF Littlejohn	External AGAR Audit/Return	240.00	1916
TH Tree Surgery	Jubilee Play Area Maintenance	228.00	1917
Les Rolfe	PC World- computer etc for clerk	549.00	1918
Buchans	Grounds Maintenance ( August)	597.24	1919
HM Revenue and Customs	Outstanding income tax- LG Stoehr	17.20	1920
CAPALC	GDPR Membership scheme	50.00	1921
Les Rolfe	Clerks stationary etc April - September	42.58	1922

### 7.2 Any urgent matter because of risk of health and safety and use of delegated powers between meetings

For the benefit of the new clerk the councils standing order regarding delegated authority was explained.

### 7.3 Change of banking arrangements/internet access/payments by BACS

The previous Acting Clerk has set up new banking arrangements with Lloyds Bank to include internet banking. Councillor Rolfe will continue to liaise with the bank to finalise arrangements and to ensure that the other signatories needed are on the bank account. Once all signatories are accepted it should be possible to make payments by BACS rather than by cheque and for all signatories to be able to access internet banking.

### 7.4 Appointment of internal auditor

Councillor Rolfe proposed that it might be timely and prudent to look into an alternative internal auditor.

**RESOLVED** that the clerk will investigate alternative internal auditors and cost for further discussion.

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

### 8.1 Consultation Countrywide Properties

See item 5.4 above.

### 8.2 Coalition of Parish Councils

Countrywide Properties have recently presented to the coalition. See item 5.4 above. The main issue is traffic.

### 8.3 Planning working group

No action.

### 8.4 Highways

Councillor Bruce to report at next month's meeting

### 8.5 Allotments

No action.

### 8.6 Tree warden

No action.

### 8.7 Footpaths/bridleways

No action.

### 8.8 CAPALC - GDPR membership scheme.

CAPALC is taking on an outside consultant as Data Protection Officer. It is too much for small parish councils to each have a Data Protection Officer, however it is important that GDPR requirements are met by the Parish Council. It is an opt-in membership scheme. The fee is based on turnover of the parish council. Councillor Rolfe advised that our bill would be £50 a year.

**RESOLVED** to opt into the scheme and pay membership fee. (Proposed SAJ, Seconded DoB).

### 8.9 Community Gritting Volunteers Winter 2018-19

Community volunteers are required to grit footpaths etc, not covered by CC. Volunteers have to be re-nominated every year to ensure they are covered by insurance. It is unclear who the previous volunteers are or where the equipment is.

**RESOLVED** to ask for volunteers to come forward in next parish council magazine and to ask whomever has grit spreaders to please contact the PC.

### 8.10 Remedial/repair work on play equipment at Jubilee Playing Field

The previous Acting clerk obtained two a suitable quotes from RPM for the repair work to be carried out. The estimate is £370 for slide and £560 for spinners.

**RESOLVED** that the clerk shall accept the quote and arrange to get the work done. (Proposed NS, Seconded DOB).

(It was also noted by Councillor Rolfe that new CCTV cameras are required at the sports pavilion. Clerk to get quotes)

8.11 Bourn Parish Council successes

None discussed.

9. Correspondence/communications received

-Letter from Royal Mail in relation to SPAM to be put on notice board.

-Spoil from the Broadway is an issue to be discussed at the next meeting if unresolved.

10. Closure of meeting

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

**Date of next meeting: 17 October 2018**

Signed/approved.....Chairman

Date.....