

Clerk report to Bourn parish Council 20 May 2015

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

Annual Business

The process and procedure is laid down in standing orders.

To elect a Chairman and to receive the declaration of acceptance of office

The Chairman will invite nominations, which need to be proposed and seconded and voted on by the elected members. The new elected Chairman to sign the declaration of acceptance of office before the meeting continues.

To elect a Vice-Chairman

Again, please propose and second and vote on the nomination.

- 3 To appoint committees, working groups or any other offices which the Council deems necessary
An extract from last year's minutes is below. The Council did not have any committees but operated a system of working groups and member responsibilities.

RESOLVED that following working groups and member responsibilities be agreed – (May 2014)

Affordable Housing Group – Cllr Rolfe (Convenor), Cllr Blair.

Allotments liaison – Cllr Rolfe. To attend the Allotment Society meetings.

Cambourne link and liaison including bus links – Cllr Bruce

Tree Wardens – Cllr Jones (Convenor) and Mrs Hilary Gretton

Brook Maintenance – Mrs Hilary Gretton (subsequently Nigel Ball)

Sustainable Energy Partnership (SPEP) – Cllr Blair

Finance overseeing – Cllrs Blair (Convenor) and Jones

Flooding Working Group Liaison – Cllr Bruce

Highways Working Group – Cllr Bruce

Traffic monitoring and Speedwatch liaison – Cllr Bruce (Convenor) and Cllr Jones

Newsletter - Cllr Rolfe

Annual Report – The Clerk

Notice board key holders – Cllr Rolfe

Other keys including the Pavilion – Cllr Bruce

1 Winter gritting - The Chairman will contact Xanthe Rees-Howell regarding gritting volunteers.

Planning – Cllr Jones (Convenor), Cllr Blair and Cllr Bruce.

Police Liaison – Cllr Bruce

Public Rights of Way (Bridleways) – Mr Graham Bruce

Public Rights of Way (P3) – Ms Angela Marchant

Recreation Ground checks – Mr Frank Haxton and Dr Gill Pountain

Bourn Sports Club and Recreation Grounds including Hall Close, Playing Fields and The
Broadway – Cllrs Bruce and Blair.

School Liaison including Secondary Primary and Nursery – Cllr Blair.

Code of Conduct – The Clerk and Fiona McMillan, Monitoring Officer, SCDC

Village Hall – Cllr Bruce and Cllr Rolfe.

Website – Cllr Rolfe

Stop BAD liaison and attending their meetings – Cllr Jones

To decide the terms of reference for working groups and member responsibilities (July 2014)

RESOLVED to adopt the terms of reference as advised by the Clerk as follows;

All working groups and member responsibilities -

The members as appointed

- are asked to review and monitor their area of responsibility and to report regularly to the Parish Council.
- should make clear recommendation for action to the Parish Council as and when appropriate
- inform the Clerk in advance of the meeting when a Council decision is required so that the item can be added to the agenda supplying a written report and any background or supporting papers as necessary.
- Do not have any delegated authority to make any decisions on the Council's behalf.
- Must have due regard for the Parish Council's Standing Orders, Financial Regulations and other Policies at all times.
- May seek advice or information from the District or County Councils and/or other body to enable it to understand or carry out their role more effectively.
- May co-opt up to two parishioners and others to join the group.
- May liaise with other Parish Council working groups and members with responsibility for other areas as appropriate.

Affordable Housing--(In addition to the above terms of reference) the Group is to:

- Define the need and location of affordable housing in Bourn
- facilitate/encourage provision of affordable homes within Bourn (consistent with Bourn's need) and to make recommendation, where appropriate, to the Parish Council.
- conduct discussions with Will Bevan in order to improve parking
- Liaise with the District Council over any possible affordable housing scheme in the village
- May liaise and discuss Bourn's affordable housing need and provision with other parishes, and potential providers of affordable homes, residents in order to facilitate/encourage provision of affordable homes within Bourn consistent with the Parish Council's approved stance on the matter
- Administrative matters: No formal agenda, minutes or meeting room required etc as a working party not a committee

Planning – (In addition) –

The Planning Working Group is asked to consider all applications received and all planning related matters and make a recommendation to the Parish Council on its formal response.

