

Clerk report to Bourn Parish Council 18 May 2016

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

1. 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.

2 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

4 To appoint representatives on any other organization or authority

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.

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

Newsletter - Cllr Jagers

Bourn Sports Club liaison – Cllrs Jagers and O'Brien

Recreation Grounds including Hall Close, Playing Fields and The Broadway Playing Fields and Hall Close – Frank Haxton as Operational Inspector with assistance from the volunteers who assist him with the routine checks. (was Cllr O'Brien will liaise with Mr Haxton) changed April 2016 to the Clerk.

School Liaison (Primary) – (Cllr Aldridge) Now Cllr Blair

School Liaison (Secondary) – Cllr Blair

Annual report – Cllr Jagers

All other member responsibilities are to remain unchanged, as follows:

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 – 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

Annual Report and newsletter - Cllr Jagers

Notice board key holders – Cllr Rolfe

Other keys including the Pavilion – Cllr Bruce

Winter gritting – run by the County Council as its scheme.

Police Liaison – Cllr Bruce

Public Rights of Way (Bridleways) – Mr Graham Bruce

Public Rights of Way (P3) – Ms Angela Marcham

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

Neighbourhood Planning Group - Cllrs Bruce, Jagers, Rolfe and Blair.

Broadway POS working group – Cllrs Jagers and Frank Haxton

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

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.

- 5 Apologies for absence – Cllr Jones (illness) and Cllr Jagers (out of parish).
- 6 To approve the minutes of the meeting on 20 April 2016 (attached)
- 7 Co-option to fill casual vacancies – none received
8. Matters arising

- 8.1 (7.2) Fence repair – to consider response from The Willow Tree and request for dog bin and repair of gate
 The residents have responded:
 We are pleased to say that we have already made repairs to the majority of it, and the rest if it will be completed very soon.
 We would like to kindly request that a dog foul bin is provided for the dog walkers whom use the footpath across our meadows at the rear of the pub garden. We recently started to clear the meadows and found so many bags of doggy doo that this clearly a necessity. If you are able to do this please will you consult with us on the positioning of the bin.
 I'm afraid the footpath gate is also broken and needs repairing, please could you confirm if this falls under PC remit?
- 8.2 (8.2) Interactive signs – to consider prices for maintenance costs
 One year contract
 2 x Solar Powered Speed Warning Signs @ £279.83 + VAT = £ 671.59.
 Three year contract
 2 x Solar Powered Speed Warning Signs @ £1729.83 + VAT = £2075.79.
- 8.3 (8.4) Correspondence about completion of contracts – to consider response received
 Attached.
- 10.2 SCDC Decision notices
 S/3175/15/FL – 140 Caxton End – Demolition of existing porches and conservatory, the erection of new single storey rear and side extensions and the internal refurbishment of this Grade II listed property – Permission granted.
 S/0183/16/LB – 140 Caxton End – As above, listed building consent – Permission granted.
 S/0499/15/FL – Former runway, Bourn Airfield – Part change of use of runway for external storage, to include but not limited to the siting of plant, machinery, storage containers and vehicles – Permission granted.
 S/0648/16/DC – Fox Road, Bourn – Discharge of conditions 1,2,3 and 4-9 of S/1588/15/FL – Permission granted.
 S/2493/15/FL Davids Lodge, Old North Road – single storey side extension and associated external and internal alterations – permission granted.
- 10.3 Tree works applications
 10.3.1 44 Caxton End
 The Tree Warden reports:
 The willow at the front of the house is very large and pollarding it at 20ft seems reasonable. The Parish Council should check with the Tree officer that it is okay to coppice such a large tree, and in May? The beech hedge is overgrown and it is fine to lower this. Also no objection to removing the apple and elder as these are in the back garden.
11. Finance, procedure and risk assessment including to consider any urgent work required because of health and safety or risk
 11.1 To receive the financial report and approve the payment of bills – attached.
 RPM's invoice is awaited at the time of writing however Frank Haxton reports "The work listed below has been satisfactorily completed. However, having now seen the annual inspection report it is clear that the work was entirely un-necessary. Making good a small area of eroded ground was all that was required; not £480 of safety surfacing!"

