

Clerk report to Bourn Parish Council 19 October 2016

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

1. Apologies for absence – none at the time of writing.
Mark Proud has resigned from the Parish Council.
3. To approve the minutes of the meeting on 21 September 2016 - attached
4. Co-option to fill casual vacancies – no applications have been received at the time of writing. The Council will need to wait the appropriate period for the recently resigned Cllrs to see if the residents wish to call for elections.
5. Matters arising
 - 5.1 (5.1) Grass cutting tenders
Already circulated.
 - 5.2 (5.2) Interactive sign for Broadway
Deferred at the last meeting. Cllr Bruce to report.
 - 5.3 (5.3) Employee Pension Scheme – to consider recommendation from the Working Group (Confidential)
The Chairman to report.
 - 5.4 (5.4) Grass cutting of the Memorial site – to consider along with grass cutting tenders
To be considered along with item 5.1.
 - 5.5 (5.6) Paving at the Pavilion – to consider report and recommendations ^(SJa)
Cllr Jagers to report on Frank Haxton’s recommendations and specification for work.
 - 5.6 (5.8) Allotments ditch and site maintenance – to consider quotations if received
Quotations will be brought to the meeting if received.
 - 5.7 (5.10) City Deal – tackling peak time congestion in Cambridge
Deferred at the last meeting.
 - 5.8 (5.11) District Cllr F Burkitt – City Deal Bus Hub
Deferred at the last meeting.
 - 5.9 (6.2) Installation of double yellow lines at Hall Close – to approve formally the costs and the admin fee
The Council also needs to send a cheque for £250 admin fee and agree to the costs below –
“£250 admin fee up front for any 3rd party work. This is in addition to any other costs that will have to be met by the applicant including the actual work to install the lining and statutory press notices.
£250 Admin Fee
£1000 Advertising Costs
£250 Lining Costs
This represents a very rough estimate, but typically small DYLL schemes such as this come to around £1500.”
 - 5.10 (6.3) Green energy – to receive report on what the agreement permits and the offer of free cycle racks ^(SJa)
Cllr Jagers to report.

- 5.11 (6.4) Hemlock and overgrown footpaths – to consider response from CCC
A report has been sent to CCC and their reply is awaited at the time of writing.
- 5.12 (9.4) To consider areas which are not included in the annual grass cutting and village maintenance contract, draw up a specification for works and if quotes should be sought
A resident has written:
“There are brambles encroaching on the litter bin at the far end of the rec ie where the path leads towards Caxton End. Can the contractors please make sure to cut these back at their next visit?”
- Frank Haxton has replied:
“There is a lot of overgrown foliage and planting on the Recreation Ground and the bush that you rightly note is one part of a bigger whole that I hope will be cut back this autumn.”
- The Clerk has written to CGM as follows:
“Your contract requires you to maintain the perimeter vegetation at the Jubilee Playing Fields and therefore the Parish Council would be grateful if you could attend to these brambles without delay.”
- 5.13 (10.2) Telephone kiosk removal
Deferred pending suggestions from residents.
- 5.14 (10.4) CCC Highway Improvement Scheme proposal
Cllr Bruce to report.
- 5.15 (10.5) Quotations for washing the road signs – to consider schedule and specification
Frank Haxton has suggested that the signs to be cleaned are scheduled (with the odd photo attached) before being sent to window cleaning companies or individuals.

Other for info only

CCC has confirmed that there is a valid skip licence for 62 High Street

6. To consider reports on the progress of all ongoing projects and to see if any further action is required
- 6.1 Broadway Public Open Space
- 6.2 Installation of double yellow lines at Hall Close – the Parish Council has to sign a cheque for £250 admin fee to CCC to accompany the request for lines.
- 6.3 Green Energy S106 funding – Working group to report
- 6.4 Fencing/access to Jubilee Ground from Caxton End – hemlock removal
The overgrown area has been reported to CCC.
7. To consider planning, tree work applications and any planning related matters
- 7.1 Planning applications received since the last meeting
- 7.1.1 S/2418/16/FL – Gills Hill Farm – Change of use for segment of golf course to residential garden
- 7.1.2 S/2545/16/FL – 30 High Street – Proposed erection of 2 storey rear extension
- 7.2 SCDC Decision notices
- 7.2.1 S/0459/16/DC – 24 Riddy Lane – Discharge of condition 3 (materials), 4 (Hard and soft landscaping) of planning application S/1023/15/FL – Permission granted.
- 7.2.2 S/1544/16/NM – The Crescent, Fox Road – Non-material amendment of planning application S/1391/15/FL Alteration to roof tile – Permission granted.
- 7.2.3 S/1924/16/DC – Rockery Farm House, Rockery Farm – Discharge of Condition 6 of planning permission S/1021/16/FL
SCDC response:

“Condition 6 – Biomass boiler information

The proposed arrangements as detailed on the completed biomass boiler information form, Manufacturer’s operation and maintenance manual and submitted drawing numbers CW.01 A and CW.02 A received 22 July 2016 are considered to be acceptable. Development shall be carried out in accordance with these details”.

