

Clerk report to Bourn Parish Council 18 January 2017

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

1. Apologies for absence – none at the time of writing.
3. To approve the minutes of the meeting on 16 November 2016 and the extra-ordinary meetings on 30 November and 21 December 2016 - attached
4. Co-option to fill casual vacancies – no applications have been received at the time of writing.
5. Matters arising
- 5.1 (5.1) Parking restrictions on High Street outside Bourn Hall Clinic entrance
The Chairman to report.
Map of proposed location attached.
- 5.2 (5.2) Grass cutting tenders – to consider tender references, tender totals and the way forward
References have been received and will be brought to the meeting.
Cllr Rolfe to report on ongoing problems with the current contractor. He writes:
“Copies of all their invoices so far this year - I have been through them with a fine-tooth comb and found more errors/problems.
A spreadsheet breaking down what I've found [has been sent to all members].
They have invoiced for the same work twice on different invoices and it is possible that the disputed work on the Riddy Lane ditch should actually have been the grass-cutting on the same site as there are considerable gaps in that work. Of course, the costings are different.
I will speak to their accounts department to see if I can make any headway.
Logically there should be one more invoice for the work done a couple of weeks ago when I was there to see what they actually did. If you can let me have a copy of this when it arrives I can check whether they have charged for the actual work done.”
One invoice for £211.33 is still on hold pending clarification.”
- 5.3 (5.4) Pension policy (Part confidential)
The Chairman to report.
- 5.4 (5.10) Quotations for Memorial Oak and Jubilee Recreation Field tree works – to consider quotations
Quotations received will be brought to the meeting.
Hilary Gretton writes “I have met two tree surgeons (Peter Oakes and Cliff from Acacia Tree Surgery) to discuss tree work to the oak tree at the War Memorial and on the Jubilee Recreation ground. They will send you quotes in due course. Do you need a third quote?

Their quotes will differ slightly in regard to the work they have advised the PC to do.

In regard to the Oak tree:

Peter Oakes advises that the big lateral branch where the fire was should not be removed, but shortened. Other work pruning lower branches much the same.

Acacia tree surgery will quote for removing the big lateral branch, which they advise is okay because it is an oak and because it is young. Other work much the same.

In regard to the recreation ground:

Both advise coppicing the willows on the west side rather than just cutting back.

Peter Oakes will quote for pollarding the large willow on the North side. Acacia think this unnecessary at this time, but will quote for reducing or removing overhanging branches.

Other work much the same.

Both Tree Surgeons were concerned about the large willow in the car park and advised that the PC should look at it again in **2 years** with a view to pollarding.”

- 5.5 (5.11) Proposal for a Village Day
Proposed at the last meeting.

- 5.6 To consider response and quotation from SCDC regarding replacement bin
SCDC has quoted £388.49. The bin would be green.

Other to note:

From Cambridgeshire County Council:

GRITTING TO BE BACK TO PREVIOUS LEVELS BY END OF JANUARY

“The delivery of gritters and drivers is being fast tracked by Cambridgeshire County Council to make sure by the end of January the authority once again treats 44 per cent of roads.

Councillors agreed at Full Council last Tuesday, 13 December, to increase the percentage of roads, cycleways and paths treated to last year’s levels rather than the reduced 30% percent currently being treated.

The decision to reduce the gritting routes and number of vehicles was taken in February as part of the authority’s plan to meet around £40 million in savings.

The Council has been working with its contractors to secure the extra gritters now needed to cover the extra routes and make sure enough drivers are trained. Extra gritters should be arriving in Cambridgeshire this week.

Although it is expected that this and training will be completed by the end of January as drivers become ready they will immediately be put onto the extra routes.

Cambridgeshire County Councillor Mac McGuire, Chairman of Highways and Community Infrastructure Committee, said: “Following the decision by Full Council the authority contracted our contractors to secure the extra gritting vehicles needed and the drivers needed to operate them. While this should all be completed by January over the next few weeks we will see the old routes reinstated in phases as gritters and drivers become available. But even on treated roads we ask people to drive carefully and make sure they plan their route in cold weather.”

- 5.7 (5.14) Resident – Broadway footpath concerns – what was the outcome of the inspection?

- 5.8 Flood risk assessment – to consider if one is required^(NB)

6. To consider reports on the progress of all ongoing projects and to see if any further action is required

- 6.1 (5.9) Green Energy S106 funding – Working group to report

- 6.2 (9.0.1) BT phone box adoption and installation of defibrillators – update and recommendation

Cllr Rolfe to report. He writes:

“I now have a mountain of information about converting phone kiosks to defibrillator stations and other uses.

