

Clerk report to Bourn Parish Council 19 July 2017

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

1. Apologies for absence – to be reported at the meeting.
3. To approve the minutes of the meeting on 21 June 2017 - attached
4. Matters arising
- 4.1 (4.1) Hill – Gill’s Hill, Bourn – Public Open Space Local Area of Play – to consider report and recommendation
Cllrs Rolfe and Atherton to report.
- 4.2 (5.3) Village Traffic Strategy membership and terms of reference
Deferred at the last meeting.
- 4.3 (5.4) Bourn Sports Club Working Group proposals for modifications to Pavilion
Deferred at the last meeting.
- 4.4 (6.1.3) To consider recommendation from Planning Working Group on a housing size policy

For info only

(10) Outstanding bin at Jubilee Fields: the bin was ordered from Heidi Duffett at SCDC on 24th January. She has been chased three times since and in May responded “I have had to bring in a new contractor as the other one has too much work and cannot fit our work in. I have had a meeting with him and he is willing to install our dog and litter bins throughout the district. I’ve already given him some jobs so next week he will be busy but as soon as I find a date I will contact you. He seems very keen so I’m hoping that bins will be sorted out over the next 3 - 4 months” The support of Cllrs Betson and O’Brien sought.

5. To consider reports on the progress of all ongoing projects and to see if any further action is required
- 5.1 (5.1) Green Energy S106 funding ^(SJa)
- 5.2 (5.2) BT phone box adoption and installation of defibrillators ^(LR)
- 5.3 (5.4) Bourn Sports Club Working Group proposals for modifications to Pavilion ^(SJa, DOB)
- 5.4 (5.4) Provision of play equipment at Broadway POS – update
- 5.5 (5.2) Notice board at Village Hall car park ^(LR)
6. To consider planning, tree work applications and any planning related matters
- 6.1 Planning applications received since the last meeting
- 6.1.1 S/1872/17/DC – Golders Farm, Fox Road – Discharge of condition 3 (Materials) of S/0510/17/FL
- 6.1.2 S/2717/17/DC – Parcels 5A(S), 5B(S), and 5C Upper Cambourne – Discharge of conditions 12 (Code certificate) and 42 (fire hydrants) of S/6438/07/O
- 6.1.3 S/2307/17/FL – Thatched Cottage, Caxton Road – Extension to thatched cottage and fernery
- 6.2 SCDC Decision notices
- 6.2.1 S/1413/16/FL – Manor Farm, Alms Hill – Change of use of a grass paddock (Area A) to a small scale campsite and part of an unused barn (Building B) to house toilets/showers, waste disposal and washing facilities – Permission granted.
- 6.2.2 S/0879/17/DC – Parcels 5A(S), 5B(S) and 5C, Upper Cambourne – Discharge of condition 40 (drainage details) of S/6438/07/O – Permission granted.
- 6.3 Tree works applications

6.3.1 S/2292/17/TC – Old Sweet Shop, 22 High Street

7. Finance, procedure and risk assessment including to consider any urgent work required because of health and safety or risk

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

7.2 Play inspection report and to consider any works required

Frank Haxton writes:

“I will follow up the actions required after review by the PC.”

Playground Operational Inspection Report for Bourn Parish Council July 2017

Jubilee Play Field

Repairs / Modifications Completed or In-hand.

1. Pavilion steps & paved area. *Completed.*
2. Rotted gate post to enclosed playground. *Replaced with new post.*
3. Multiplay Tropica See RoSPA Report. *Weeds removed.*

RoSPA Annual Safety Inspection: Comment and Action Proposed

Jubilee Playfield

1. Picnic Table in Enclosed Playground. Table too close to junior swings. Relocate when table is replaced as it is near the end of its useful life. No further action. Risk VL
2. Bench in Enclosed Playground. Bench not fixed down and in need of repairs. This has been removed for a second time! Re-fix and repair by self-help. Risk VL
3. Bushes Overgrown. General bush trimming required including to access from the Lalbach and the from Caxton End Road. Risk VL
4. Agility Trail. Chain Worn. Measurement (with a Vernier slide gauge) shows that the chain is serviceable. No action.
5. Ground Erosion. Foot pads with surplus rubber tiles to be dug in as self-help. Risk L
6. Climber Igloo. Gaps in safety surface tiles to be mastic filled. Advice to be taken on mastic type and filled as self-help. Risk L
7. BMX Humps. Erosion to be Made Good. Quotation required from grounds maintenance contractor. Risk M
8. Soccer Nets and Posts. Nets loose and holed, post has sharp broken bracket. Sports club to action? Risk M
9. Multiplay. One of the two rotating units is misaligned and jams. Re alignment of foundation required. Risk L
10. Rocker Horse. Replace Foot board. Risk L

