

## Clerk report to Bourn Parish Council 17 May 2017

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.

RESOLVED that following changes to working groups and member responsibilities be agreed:

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

School Liaison (Secondary) – CVC and Cambourne – (Cllr Demetriou)

Brook Maintenance – Nigel Ball (Warden), (Cllr Proud)

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

Broadway POS working group – Cllrs Jaggars and Blair, and Frank Haxton

Sourcing grant applications for Broadway – (Cllr Demetriou)

Solar farm money working group – Cllrs Jones and Bruce

Coalition of Parish Councils – Cllrs Jones and Blair

Ex-Quality Council application – Cllr Rolfe.

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.

Bourn Sports Club liaison – Cllrs Jaggars and O'Brien. RESOLVED to check if they are trustees.

Cambourne link and liaison including bus links – Cllr Bruce

Sustainable Energy Partnership (SPEP) – Cllr Blair

Finance overseeing – Cllrs Blair (Convenor) and Jones

Flooding Working Group Liaison – Cllr Bruce

Highways – Cllr Bruce

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

Annual Report and newsletter - Cllr Jaggars

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

School Liaison (Primary) – Cllr Blair

Code of Conduct – The Clerk and the Monitoring Officer, SCDC

Village Hall Trustees – Cllr Bruce and Cllr Rolfe.

Website – Cllr Rolfe

Stop BAD liaison and attending their meetings – Cllr Jones

Neighbourhood Planning Group – Cllrs Bruce, Jaggars, Rolfe and Blair.

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. The Clerk will liaise with Mr Haxton.

The Chairman is to be an ex-officio member on all groups.

The terms of reference for working groups and member responsibilities were reviewed, and approved with no changes, as follows: (Prop NB, 2nd LR, unanimous)

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 or 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.
- 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, potential providers of affordable homes, and 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.

**4. To appoint representatives on any other organisation or authority**

Covered above under P3.

5. Apologies for absence – Apologies have been received from Cllr Bruce (out of parish) and Cllr Jagers for having to leave early.
7. To approve the minutes of the last meeting (19 April 2017) - attached
8. Co-option to fill casual vacancies – Ms A Bourne, 21 Caxton End, Bourn, CB23 2SS. The Council’s next elections are in May 2018.  
Application form attached.
9. To consider resolutions from the Annual Parish Meeting, if any
- 9.1 Resident request that no access should be allowed onto or via The Broadway and concerns that the plans are being modified without consultation  
The draft minutes record:  
“A proposal from a resident that no access should be allowed onto or via the Broadway, as he felt that the plans were being modified without consultation, was considered. It was noted that nothing had been agreed so far, and the land, which was not in Bourn Parish, would not be transferred to Cambourne Parish Council until the housing had been completed, after which discussions could take place.”
10. Matters arising
- 10.1 (Open) Bourn Sports Club – to set up a working group to consider proposals for modifications to Pavilion  
Cllr Jagers to report.  
Information on the proposed modifications is attached.
- 10.2 (6.1) Green energy S106 funding – suggested use of solar money  
Cllr Jagers has written:  
“...a comment/observation by a resident regarding the poor aesthetic appearance of the concrete slabs recently installed along the raised walkway (put in following the footpath widening to hold back the bank) opposite the old chapel (see below). I would like to add this for wider discussion at the next PC meeting re: (a) the S106 solar funds which might make a contribution to their enhancement, and (b) the wider matter of the PC balancing the visual appearance of installations with the lowest cost option.”



- 10.3 (6.3) To consider the formation of a working group for a Village Traffic Strategy  
Proposed at the last meeting.
- 10.4 (6.4) Broadway play area – to arrange a working group to pick up loose stones
- 10.5 (6.4) Broadway play area maintenance – to consider quotation  
A quotation will be brought to the meeting.