There is a charity which will help with lottery funding for defibrillators and they have already been successful more than 3000 times across the country. There is also no limit on how many defibrillators can be sited within an area. The only rule is that they must be more than one mile apart. I’ve also spoken to BT about the condition of the kiosks, especially the one on Hall Close, and, although I was told originally that they were sold off ‘as seen’ they have now said that, before actual contracts are signed, I have every chance of getting some remedial work done on them, especially

panes of glass, etc. I'm still discussing the problem of the Hall Close kiosk leaning and needing some form of levelling.

I presume that SCDC have been informed of our intention to take over both of them.”

Clerk's note Yes, SCDC was informed.

6.3 (5.3) Village Traffic Strategy ^(VB, DOB)

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/2021/16/FL – 158 Alms Hill – Dropped kerb and create hardstanding

7.1.2 S/3187/16/NM – Land adj 12 Back Lane, Cambourne – Non-material amendment of S/1631/15/FL

7.2 SCDC Decision notices

7.2.1 S/2768/16/EI – Land off Grafton Drive, Caldecote – EIA screening opinion – Permission granted.

7.2.2 S/2545/16/FL – 30 High Street – Proposed erection of two storey rear extension – Permission granted.

7.2.3 S/2418/16/FL – Gills Hill Farm – Change of use for segment of golf course to residential garden – Permission granted.

7.2.4 S/2352/16/PA – 25 Hall Close – Single storey rear extension – Prior approval not required.

7.2.5 S/2877/16/PA – Barn at Townsend Farm, The Drift – Conversion of agricultural barn to residential dwelling – The SCDC website indicates that a decision has been made but at the time of writing this has not been posted on the website.

7.3 Tree works applications

7.3.1 S/3566/16/TC – 11 Baldwins Close

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
None at the time of writing.

8.4 Electricity Contract renewal

Last year the contracts were renewed for one year to 30th April 2017. The Parish Council wished to consider this again at its January meeting.

8.5 To review the budget FY2017
Attached.

8.6 To consider and approve the budget FY2018
Draft baseline budget based on existing contract or historic spending including. The Council is to update and include all blank cells. Attached.

8.7 To set and demand the precept for FY2018
414.9 Band D equivalent homes.

9. Members' items for info only unless stated

9.1 Planning Working Group

9.2 Highways Report

9.3 Village Traffic Strategy

9.4 Allotments

9.5 Bourn Parish Council's successes – to note

10. Correspondence

10.1 Cambridgeshire ACRE – invitation to renew subscription
Attached.

10.2 CCC consultation on a draft corporate energy strategy for Cambridgeshire County Council
Please find below “a link to an online questionnaire for you to feedback your comments. The consultation launches next week on 3rd January and will finish on 31st January 2017.
http://www.smartsurvey.co.uk/s/Consultation_DRAFTCorporateEnergyStrategy_CCC/
Please note, the attached draft has included a small amendment to section 3 in the strategy where biomethane projects have been split into smaller and larger schemes as they have different impacts, this allows us to differentiate the feedback via the online questionnaire better.”
Sheryl French
Project Director, Mobilising Local Energy Investment
Cambridgeshire County Council

10.3 Heidi Allen MP – request for feedback on public transport issues
Attached.

Other to note: (documents attached)

SCDC Local Green Space designation

“Thank you for providing the Council with additional information about the Local Green Space within your village. This has been included in an appendix to the Council’s Written Statement for Matter SC4: Protecting and Enhancing the Natural and Historic Environment. This was submitted to the Local Plan examination inspectors on 25 November 2016.

Our Council was not the only one to submit written statements to the inspectors – here is a link to all of the other statements that were submitted for this matter including the Council’s. The ones specific to Local Green Space are listed as SC4C.

<https://www.scambs.gov.uk/content/examination-written-statement-matter-sc4>

In January there are to be examination hearings for Matter SC4. The hearings considering Local Green Space are timetabled to start on Wednesday 18 January until Friday morning 20 January 2017.

There a number of objectors who have asked to appear at these sessions. The list is included in the latest Hearings Programme from page 33 – 34.

https://www.scambs.gov.uk/sites/default/files/hearings_programme_v14_21_oct_2016.pdf

The hearing is run by the Inspector. There is no specific timetable for when each LGS will be discussed. From the experience of hearings that have already taken place the inspectors have worked their way through the list of questions as were included in the Matters document. It is likely that the discussion about LGS will not take up the whole of the two and a half days allocated to it.

