

BOURN PARISH COUNCIL

Minutes of the meeting of Bourn Parish Council, 17 October 2018, 7:30pm Bourn Village Hall

Present:	Councillors:	Dr N Blair (Chairman)	Ms A Bourne
		Ms S Jaggars	Mr D O'Brien
		Mr L Rolfe	Mr N Stutchbury
		Mr G Ritchie	Mr S Jones
		Mrs V Bruce	
	Clerk:	Ms S Moore	

Also in attendance:

- 8 Members of the public;
- County Councillor Mark Howell (arrived later); and
- District Councillor Tumi Hawkins.

Comments and observations from members of the public

- Members of the public raised concerns in relation to traffic speeding in the village. This was discussed at length as a very real concern. Noted to already be on the agenda.
- Members of the public raised concerns about no equestrian access provision in the Bourn Airfield planning application.
- A member of the public requested support for a planning application. On agenda.

Comments and observations from District and County Councillors

- District Councillor Tumi confirmed that a planning application has been submitted in respect of the development at the airfield and is out for consultation. Councillor Tumi was told that despite informing SCDC planning department both orally and in writing, Bourn PC has still not received official notice, and neither have residents received information by post. Councillor Tumi agreed to investigate.
- County Councillor Howell will assist to move forward filling potholes in the village in particular outside the Doctors surgery and along Caxton End.

1. Apologies and reasons for absence

None

2. Member's declarations of pecuniary interest and written requests for dispensation and grants of the same

None

3. Approval of the minutes of the last meeting on 19 September 2018

RESOLVED that the minutes of the meeting on 19 September 2018 be approved and signed by the Chairman.

4. Matters arising from the previous minutes

4.1 Riddy Lane Conservation Area

Highways have now served an Enforcement letter to the owner of 3 Baldwins Close. The deadline is 4 November for compliance. Next steps in the event of non-compliance were mooted. It was agreed that due process must be followed. It was noted that the map Highways are using may be incorrect and whether or not this is an issue was also mooted.

RESOLVED that the Parish Council will continue to liaise with Highways to encourage timely compliance/enforcement. The clerk will write again to Daniel Ashman at Highways.

4.2 Sports Pavilion CCTV

The quotes received are expensive and involve a comprehensive update.

RESOLVED that the clerk will make further enquiries re alternative options.

5. Reports on ongoing projects/issues

5.1 B1046 Traffic Accidents and Road Safety Audit

Councillor O'Brian has received the results of the Freedom of Information Request in respect of accidents on the B1046 between Longstowe and Toft. The threshold has clearly been reached for a safety review with a view to a reduction of the speed limit.

RESOLVED for the clerk to send a strongly worded letter to the Accident Investigation Unit at Cambridgeshire County Council to insist that a safety review is carried out and the speed limit reduced.

5.2 Traffic calming measures

There is a fund (£10,000) available for traffic calming measures in the village and an application has been made (currently awaiting outcome). There may be limited options for the village (e.g. because of the bus route etc.). However, it was noted that Bourn is one of the few neighbouring villages with no traffic calming. This is a pressing concern especially with the proposed development at the airfield. Councillor O'Brian emphasized that the collection of data is important with a view to holding a public consultation of traffic calming measures in the village. Ongoing.

5.3 Parish council website

Councillors Jagger and Rolfe will liaise for consideration of proposals for the update of the website at next month's meeting.

5.4 Installation of defibrillator at the village hall

This was noted as a success. The Defibrillator has been acquired from the Willow Tree pub and the box purchased ready for fitting at the Village Hall as soon as possible. Training is required and Councillor Stutchbury is liaising with the Air Ambulance who provide training free of charge. Once arranged, this should be opened up to any interested local residents.

(The meeting was briefly adjourned for County Councillor Howells report – see comments above).

6 **Correspondence received**

6.1 Resident letter: Speeding in the village

Speeding in the village is a concern. A Speedwatch initiative was discussed. Community volunteers are required and there appears to be renewed interest and support. The basic equipment required is expensive (£2,400) however it may be possible to share with other villages. It was agreed that this is such a pressing issue that the Council should consider buying the equipment. Speedwatch training is available free of charge locally (Saturdays in Cambourne). Traffic counting was also discussed. (see also 5.2 above discussion in relation to traffic calming measures).

RESOLVED to co-ordinate a Speedwatch in the village.

6.2 Insurance policy renewal

No discussion required as this is a rolling renewal (over 3 years) not a new policy.