10.6 (7.3.0.1) Trees in Chapel Hill – to consider report and recommendation  
Cllr Jones to provide a report and recommendation. Hilary Gretton writes “One of the elm trees on Alms Hill Bank (the second elm tree on the right of the Old Chapel as you face the Chapel) looks as if it is dying. This is a very tall tree and if it fell could cause real damage and could be dangerous. “

10.7 (8.2) Trees at Jubilee Playing Field – to consider quotations if received  
Hilary Gretton writes  
1) The cherry tree in Hall Close is dead, needs felling and the root removed. It would be good to plant another tree in its place. Perhaps residents of Hall Close could chose.  
2) The branches overhanging the slide can be trimmed back so they are not over hanging the slide. In my opinion this will not harm the trees.  
These are the 2 tree works that need doing.  
There were also 2 queries about applications for tree works that had already been carried out.  
3) The removal of two elm trees on Alms Hill bank next to the Old Chapel was given permission by South Cambs in January 2017.  
4) The trees alongside the tennis courts on the Jubilee Recreation Ground - I remember seeing the application by the homeowner to remove the lower branches of the trees alongside, and it seemed a reasonable application. I don't know if the Parish Council had any objections at the time. I have looked on the Scams website, but I can't find the application. I imagine it was given permission, but can't say for certain.”

Cllr Rolfe reports “The cherry tree *is* on SCDC land, being within the boundary of the sheltered housing scheme.

I've just forwarded the email on to Ian Lorman, Tree Officer at SCDC for his attention. I also know that SCDC Resident Involvement department has an extra 'grounds maintenance' fund for extra work, outside cyclical grass-cutting, etc., such as this, which I'll try to tap into.”

Quotations are being sought for items 2 and 4 and will be brought to the meeting if received.

10.8 (9.7) Grass cutting contract schedule of works – to consider if anything further is required  
Cllr Rolfe to report.

10.9 (10.3) CCC consultation on revision of Local Validation Guidance List and Local Validation Check List for planning applications for the County Council’s own development and for waste development  
Deferred at the last meeting.

“Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out what information should be submitted, to support planning applications submitted to Cambridgeshire County Council for its own development and waste development, to enable the planning authority to validate and register it. These are in addition to the National requirements, which require for example completion of an application form, certificates and a site location plan. The listing of the supplementary information assists consultees and other interested parties to understand and assess the proposal and is intended to provide clarity for applicants and agents.

Having comprehensively reviewed the original 2008 local validation list in 2010, the list has been regularly reviewed biannually since and most recently in June 2015. We propose to update the Local Validation Guidance List and accompanying Local Validation Check List. We are proposing limited changes to reflect new and revised documents, for example to include the Council’s Flood and Water advice; to include specific references to the types of drawings that we require; and other minor changes to the wording of the guidance. We are consulting you in addition to other applicants

and their agents, statutory consultees, and parish councils on the proposed draft revised documents. The consultation period will run for 6 weeks from 6 April until 18 May 2017.

The draft revised documents on which we seek comments are attached.

The existing Local Validation List June 2015 and the accompanying Local Validation Guidance List:- Guidance for applicants and their agents on the Local Validation List (June 2015) and supporting documents are displayed on the County Council's website at:  
[http://www.cambridgeshire.gov.uk/info/20099/planning\\_and\\_development/234/planning/3](http://www.cambridgeshire.gov.uk/info/20099/planning_and_development/234/planning/3)

Please send all comments that you may wish to make to:- County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0AP or by e-mail to [planningdc@cambridgeshire.gov.uk](mailto:planningdc@cambridgeshire.gov.uk) by 18 May 2017. All comments received by 18 May 2017 will be taken into consideration, summarised and reported together with the proposed finalised Local Validation List and the Local Validation Guidance List to the Council's Planning Committee. We are working towards reporting to the Planning Committee of 8 June 2017."

Yours faithfully

Jane Stanley (Mrs)

Principal Planning Officer (Development Management)

10.10 (10.4) East Anglian Air Ambulance and Salvation Army – request for sites for clothing banks

EAAA were asked how wide the access would need to be, and have replied as follows:

"The access would be in an open location, with enough space for a vehicle to gain access."

Does the Parish Council wish to offer any sites?

10.11 To consider the quotations for the pavilion paving

Quotations will be brought to the meeting.