If an application is received between meetings and a time extension cannot be obtained then the procedure is detailed in the Council's Standing Orders will be followed.

Standards Committee

Membership: Cllrs [three members] including a Chairman, with one member as the reserve member.

Terms of Reference:

To meet as may be from time to time required to consider any complaints received in accordance with the Parish Council's policy.

To approve the minutes of the meeting on 15 April – attached.

Matters arising

(6.3) To consider application for S137 donation from the Merrybourn Club

Members have already had a copy of the application. It now has 2 signatures.

(6.3) Proposal that an upper limit be placed on the amount of any S137 application and to spread the amount to ensure it is proportionate – Cllr O'Brien to report.

Details of S137 donations in recent years are below:

The limit for S137 in FY2016 is £7.36 x 751 (number of electors) = £5527.36

FY 2015-

BOURN PROMS	S137	50.00
MERRYBOURN CLUB	S137	240.00
BOURN CHURCH	S137	800.00
COMMUNITY CAR SCHEME	S137	100.00
BOURN SCOUTS	S137	200.00

Total £1,390

FY2014

MERRYBOURN CLUB	S137	240.00
ST MARYS CHURCH	S137	800.25
BOBBY SCHEME	S137	100.00

Total £1,140

FY2013

BOURN SCHOOL	S137	50.00
MERRYBOURN CLUB	S137	240.00
BOURN CHURCH	S137	330.00
CAM SIGHT	S137	50.00
SHRIEVALTY TRUST(Bobby Scheme)	S137	100.00
BOURN CHURCH	S137	470.25

Total £1,240.25

(7.5) To consider cancellation of one of the Transport Consultant contracts ^(SJ)

Cllr Jones reports:

I have spoken to Karl and he confirms that he is currently holding two BPC contracts - 18/9/14 for 6 days and 2/2/15 for 4 days. He has so far done no work on either of these.

Since he'll do no more than another 4 days work for us, I suggest the September 6 day contract is cancelled.

(8.2) CGM quote for heavy rolling of Jubilee playing fields once a year

A quotation will be brought to the meeting. Heavy rolling is not included in the agreement with the BSC. The Council to consider if it will cover the costs or the BSC should.

(8.3) The Willow Tree defibrillator request – to consider further information – Cllr Jones to report.

SCDC Decision notices

S/0301/15/FL – David's Lodge, Old North Road – single storey side extension, infill dual pitch roof to rear of property and additional window to side elevation – Permission granted

S/2053/14/FL – Bourn Golf and Fitness Club, Toft Road – Change of use of field from agricultural to use Class D2 (boot camp) in association with Bourn Golf and Fitness Club – Permission granted.

Tree Works applications – none at the time of writing.

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

Clerk's note – CCC has agreed to cover the cost of cutting FP10 and 21 this year. An invoice has been raised to reclaim the Parish Council's costs.

Play inspections – to consider Mr Haxton's report, the annual play inspection reports and to consider any matter which is urgent because of risk or health and safety

Frank Haxton has written:

As we have the annual playground report it does not seem appropriate for me to produce a further inspection report this month. I have however done an inspection and there are two items of note:

a. The cricket net that has been set up on the Jubilee field has not had the netting properly tensioned and secured. Loose netting hanging at the entrance is a particular danger that could entangle children playing or climbing on the netting.

b. The approach path from the Bourn/Caxton Road is in a poor state and is a hazard.

It is my understanding that maintenance of the footpath may be a parish responsibility viz; the National Parks and Countryside Act 1949 requires, in part: "all public paths in existence at the date of the Act should be maintainable by the inhabitants at large." However, exceptions have been created by subsequent legislation making maintenance a public (County or Borough Council) responsibility. This may require research unless you know the answerer Gail? The fence at the field edge is in a hazardous state and is clearly the land owners responsibility. This should be repaired or removed.

For avoidance of misunderstanding I suggest that the PC is informed that the reason for a high risk score for the Jubilee Playground is because of the presence of a wheeled sports Half-pipe. This is due to the high risk nature of the activity and not to any design or maintenance issues. The PC is very unlikely to be found negligent for injuries due to use or misuse of this equipment as the hazard is in the nature of the activity.

Frank Haxton's April inspection report, together with the addendum of the same date, are attached.

