

Clerk report to Bourn Parish Council meeting on 17 September 2014

Where I have information to support the agenda this is detailed below.

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

Standing orders state - Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.

3. To approve the minutes of the last meeting on 16 July 2014 & 13 August 2014 – attached.

4.1 To consider quotes – will be brought to the meeting.

4.2 Traffic consultant report and proposal attached.

5.1.1 To note response between meetings to an application to upgrade existing telecommunications equipment at Bourn Airfield.

As the overall structure will remain at the same height, the visual impact will be similar to the existing structure. Therefore, the Parish Councils has no objections to the upgrade.

5.2 SCDC Decision notices

5.2.1 S/1501/14/FL – The Grange, Broadway – Erection of war memorial – Permission granted by SCDC.

5.2.2 S/1236/14/FL – 46 Riddy Lane – Single storey rear extension – Permission granted by SCDC.

6.1 To receive the financial report and approve the payment of bills – attached

6.2 To consider any matter which is urgent because of risk or health and safety – including loose timber log at Jubilee Playing Fields AND dead Elm tree on the verge at the corner of Riddy Lane and Church AND Willow tree near Bourn Surgery Carried forward from last meeting in order for members to have a look at the log.

To consider what action needs to be taken in respect of the dead Elm tree and the overhanging branches of the Willow.

Email from Gill Pountain;

The broken branch is still hanging on though someone has pushed the lower end to one side of the car park. It could still drop off on someone's head. Also there is an overgrown branch dangling very low which could do with a more radical cut-back than can be done from ground level.

(I note the precarious dead tree on Nicky Crow's land near the driveway to the solar park, has been cut down to just above ground level. Job done)

6.3 To consider quotes for insurance – will be brought to the meeting

6.4 Annual audit conclusion and auditor's opinion

Littlejohn the Council's External Auditors has signed off the Council's accounts for the financial year ending 31st March 2014 - "On the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".

6.5 To consider the requirements of the Openness of Local Government Bodies Regulations 2014 - attached

The Council's attention is drawn to the following

- Anyone can film, record at parish council meetings and to disseminate the recordings to other persons not present by way of the internet etc.
- Decisions and background papers to be made available to the public [Sections 8,9 & 10]

6.6 Members Role & Responsibilities

The following is a list of the members Roles & Responsibilities as agreed at the June 2014 meeting. The new Parish Councillors are encouraged to get involved with some of the working groups.

Affordable Housing – Cllrs Rolfe (convenor) and Blair

Allotments – Cllr Rolfe

Cambourne liaison, including bus links – Cllr Bruce

Environment

Sustainable Parish Energy Partnership – Cllr Blair

Tree Wardens – Cllr Jones & Hilary Gretton

Brook Maintenance – Nigel Ball

Bourn Flood Working Group liaison – Cllr Bruce

Highways – Cllr Bruce

Traffic Monitoring and Speed watch liaison – Cllrs Bruce (convenor) and Jones

Neighbourhood Watch liaison – Cllr Bruce

Newsletter

Content – Cllr Rolfe and all Councillors

Distribution – Cllr Rolfe

Notice board – Cllr Rolfe

Planning – Cllrs Jones (convenor), Blair and Bruce

Police Liaison – Cllr Bruce

Public Rights of Way

Bridleways – Cllr Bruce

Footpaths – Angela Marcham and Graham Bruce

Play Equipment – Frank Haxton and Gill Pountain

Recreation Grounds – Cllrs Bruce and Blair

School Liaison – Cllr Blair

Sports Club liaison/Trustees – Cllrs Bruce and Blair

Stop BAD liaison – Cllr Jones

Village Hall Trustees – Cllrs Bruce and Rolfe

Website – Cllr Rolfe

7. Member reports and items

Members reports are for info only unless specified and the Council can not make any decisions under the items for information. If a member wants the Council to make a decision at a meeting please notify the Clerk in writing at least seven days before the meeting so the item can be added to the agenda.

8.1 CCC – Countywide SWMP Flooding History Questionnaire - attached

8.2 SCDC – Planning Forum report - attached

8.3 City Council Park St car park consultation – attached

8.4 Request for support on Armistice Day

Email received from Rev Alexandra Clarke;

As you will no doubt be aware, it is the custom in Bourn to hold an Act of Remembrance at the War Memorial on Remembrance Sunday at about 10:15am, before the morning service takes place. This is usually led by the Vicar, accompanied by a trumpeter and attended by members of the British Legion who bear their Standard and read the names of the fallen. Many people from the village attend this Act of Remembrance and we usually have a few volunteers who step into the road to stop the traffic for the duration of the event (approx 8-10 minutes). We will, of course, be doing this as usual this year on 9th November.

Since it is the centenary of the outbreak of the First World War this year, I wondered about repeating this Act of Remembrance on Armistice Day (Tuesday 11th November) at 11am and I have spoken to Mrs Page about the Yrs 5 and 6 children coming to attend. I have yet to make contact with members of the British Legion, but I wondered if the Parish Council would like to join us. I intend to advertise this through the parish newsletter and through posters, and wondered if you would be interested in it being a joint Parish Church-Parish Council initiative. It would also be good to work together to think about the implications of stopping traffic, since it will be a weekday (and we will have large numbers of children present).

Perhaps you would be kind enough to let me know if the Parish Council would like to work with us on this event. I have copied into this email our two churchwardens, Ian Hildrew and Jane Dobinson as they will be planning with me.