11. Embankment Slide. Cut back vegetation to side and overhead. Risk L

12. Basket Swing. Manufacturer claims that this item conforms to all standards but the basket is the wrong type. Replacement basket to be priced for PC decision. Risk M

13. Safety Surfaces Slippery. Volunteer to scrub with anti-algae wash? Risk VL

Hall Close Play Field

Repairs / Modifications Completed or In-hand.

1. Safety fencing around the culvert collector basin has been replaced by a more permanent and robust fence.

RoSPA Annual Safety Inspection: Comment and Acton Proposed

1. Ditch. Barriers and guards recommended. Risk M

2. Toddler Swings. Bushes and Shackles Worn. Measurement (with a Vernier slide gauge) shows that the parts are serviceable. No action.

3. Goal Post Net Holed. Self help repair to be undertaken. Risk L

4. Junior Swings. Shackles Worn. Shackles to be precision measured as self-help.

Frank Haxton

10 July 2017

7.3 To consider any matter which is urgent because of risk or health and safety and the Clerk's use of her delegated powers between meetings

The Clerk used her delegated powers to contract Nutcombe to attend to plumbing problems at the Pavilion following a request from BSC.

7.3.1 Pavilion plumbing problems to consider quotation

Nutcombe have written "following on from our visit we would recommend the following works:
Supply and fit new high neck pillar taps to sink.

Replace waste fitting on Belfast sink

Supply and fit PIR activated urinal auto flush battery operated. Can be hard wired at an additional cost.

All for the sum of £461.59 plus VAT @ 20%

We have adjusted the urinal flush valve (cisterniser) to its minimum setting. If this proves sufficient for your needs please deduct £290.95 from the above price."

7.4 Appointment of Internal Auditor

8. Members' items for info only unless clearly stated

8.1 Planning Working Group, Coalition of Parish Councils report and EIP report

Cllr Jones to report.

8.2 Assets list verification and/or removal of items and valuation of same^(LR)

The Clerk reports that 15 bins were removed from the assets list by the Parish Council when SCDC informed all parish councils that they were taking over ownership and maintenance responsibility for the bins and in return they would empty free of charge. Two bins on the Jubilee were removed from

the assets list in August 2016 after the Parish Council had “RESOLVED that the old bins should be removed from the assets list and that Bourn Sports Club should replace them with new Topsy bins which are to be paid for by the Sports Club.”

8.3 Proposal that the Council considers if a defibrillator could be installed at the sports pavilion
Cllr Jagers to report.

8.4 Speedwatch

8.5 Bourn Parish Council’s successes – to note

8.6 Allotments tree problem ^(LR)

8.7 Hall Close white line markings ^(LR)

9. Correspondence

9.1 Construction Design and Management (CFM) Regulations – to note

These revised regulations are now in force and impose additional requirements on clients commissioning building work.

The main purpose of the Regulations is to ensure that Health and Safety requirements are being met and whilst the main responsibilities for that lie with the contractors undertaking the work the Regulations also require clients to take some responsibilities and to be involved in the safe execution of the work.

For the avoidance of doubt these regulations apply to all building work, including building maintenance work, of any size from a replacement tap washer or a boiler service upwards and are not to be confused with larger projects (more than 500 person working days or more than 30 working days on site when on any one day there are more than 20 operatives onsite) where there is an additional requirement to notify the Health and Safety Executive (on Form F10) that building work is taking place in addition to the requirement of CDM 2015.

The principal requirements of the new Regulations are that you need to appoint a Principal Contractor and a Principal Designer

10. Closure of meeting