Frank Haxton has written:

"The quote from Tony Curtis at £27.50 per unit I understand to be £27.50 per slab changed. There are (at the last count) 30 broken slabs. That puts the Curtis quotation at £825 against Jackson at £850 and Cafferkey at £1,880. All have tendered to the Specification."

10.12 Proposal for double yellow lines in the High Street – to consider whether to proceed with a scheme

The draft minutes from the Annual Parish Meeting record:

"It was observed that since the skip and building works had gone the situation seemed to have improved. It was suggested that lines opposite the pub would be better. The matter was left in abeyance for the time being but can be revisited at a future time."

Other for information:

(9.4) Offer of cycle racks – Cambourne Parish Council have called to say that surplus racks will be available when the land is transferred to the Parish Council. They are "standard D hoops, not overly large" and the Clerk has said he would measure them and send us a photo for the next meeting – not as yet received.

(9.5) Solar Farm – The SCDC Planning Enforcement Officer has written to Cllr O'Brien as follows: "The enquiry regarding the Solar Farm was logged by enforcement on 15/3/17 and a site visit carried out.

I have written to the planning agent acting on behalf of the developer advising them of the breach of condition regarding the landscaping of the site and am awaiting their response.

I will update you of any developments."

- 11. To consider planning, tree work applications and any planning related matters
  - 11.1 Planning applications received since the last meeting
    - 11.1.1 S/1511/17/PA – 25 Hall Close – Prior approval for a single storey rear extension
  - 11.2 SCDC Decision notices
    - 11.2.1 S/0840/17/NM – 30 High Street – Application for a non-material amendment following grant of planning permission S/2545/16/FL reducing the width of the extension from 4.04m to 3.815 and
  - 11.3 Tree works applications
    - None at the time of writing.
- 12. Finance, procedure and risk assessment including to consider any urgent work required because of health and safety or risk
  - 12.1 To receive the financial report and approve the payment of bills – attached.
  - 12.2 Play inspection report and to consider any works required
    - The RoSPA report is awaited.
  - 12.3 To consider any matter which is urgent because of risk or health and safety
    - None at the time of writing.
  - 12.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1 April 2016 and 31 March 2017)
  - 12.5 To consider the Internal Auditor’s report
    - Attached.
  - 12.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
  - 12.7 To approve the Annual Governance Statement by resolution
  - 12.8 To consider the Accounting Statements (Section 2 of the Annual Return)
  - 12.9 To approve the Accounting Statements by resolution
  - 12.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
  - 12.11 Annual Reviews
    - 12.11.1 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.
    - 12.11.2 Assets, Insurance policy and fidelity guarantee review
      - The Council’s assets are listed in the annual accounts.
- 13. Members’ items for info only unless clearly stated
  - 13.1 Planning Working Group, Coalition of Parish Councils report and EIP report
    - Cllr Jones to report.
  - 13.2 Re-siting the main noticeboard in the Village Hall car park
    - Cllr Rolfe to report. He writes:
      - “It’s getting difficult to get to sometimes because of how close vehicles are parked which means that, if I can’t change the notices, residents can’t get to read them either.”
  - 13.3 Proposal that the Council considers correspondence from CCC regarding Give way/white line markings at Hall Close crossroads
    - Cllr Blair to report. CCC have written to the Chairman as follows:

“I have received reports of an accident at the Hall Close ‘crossroads’, it is from a member of the public.

It is contested that at some point in the past there were ‘Give Way’ markings showing the correct priority for the junction. This is disputed by us and that individual, in any event the complaint centres around the junction being dangerous. According to our records there has been no accident reported there which has resulted in an injury, I was just wondering if you have had any complaints relating to this during your time as part of the PC?”

Andhika Caddy

Policy and Regulation Engineer

Highways Service

13.4 Proposal that the Council considers the provision of play equipment at Broadway POS

Cllr Rolfe to report.

13.5 Bourn Parish Council’s successes – to note

14. Correspondence

14.1 Hill – Gills Hill Farm, Bourn – Public Open Space Local Area of Play

Letter and associated plans attached.

15. Closure of meeting