11.2 Play inspection report and to consider any works required

Frank Haxton has written:

I would challenge the playground inspectors report on the requirement for safety surfacing to the Spring Mobiles and the Rolling Barrel. Unless BS EN 1177 has been amended very recently safety surfacing is only required where the fall height is in excess of 600 mm except on swings and cable runways. On seated equipment this is measured from the seat and the Spring Mobiles are 500 mm fall height. For standing equipment the measurement is from the foot surface and the Rolling Barrel measures 300 mm. Additionally, the fall is onto a soft grass surface.

The gate finger entrapment I accept but previous inspectors have accepted a controlled closing device which we fitted. I will action this in the next few weeks to provide a 12 mm gap on the closing side. The recommendation for a second gate is just that; a recommendation. Should we suspect bullying to be a problem we should fit a second gate, if not it is unnecessary.

11.3 To consider any matter which is urgent because of risk or health and safety

None at the time of writing.

11.4 Annual reviews

11.4.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review – members should already have a copy of these. If another copy is required let the Clerk know.

The Clerk again draws the council's attention to the new model financial regulations. If the Council adopts these the Clerk recommends that the existing levels of controls should be retained and the Clerk should not be a counter signatory (6.4) just the service administrator (6.15).

CAPALC has also recently suggested that councils should consider adopting the attached resident's complaint form.

11.4.2 Assets, Insurance Policy and fidelity guarantee review

The council's assets are listed in the annual accounts.

11.5 To consider the Internal Auditor's report and to appoint an internal auditor for 2017

Attached.

11.6 To review the effectiveness of the system of internal control – see part 2 of the Accounts and Audit Regulations – www.legislation.gov.uk/ukxi/2015/234/pdfs/ukxi_20150234_en.pdf

11.7 To prepare and approve the statement of assurance

The Council should consider carefully each of the statements and after completing all the responses the Chairman should sign the statement of assurance. The Clerk will likewise before submission to Auditor and will complete all the other information such as significant variance explanations and reserves requirements and will send to Auditor.

11.8 To approve the statement of accounts FY ending 2016 -_attached

The Council must in the following order –

- 1) consider the accounting statements by the members meeting as a whole
- 2) approve the accounting statements by resolution
- 3) ensure the accounting statements are signed and dated by the person presiding at the meeting at which the approval is given

12.3 To consider whether the area of the proposed double yellow lines should be extended

Cllr Blair has written:

I have attached a map of Hall Close in Bourn showing the location of the DYL and also the house numbers of the houses in the area. We would need to confirm with CCC Highways the exact length of the DYL and the houses that would need to be notified. I have also attached the email from the CCC Highways Technician Andi Caddy who visited the site and spoke with Les Rolfe and myself

some time ago. Some years ago, the junction in which the DYL are to be marked, had white road markings indicating priority at the junction. If the DYL were painted, would it be possible for CCC to pay for the white lines on that busy junction to be repainted?

Please could we have this as an agenda item as more than one person has suggested that the other side of the junction should have DYL too. I am assuming we would need only one off of the legal fees etc. and it would only be the extra cost of the linear metres painted that would be extra.

Andi Caddy of CCC wrote in November regarding the original proposal:

Costs have gone up I'm afraid.

Admin fee £250

Advertising £1000

Actual lining £1 per metre

A figure of £700 for legal fees was also mentioned.

I'm sorry to say that the DFT have not delivered any new legislation as we had hoped. It is still in the pipeline, however it is unlikely to be delivered any time soon. In addition there could well be changes to the legislation that we don't yet know about.

It all depends on what you want to achieve Neil, and the timeframes that you had in mind. At the moment we won't be able to deliver any legal work for DYLS for several months (6+), we just don't have the numbers to cope at the minute.

The white lining situation is straightforward in that we won't consider lining out the junction unless there have been accidents on there that have been severe. It is currently the policy that we don't carry out lining works on estate roads; traffic speeds and volumes should be low enough that additional lining (aimed at assisting the driver and traffic flow) would be unnecessary.

Let me know how you would like to proceed with DYLS and I can go through the process with you in more detail.

Map attached.

10. To consider correspondence/communications received – none at the time of writing.