6.3 Sports club: notice board maintenance

It is unclear who owns the notice board but it is old and perhaps not fit for purpose. One possibility is simply to remove it. For further investigation.

6.4 Sports club: legionella risk assessment

A risk assessment was last done in 2010. Water analysis has been done annually until January 2017. In Jan 2018 it was not done. Quote obtained from Primec who have previously done both.

RESOLVED to accept the quote from Primec to carry out Risk Assessment and to undertake a water analysis at the same time.

6.5 Resident's letter: request to support planning application

The Parish Council confirmed that they will consider the application once it is received and noted that the PC had no comment/objection in respect of the previous application ref s/2877/16/PA.

6.6 Bourn airfield development (TK Savills Meeting)

Chairman Neil Blair updated on the proposals for the TK Savills site at Bourn Airfield. It was noted to be encouraging for local employment and intended for B1 use.

6.7 War Memorial Wreath

RESOLVED to arrange to purchase a wreath up to a maximum of £50.00.

7 **Planning and tree work applications**

7.1 Application for a definitive map Modification order to register a public footpath at Bourn

Deadline for comments is 25 October. It was agreed that this is an modification long overdue and statements were made some time ago in strong support.

RESOLVED for the clerk to respond emphasising the Parish Councils strong support and to refer to previously provided statements in support.

7.2 Other planning applications received since the last meeting

7.2.1 S/3653/18/NM Non Material Amendment of Planning permission, 3 Baldwins Close, Bourn CB23 2TH- no recommendation

7.2.2 S/3414/18/LB Amendment to existing planning consent Brooklands Barn 165A, Caxton End, Bourn, Cambridge, CB23 2ST- no recommendation

7.2.3 Councillor Rolfe advised a further retrospective planning application has also been received (sS/3699/18/FL). This was discussed at length.

RESOLVED to respond with comment that the building must comply with usual council planning policy and permission should specify it is not for residential use/dwelling.

-Councillor Rolfe updated the Council on previous applications which have now been passed.

-It was also noted that SCDC have failed to serve notice of the recent planning application at Bourn Airfield. The PC need time to respond and to have consultation with the village.

RESOLVED that the clerk will write urgently to Mike Huntington at SCDC planning to agree that time has not yet begun and the PC should have at least 42 days from the date the notice is received to respond to the application. The PC will plan to arrange a public meeting once received.

7.3 Tree works applications - no recommendations

It was noted that residents have raised concerns about the removal of trees without permission in the Conservation Area at Riddy Lane. It was discussed that perhaps residents are not aware of their obligations.

RESOLVED to produce leaflet for distribution to all householders in the conservation area.

8 **Finance, Procedure and Risk assessment including consideration of any urgent work required because of health and safety or risk**

8.1 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. There were no late invoices. The Parish Councils annual insurance policy payment should also be added to the list of this month's payments following annual renewal (£1,823.78)

Clerk	Salary September 2018 (29.5Hrs)	-358.72
RPM	Playground Maintenance	-444.00
CAPALC	Clerks Training	-200.00
Came & Co.	Insurance Renewal	-1823.78
Buchans	Ground Maintenance(October)	-597.24
Oakes and Watson	Tree Maintenance	-648.00

Sub-total	-£4,071.73
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8.2 Banking arrangements update

Councillor Bruce needs to register with Lloyds online and so does the new clerk. We can then move away from cheque books to direct debit/ online banking.

8.3 Clerk's expenses budget

RESOLVED that the clerk have a budget of £100 for expenses. Stationary can be invoiced via the supplier Viking.

9 Members reports and any other matter for consideration

9.1 Crime prevention evening

This will take place on 7 November in the village hall between 5pm and 8pm. Councillor Jagers is coordinating advertising of the event.

9.2 Playground report

Hazard on the steps is high. No need to close the slide at this stage but the work needs to be done.

Frank Hauxton has advised that RPM should be asked to retender for the work to the embankment on the slide as the work requires different materials to the one quoted. For further investigation.

RESOLVED to give clerk authority up to £750 to arrange for RPM to fix the steps urgently and to fix embankment.

9.3 Clerk's employment contact and job description

Councillors Jagger Jones and Blair will meet to draft before the next meeting.

9.4 Clerk's membership of SLCC and the purchase of Local Government Administration handbook 2018

RESOLVED to purchase the handbook and annual membership of SLCC.

(Adjournment of meeting for public comments about traffic speed on Short street by the Village hall and post office).

There being no further business the Chairman closed the meeting at 10.30pm

Date of next meeting 21 November 2018

APPROVE