- 7.3 Tree works applications – no notifications received at the time of writing.
- 8. Finance, procedure and risk assessment including to consider any urgent work required because of health and safety or risk
 - 8.1 To receive the financial report and approve the payment of bills – attached.
 - 8.2 Play inspection report and to consider any works required
 - 8.3 To consider any matter which is urgent because of risk or health and safety
 - Clerk’s use of delegated powers:
 - Contracted Ian Hildrew to repair the Pavilion ladies’ toilet lights.

9. Members’ items

9.1 Planning Working Group

9.2 Highways Report

9.3 Bourn Youth Project Quiz

Jan Burrell has written:

“As in previous years, we are trying to organise a quiz at Bourn village hall to raise money which we will donate to the Parish Council, to be ring-fenced for maintenance of the play equipment at the Jubilee, and for a youth club. This is proving more difficult this year because of illness etc but I am writing in hopes that we are able to go ahead. We hope it will be on Fri Nov 18th.

Please could you confirm in principal that we can go ahead with this as before, and that we are covered by the PC's insurance? We will comply with their requirements which last year were: Risk assessment sent to you in advance, First Aider in attendance with means to contact emergency services.

We would propose arrangements for money as last year:

The cash for entry ('table money'), bar and raffle will be under adult supervision.

We intend counting the takings - cash, and cheques (payable to Bourn PC) - on the Friday night, and will pay out expenses for sundries (mayo/ketchup etc), in exchange for signed receipts. Unsold drinks are locked in the village hall overnight for return the following morning.

We shall make out a simple 'account' for the event, signed and dated by 2 adult BYP members, detailing expenses paid. Drinks are supplied by Bourn Shop on Sale or Return basis; last year the invoice for food and drink was for £800 - it may be a bit higher this year if prices have gone up. Village hall hire will cost £70.

We will write a cheque for cash received payable to the Parish council and send it, with any other cheques, receipts, and simple accounts, to Gail at the LGS office the following week. We will pay, or forward, the invoices from Bourn Shop and Bourn Village hall as soon as these are received.

Is this all ok? Please let us know any other requirements.”

Many thanks and best wishes,

Jan

The Clerk has replied:

“As you are a working group of the Council you would be covered by the Council’s insurance subject to a risk assessment and compliance with the Council’s financial regulations and legislation. These require all money to be banked intact with no deductions at all. So for any purchases invoices

would need to be submitted to the Parish Council or you could pay and seek reimbursement from the Parish Council. The Parish Council would need to approve the latter first.”

9.4 Bourn Parish Council’s successes – to note

10. Correspondence

10.1 Resident – Broadway footpath concerns

A resident has written:

“I’m extremely concerned about the narrowing of the footpath along the Broadway. The grass really needs to be removed to make the path as wide as it should be. It’s not possible to walk side by side anymore or to have my dog walk to heel. The path traffic has increased significantly since the expansion of Cambourne and I regularly see people struggle. It can be a hair raising experience in the rush hour(s) and when traffic is at it’s most constant.

Could I request that someone from the council/highways agency take a look and make an assessment please?”

Cllr O’Brien has replied:

“I’ve spoken to Highways and they have suggested that we progress the request through a Local Highway Improvement Initiative. We will need to show evidence of local support. Are you happy to canvass local opinion (Broadway residents) and perhaps collect signatures?”

10.2 CCC Flood questionnaire

CCC have written:

“The Cambridgeshire County Council Flood and Water Team are working with the Environment Agency to develop an understanding of the flood risk awareness in communities across Cambridgeshire.

As the Parish Council are representatives of the community, we thought it best to contact you in order to scope these details. We are interested in this information in order to help us implement a scheme to develop community resilience. This could include, creating Community Flood Action Groups and delivering other such measures with interested parishes. The involvement of the Parish Council is very important to us and your localised knowledge is vital in the development of community resilience to flood risk. With this in mind, it would be very much appreciated if you would take the time to complete the attached questionnaire, perhaps it could be an item for discussion at an upcoming Parish meeting.

There are many parishes within Cambridgeshire that have experienced flooding in the recent past and many of you will recognise the importance of being aware of flood risk within the community. Flood risk awareness is the first step to being prepared for a flooding event, however there are other precautions that can be put in place to increase the preparedness and resilience of the community; Community Flood Action Groups are one such way.

A Community Flood Action Group is a group of local volunteers who focus on improving flood resilience and minimising the effects of flooding within their communities by implementing preparedness measures and sharing information. They represent the community and work in partnership with other authorities (e.g. Councils, Environment Agency, water companies) to highlight issues and work together to resolve them. There are many examples of these groups across the country, and you may already have a group in your community (please share your experiences if so). The National Flood Forum website (nationalfloodforum.org.uk) has many examples of these groups and offers advice on how to develop one. Our aim is to support you in the creation of these groups and working together in the future.

It is important to highlight that this is currently an interest scoping exercise and following submission of questionnaires from Parish Councils, we will be in contact with further details based on your responses. We look forward to hearing your thoughts and are happy to answer any questions that you have.

Once you have completed the questionnaire please kindly send it to back to this email address. If you require a questionnaire in a different format (e.g. paper copy) please don't hesitate to ask.

Kind regards,
Rebecca Roberts
Flood and Water Team
A time extension has been obtained.

Questionnaire attached.

11. Closure of meeting