



## BOURN PARISH COUNCIL

### Minutes of the meeting of Bourn Parish Council Wednesday 16 January 2019, 7:30pm in the Village Hall

**Present:** Councillors:

Dr N Blair (Chairman)	Ms A Bourne	Mrs V Bruce
Ms S Jaggers	Mr D O'Brien	Mr G Ritchie
Mr L Rolfe (Acting Clerk)	Mr N Stutchbury	

**Also in attendance:** 4 members of the public, District Councillor Tumi Hawkins

#### Comments and observations from members of the public

Two residents questioned the refusal for a retrospective planning application regarding 207 Alms Hill. They acknowledged that the Parish Council had not been against it but could not understand why the District Council had refused it. Other members of the public present declined to make any comments.

#### Reports from County and District Councillors

Cllr Hawkins explained the major points affecting our area from her monthly report. In particular was the fact that SCDC have purchased a number of dwellings on the new site at Hardwick being built by Hill Developments. These are going to be added to the council's general housing stock and some will be for social rent whilst some will be for shared-equity purchase. She also explained the new proposal by Wellcome Genome in Hinxtion who are planning to develop their site with a large employment area but also to include housing for their employees along with all the relevant requirements for a new community. This is a first in both style and design. The full report is available on the parish website.

#### 1. Apologies for absence

Received from Cllr Jones, out of parish, and County Cllr Howell, unwell.

#### 2. Declarations of pecuniary interest, dispensations held or requested

All Cllrs present declared an interest in the setting of the budget as council tax payers and residents of the parish. No dispensations were requested.

#### 3. Approval of minutes of last meeting

After alterations to Item 2, Cllr Hawkins, not Cllr Tumi, and references in item 6.3 to NALC, corrected to CAPALC, it was RESOLVED that the minutes of the meeting on 21 November 2018 be approved and signed by the Chairman. (proposed LR, 2nd VB, unanimous)

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

##### 4.1 Boundary between 3 Baldwins Close and Riddy Lane

It was noted that some alterations had been made to the fence although it had not been actually moved. Discussions are still continuing with County Highways and the enforcement officer. Highways have now requested copies of the statements made by several residents about the problem which Cllr Ritchie is collating for the Acting Clerk to forward. It was agreed that Cllr Ritchie should get information on possible legal action that the parish council could take and the probable costs of such. Acting Clerk was asked to contact County Cllr Mark Howell to find out whether there was any further action possible by him.

##### 4.2 Speedwatch equipment and implementation

Cllr O'Brien said that Hardwick Parish Council had met at the end on November but that he was still waiting for confirmation. He would make contact again. It was discussed as to whether, in the event of Hardwick not getting involved, we could go it alone and recoup some of the cost by renting it out to other parishes. It was wondered whether unmanned speed (wires on the road) recorders could be installed. Cllr Bruce said that she should be

able to find the list of residents who had taken part in previous campaigns. Meanwhile the resident who brought up the subject, Natsha Dann, should be contacted again to find the amount of interest she had garnered.

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

### **5.1 Parish Council website**

The early designs by parish-based company, Yowly, had been distributed and everyone considered that they should be accepted. RESOLVED to add a budget amount as a special project for the coming year. (proposed NB, 2nd Sja, unanimous)

### **5.2 Result of consultation with Cambridge Water about new office complex**

A consultation had been held the previous evening with Cambridge Water who are planning to build a new office complex and works depot on the site of the disused covered reservoir at the junction of Broadway and the old St Neots Road. The planned site extends further towards Childerley on the other side of the cut-off old section of Broadway, all of which is owned by the company. The site is currently split between Cambourne Parish Council and ourselves.

### **5.3 LHI application meeting**

Cllr O'Brien had attended the consultation meeting at Whittlesford to put forward our latest traffic management plans and a request for a grant towards the same. No decision will be made until the new financial year. At the meeting he was asked about Speedwatch in our parish, another reason for getting it going again.

## **6. Members requested subjects for discussion**

### **6.1 Broadway play area fencing and goal**

Cllr Blair, following a report from Frank Haxton, pointed out that the goal required a more permanent fixing as it was being knocked over or blown by the wind which could cause injury. There was also the possibility of it being stolen/removed completely. Although it was originally intended to be movable to save permanent damage to one specific area of grass it was agreed that the safety concern outweighed this. Frank Haxton was to be asked to purchase some suitable ground stakes and cement and that a working party should be formed to do the work. There is also concern that the perimeter fence has been damaged at the point where Rockery Farm leave their refuse bins. The fence rails need replacing and Frank Haxton will be asked to cost out the repair, and the bins should be monitored in case it is being caused by their placement. (proposed NB, 2nd VB, unanimous)

### **6.2 Tree planting on Riddy Lane**

Cllr Ritchie asked whether it would be possible for the parish council to purchase and plant trees on Riddy Lane at the rear of 3 Baldwins Close. Until the current problem over the boundary is resolved this should be held in abeyance.