Annual inspection reports on both sites also attached.

Clerk's note: I have asked SCDC to clear the ditch. The gym rings will be painted at the same time as the swings. The order was placed last June but the company has said they will do it in the Spring. I have sent them a reminder.

Annual Reviews

Standing orders, Financial Regulations, Risk Assessment and other policies review

Members have already been issued with a set of policies. New Model Financial Regulations are attached. If the Council is minded to approve these the Clerk recommends the spending limits, the number of quotes and the tender limit etc remain unchanged from the current policy. The Clerk does not want to countersign cheques.

Land

Review of inventory of land and assets

JUBILEE PLAYING FIELDS (LEASED)	LEASED FROM SCDC
PLAY AREA HALL CLOSE	INFORMAL AGREEMENT WITH SCDC
ALLOTMENTS SITE HALL CLOSE (LEASED)	LEASED FROM SCDC/SUBLEASED TO ALLOTMENTS SOCIETY
PATH NEAR THE (GOLDEN LION) WILLOW TREE BROADWAY POS	ON DEFINITIVE MAP AS IN PART P.C.'s

As explained last year the Parish Council has no documentation as to its ownership of the Path near the Golden Lion. I have subsequently not been able to establish that this is definitely the Councils.

Internal Auditor report to the Council and to appoint an Internal Auditor for FY2016 – attached.

Approval of the accounting statements and completion of the Annual Governance Statement FY2015 – attached.

Bourn Sports Club – installation of new bins

The Sports Club are going ahead and buying the new Topsy bins. The Council will need to discuss aspects such as who will own the bins and be responsible for their long term maintenance.

CCC – proposed 3rd revision of the Local Validation List for applications for planning permission - Attached.

CCC

ELECTORAL REVIEW OF CAMBRIDGESHIRE: DRAFT RECOMMENDATIONS

The Local Government Boundary Commission for England has published draft recommendations on the future electoral arrangements for Cambridgeshire County Council. Today is the start of an 8 week public consultation on the Commission's draft recommendations on new division boundaries across Cambridgeshire. The consultation closes on 6 July 2015.

View the draft recommendations

You can view the Commission's draft recommendations at <https://consultation.lgbce.org.uk/node/4143> where you can find interactive maps, a report and guidance on how to have your say. The Commission has not finalised its conclusions and now invites representations on the draft recommendations.

There is a summary outlining the Commission's draft recommendations outlining the draft recommendations, an interactive map of the Commission's recommendations for Cambridgeshire, electorate figures and guidance on how to propose new wards is available on the consultation area at: www.consultation.lgbce.org.uk. Further information about the review and the Commission's work is also published on our website at: <https://www.lgbce.org.uk/current-reviews/eastern/cambridgeshire/cambridgeshire-county-council>

Have your say

We encourage everyone who has a view on the draft recommendations to contact us whether you support them or whether you wish to propose alternative arrangements.

Before finalising the recommendations, the Commission will consider every representation received during consultation whether it is submitted by an individual, a local group or an organisation. We will weigh each submission against the criteria the Commission must follow when drawing up electoral arrangements:

- To deliver electoral equality where each county councillor represents roughly the same number of electors as others across the county.

- That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

It is important that you take account of the criteria if you are suggesting an alternative pattern of divisions. You can find additional guidance and information about previous electoral reviews on our website to help you or your organisation make a submission.

Get in touch

The Commission welcomes comments on the recommendations report by 06 July 2015. Representations should be made:

- Through our interactive consultation portal where you can explore the maps of the recommendations, draw your own boundaries and supply comments at: www.consultation.lgbce.org.uk.
- By email to: reviews@lgbce.org.uk.
- Or in writing to:
Review Officer (Cambridgeshire)
Local Government Boundary Commission for England
14th Floor
Millbank Tower
Millbank
London
SW1P 4QP

The Commission aims to publish every response it receives during phases of consultation. If you do not want all or any part of your response or name to be made public, you must state this clearly in the response. Any such request should explain why confidentiality is necessary. All responses may be subject to publication or disclosure as required by law (in particular under the Freedom of Information Act 2000).

This is the last opportunity to influence the Commission's recommendations before they are finalised. We therefore encourage local people to get in touch with us and have their say