Although no objector to the LGS in your village has asked to appear at the hearings the inspectors have sometimes asked additional questions of the Council at previous hearings. It could therefore mean that the LGS is discussed by the inspector.

The Council would like to offer you the opportunity to support us when we present our case at the hearings. Whether there is an appropriate opportunity to speak will very much depend on the issues that arise, and how the Inspectors choose to run their hearing. It important to note that this would

only be to support the Council on specific points at the request of the Council, rather than having your own seat at the table.

It is important to note that the inspector already has a significant amount of written information from both parties. The discussion around each site could itself be relatively brief. If no objector attends in relation to a site, and if inspectors are content to rely on material they have had in writing, there may not be a discussion on a specific site.

If your Parish Council would like to take up this offer I am afraid it could mean making someone available for the whole two and a half day sessions. Due to logistics this should be one person only, although the hearings themselves can be observed by members of the public if others wish to attend.

If you would like to find out more about the hearings and what may be expected of someone assisting the Council when we present our case for each LGS please contact me to discuss.

We will need to inform the Programme Officer in the new year the list of people who will be appearing on the Council's behalf at the hearings in January. I would be grateful if you could let us know as soon as possible if your Parish Council wishes to support us in this way.

Alison Talkington | Senior Planning Policy Officer

Does the Parish Council wish to send a representative to support SCDC at the hearings?

10.4 NALC advice that S8 of the Local Government Act 1984 specifically prohibits parish councils funding churches

CAPALC has written to all parish councils as follows "We have had a number of queries about parish councils providing grants to churches and as it nearing budget time we thought it timely to circulate this note from the NALC legal team date November 2016.

Parish Councils and providing funds to churches

As you will be aware, section 8 Local Government Act 1894, which states that the Council can:

"...execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of any of the foregoing powers, or in relation to any parish property, not being property relating to affairs of the church or held for an ecclesiastical charity;"

The Council cannot contribute towards the cost of any church buildings and property, which would include kitchens and toilets belonging to the church. This section applies to local councils only, not principal authorities. Local Councils also have the responsibility of maintaining closed churchyards under s215 Local Government Act 1972, if asked to by the parochial church council.

I have, previously been asked by other Councils whether section 137 could be used to fund or give grants. Section 137(1) of the Local Government Act 1972 enables a council to incur expenditure which in its opinion is in the interests of, and will bring direct benefit to, the area or any part of it or all or some of its inhabitants. It is used where expenditure is not otherwise authorised. Given the express s8 1894 Act restriction, it is NALC's view that s137 cannot be used.

The Council is reminded that expenditure is capped in accordance with the s.137 limit (£7.42 per elector for the financial year 2016-17) and the direct benefit must also be commensurate with the expenditure to be incurred. Section 137 could, for example, be used to gift funds for a new park bench in a churchyard. However, s137 cannot be used to give money for works relating to affairs of the church as expressly prohibited under s8 above.

Whilst the Council is able under s137 LGA 1972 to incur expenditure for certain purposes that are not otherwise authorised, this is not without certain restrictions, explained fully in our Legal Topic Note 31. The Council is recommended to make use of our legal guidance on s137 LGA 1972, available from our website

www.nalc.gov.uk/members-area/legal<<http://www.nalc.gov.uk/members-area/legal>>”

10.5 SCDC – Community Awards – to consider if nominations should be submitted

“The deadline for nominations for this year's Community Awards is Friday 20 January - just two weeks to go. We urgently need nominations please for:

- **Parish Councillor of the Year** - for a parish councillor who has gone the extra mile to improve the local community
- **Outstanding Youth Initiative** - for a business or initiative that has catered for or supported the needs of young people
- **Outstanding Local Service/Amenity** - for a great service or business run for, or by local people, for example, shops, post offices, libraries or pubs
- **Environment Award** - for a group that has worked to improve the environment, for example, an energy group, a community garden group or litter-picking group
- **Wellbeing Award** - for a group that has improved health and wellbeing - mental or physical.

You can also make a nomination for the ever popular **Village Hero Award** for an individual who has made an outstanding contribution to community life.

Making a nomination is quick and easy - just go to <https://www.scambs.gov.uk/community-awards> and fill in the form. “

11. Closure of meeting