### **6.3 Notice information on Jubilee Playing Field**

Cllr Jagers pointed out that the sign on the basketball court was displaying our previous clerk's contact details. Cllr Rolfe said that the sign on the end of the pavilion was the same. It was agreed that this must be amended as soon as possible. It was suggested that signage should read 'Parish Clerk' rather than a specific person and that the mobile phone number allocated to the clerk should be used as this would be for any clerk in the future. Acting Clerk suggested laminating a sheet of paper with up-to-date contact details and attaching it over the existing details. However it was agreed that Acting Clerk should get relevant quotes for replacements or alterations.

### **6.4 Planning application notification**

Acting Clerk suggested that, in order to reduce time spent at meetings, as planning applications are received they should be notified to all Cllrs. It was pointed out that decisions must not be made outside of council meetings and that Cllrs should not discuss the applications outside of the meetings but that prior knowledge would make council meetings easier as all present would already know what each application involved. There was general agreement that this practice should be put into operation.

## **7. Correspondence/communications received**

### **7.1 Request from resident to consider designating Caxton End as a Quiet Lane**

Acting Clerk explained that Quiet Lanes were designed for rural byways to make it easier for non-motorised movements. There are none in the county. Acting Clerk was asked to find out more information before the next council meeting and also respond to the resident.

- 7.2 Request from resident to consider the condition of the boundary hedge between 51 and 71 Caxton End  
This is the hedge which separates the road from the footpath at the narrowest part of Caxton End. It is encroaching the footpath making it, at times, difficult to pass. The responsibility for the hedge lies with County Highways who should cut/maintain it on a regular basis. The Parish Council has no control over what is done but will contact the Highways department and ask for their intentions. At the same time it must be pointed out that any resident can lodge a complaint or problem in any area and we would encourage all residents to do so. Ultimately the more complaints and problems reported, the more likelihood that Highways will act. Acting Clerk will contact the resident.
- 7.3 From Sports Club asking to determine responsibility for retaining boards surrounding tennis courts  
It was assumed that, since the Sports Club have been successful in obtaining a grant to upgrade the tennis courts, the retaining boards would be dealt with at the same time and be integrated with the surface. No clear decision as to ownership or responsibility was made.
- 7.4 Gillian Pountain on behalf of the Sports Club querying the results of legionella testing at the pavilion  
Acting Clerk had already dealt with this and the report has been amended. The additional water quality report has also now been received and copies of same will be forwarded to the Sports Club.

## 8. Planning and tree work applications and any related matters

- 8.1 Planning applications and related correspondence received since last meeting
- 8.1.1 S/4765/18/FL - 1 Short Street, CB23 2SG - Erection of 3-bedroom, 1½ storey dwelling following demolition of existing bungalow  
RESOLVED to support application subject to off-road parking and access to Village Hall <sup>(prop NB, 2nd VB)</sup>
- 8.1.2 S/4603/18/FL - Former runway, Bourn Airfield, CB23 2TQ – Use of runway for good vehicle depot and external storage  
RESOLVED to object to application unless previous restrictions of the times of use were imposed as in the previous, now expired, permission <sup>(prop NB, 2nd LR)</sup>
- 8.1.3 S4530/18/VC – Rosemaead, 105 Caxton End, CB23 2ST – Variance of condition 3 (materials) of planning permission S/0049/14/FL  
No Recommendation
- 8.1.4 S/4479/18/DC – South of A45 Caxton-Bourn – Discharge of conditions of planning application S/1371/92/O  
Noted
- 8.1.5 S/4290/18/FL – 3 Kingston Wood Farm Cottages, Old North Road, SG8 0AN – Proposed replacement dwelling  
Noted, but ignored as not with parish boundary. Not understood why we were notified by SCDC
- 8.1.6 S/4055/18/FL - 207 Alms Hill, CB23 2SZ – Retrospective loft extension  
Noted that decision, refusal, had already been made by SCDC
- 8.2 Tree works applications  
Following advice from Parish Tree Warden -
- 8.2.1 S/4799/18/TP – Brambles, 1 Fox Road, CB23 2TU – TPO tree works application  
RESOLVED to object until SCDC Trees Officer had ascertain intentions <sup>(prop LR, 2nd NB)</sup>
- 8.2.5 S/0127/19/TP – The Conifers, 28a Riddy Lane, CB23 2SP – Removal of ash tree and reduction in height of 2 field maples subject to area TPO  
RESOLVED to accept removal of ash tree but to object to reduction in height of 2 field maples without SCDC Trees Officer ascertaining reason for such request. <sup>(prop LR, 2nd NB)</sup>  
No comments made on other applications -
- 8.2.2 S/4693/18/TC – 16 Riddy Lane, CB23 2SP
- 8.2.3 S/4651/18/TC – St Helena and St Mary's Church
- 8.2.4 S/4593/18/TC – 26 Alms Hill, CB23 2SH  
of which two had already passed decisions by SCDC

## 9. Finance, procedure and risk assessment

- 9.1 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, with the addition of the late invoices listed below <sup>(proposed NB, 2nd VB, unanimous)</sup>

## As per financial statement

2019-01-16	2180		924 9588 76	RPM PLAYGROUND MAINTENANCE	PLAYGROUND MAINTENANCE	432.00
2019-01-16	2181		720 2013 08	UNIPLUMB	PAVILION WC REPAIR	112.80
2019-01-16	2182		848 4224 12	PRIMEC	LEGIONELLA TESTING	156.00
2019-01-16	2183		847 8816 70	D2D DISTRIBUTION	LEAFLET DISTRIBUTION	210.00
2019-01-16	2184			SARAH MOORE	SALARY (NOV18)	680.96
2019-01-16	2185			SARAH MOORE	FINAL SALARY (DEC18)	474.24
2019-01-16	2186		856 3360 14	BUCHANS	GROUNDS MAINTENANCE	662.60

## Late invoices

2019-01-16	2187			PENDRILL PUBLICATIONS	NEW CLERK ADVERTISING	70.00
2019-01-16	2188			ANGLIAN WATER/WAVE	PAVILION SEWERAGE	166.81
2019-01-16	2189		848 4224 12	PRIMEC	LEGIONELLA RISK ASSESSMENT	354.00
2019-01-16	2190			CAM VALLEY FORUM	ANNUAL MEMBERSHIP	10.00

Credits of bank interest were noted.

9.2 Review of budget for financial year 2018-19 and consider outstanding projects and reserves

The budget for the current year were discussed and, whilst overspent on some items we were underspent on others. The LHI project for the upper half of the footpath on Chapel Hill had still not been started by CCC Highways and the set aside amount towards it remains available in the funds.

9.3 Consider and approve the budget for the final year 2019-20

The proposed values for each section of the budget were discussed and amended where considered necessary. The next Local Highways Initiative, the new website and a second defibrillator were each considered and allocated funds as special projects for the coming year. Acting Clerk pointed out that at least one contractor, for grounds maintenance, had announced a 3% increase for the coming year and a new 4-year fixed price contract has been secured with SSE for the supply of electricity for the pavilion. This is also a significant increase on the previous contract which had been in place for the past two years. A final increase of 2% on the precept from SCDC, from £32759 to £33414 was agreed with a small amount being released from general reserves to balance the budget. At the same time some sections of the reserves, which have remained untouched for some years were reassigned and others, such as those for the pavilion project, were to be deleted as they were now either completed or no longer valid. (prop DOB, 2nd AB, unanimous)

9.4 Banking arrangements

With the ultimate intent to use BACS for easier payment both the Chairman and Acting Clerk now had authority to access the bank account via the internet. The third signatory on the account has still to complete the access forms. Whilst Cllr Rolfe is Acting Clerk he said he should not sign cheques so it might be necessary to add another signatory to the account otherwise there is a possibility of cheques remaining unsigned at a meeting.

9.5 Improved deposit account

As part of the budget exercise it was pointed out that the interest rate on the deposit account with Lloyds Bank is very low and can be beaten by other organisations. Acting Clerk said that, currently, Nationwide Building Society is offering parish councils an enhanced rate which would result in an increase of about £150 interest each year. Acting Clerk was asked to find full details for the next meeting.

9.6 Any matter which is urgent because of risk or health and safety and the use of delegated powers

None.

**10. Member's reports and items which need consideration or are for information only**

10.1 Planning Working Group, Coalition of Parish Councils

Planning working Group had not met since last meeting. Cllr Jones was not present for Coalition information

10.2 Highways

Cllr Bruce said that she had contact, again, CCC Highways who has assured her that the LHI work on the footpath at the top of Chapel Hill would be completed during this financial year, i.e. before the end of March.

10.3 Allotments

No report

10.4 Tree Warden

The Tree Warden's comments on the recent tree works applications have been taken into account when responding to the relevant applications.

10.5 Footpaths/bridleways

The monthly report from Graham Bruce had been received with no major problems.

10.6 Play area and equipment inspection, and to consider any works required

No report was received from Frank Haxton but previously received estimates for work on the slide area of the Jubilee Playing Field and the climbing frame at Hall Close had been considered by him to be up to the standard required. RESOLVED to accept both quotes and ask that the work requires completion before the weather improves. <sup>(prop NB, 2nd LR)</sup> Both contractors were to liaise with Frank Haxton who will supervise the work. In the case of the Hall Close climbing frame it was suggested that, since it is regularly use by children coming out after school, a letter could be sent to the school asking them to inform both children and parents that it would be closed for a set period of time whilst work is carried out.

10.7 Chairman's update on recruitment of new Parish Clerk

Cllr Blair updated council on latest developments.

10.8 Bourn Parish Council successes

Nothing to report this month

**11. Closure of meeting**

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

