

## Clerk report to Bourn Parish Council 17 January 2018

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

1. Apologies for absence – Cllr Blair
3. To approve the minutes of the meetings on 15 November 2017 and the extra-ordinary meeting on 20 December 2018 - attached
4. Matters arising
- 4.1 (5.1) Green Energy S106 Funding – to consider SCDC advice regarding renewable energy funding and its use towards the Pavilion project

James Fisher S106 Officer at SCDC has advised:

“When I met with Cllrs Jagers and Blair I re-emphasised my views which I had expressed in previous correspondence (specifically 21 Nov).

I did agree to run this by a different lawyer and the response I have since provided to Cllrs Jagers and Blair is set out below. I have not had a response.

Dear Cllrs Jagers and Blair

As promised I have shown the UU to a lawyer and (without telling them any of the background information) have asked whether Bourn Parish Council can only spend the £10,000 on putting PVs on Bourn Village Hall.

The answer I have back is pretty much the same view which I have expressed and which is “... they are intended to spend the £10,000 on the Renewable Energy Works as defined in the agreement but there is nothing in the agreement in terms of a formal covenant by the Parish Council to only spend it as such”.

I am not sure that this gets the Parish Council any further forward. The question therefore that the Parish Council needs to consider is what action it will take (if any) to limit its risk exposure from any future attempt by the applicant to recover monies.”

Correspondence dated 21<sup>st</sup> November 2017 from James Fisher

“As Stephen Reid now works for Cambridge City Council he has passed your e-mail to me to respond to.

Having read the terms of the UU dated 30/11/2012 it is clear to me that the Developer had to;

- (a) undertake at the expense of the Developer a structural survey of the buildings comprising Bourn Village Hall in order to ascertain what Renewable Energy Community Works may be safely erected on the roof of such buildings without compromising the structural integrity of such buildings and
- (b) to submit for approval in writing from Bourn Parish Council detailed drawings and specification of the Renewable Energy Community Works

if approval is given by Bourn Parish Council to carry out and complete or to procure that the Renewable Energy Community Works are carried out and completed within 12 months of the Commencement Date in accordance with the drawings and specification approved by Bourn Parish Council provided that the cost of undertaking such works does not exceed £10,000

If the Developer is unable to procure that the Renewable Energy Community Works are carried out and completed following the Commencement Date in accordance with the provisions of this Deed (then the Developer covenants with the Council and Bourn Parish Council it will pay or procure payment of the sum of ten thousand pounds (£10,000) to Bourn Parish Council in lieu of carrying out the Renewable Energy Community Works

In his e-mail Stephen suggests that Bourn PC is now in receipt of £10,000.

The Renewable Energy Community Works means those works at Bourn Village Hall required to erect photovoltaic modules with a generating capacity of between 2KWp and 4KWp (depending upon the maximum that can reasonably be erected on the roof of the Village Hall) together with the necessary fixings and any ancillary equipment including inverters, meters, monitoring equipment, associated works and cabling and other media together with the conduits containing them

You have provided a Plan of the Pavilion Modifications and have asked whether the Parish Council may use Renewable Energy Community Works towards these work.

The work Pavilion Modification work comprises the following:

- (a) Removal and moving of electrical circuits currently going through wall.
- (b) Removal of wall (not believed to be load bearing – this needs checking by the chosen contractor).
- (c) Making good with application of new plaster and paint.
- (d) Removal of small walls associated with shower.
- (e) Removal of shower tiling, shower floor and removal or sealing off of associated plumbing.
- (f) Installation of new flooring throughout the old changing room and creation of good join with existing flooring in club room.
- (g) Fitting of shelving and cupboards along one wall (rightmost wall as per Figure 2).
- (h) General making good up to the same standard as the rest of the building interior.

It is my view that none of these works comply with the very specific terms of the Renewable Energy Community Works as defined by the UU. It is important that this contribution is spent on its intended purpose as this was a material consideration in the grant of the planning permission (report 7 November 2012).”

Stephen Reid’s previous advice to the Parish Council in 2015 is below:

“It is my own view that use of monies in relation to the Village hall would be permissible where such monies were used for Renewable Energy Community Works and therefore think this is where the Parish should concentrate to ensure that if new heating is to be organised at the Village hall it is organised in a way where the money can reasonably be viewed as spent on Renewable Energy Community Works.

If that is not possible then I would recommend that there be a further discussion with the party which has made the payment to see if alternative arrangements can be formally agreed for the use of the monies.”

Other

Thanks were given by Caxton Parish Council to Bourn Parish Council for the £157.50 received for the gate, but The Ramblers provided a grant in the end, and the cheque has been refunded.

- 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 <sup>(SJa)</sup>  
See item 4.1.
- 5.2 (5.2) BT phone box adoption and installation of defibrillators <sup>(LR)</sup>  
Cllr Rolfe to report.
- 5.3 (5.3) Bourn Sports Club Working Group proposals for modifications to Pavilion <sup>(SJa, DOB)</sup>  
Cllr Jagers to report on the Sports Pavilion building project.

- 5.4 (5.4) Broadway POS – to consider the specification for a goal  
Clls Jagers and Rolfe to report.
- 5.5 (5.5) Relocation of the notice board at Village Hall car park  
Cllr Rolfe to report.
- 5.6 (5.7) Speedwatch  
Cllr O’Brien to report.
- 5.7 (5.8) Sycamores at Allotments – to consider report and recommendation from Tree Warden  
Cllr Rolfe to report.
- 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/4324/17/DC – Area GC 15, Cambourne – Discharge of condition of planning permission S/6288/05/RM
  - 6.1.2 S/4213/17/VC – 51 High Street – Variation of Condition 2 (Changing the design of rendering the whole building) of planning application S/3414/16/FL
  - 6.1.3 S/4015/17/DC – Storage building at Golders Farm, Fox Road – Discharge of Condition 3 (Phase I and II Geo Environmental assessment of planning permission S/0532/17/PA
  - 6.1.4 S/4417/17/FL – 11 Caxton End – Single storey rear extension
  - 6.1.5 S/4241/17/FL – 3 Baldwins Close – Front and rear extension
- 6.2 SCDC Decision notices
  - 6.2.1 S/2764/16/OL – Land off Grafton Drive, Caldecote – Outline planning permission for the residential development of up to 58 dwellings with associated infrastructure, landscaping and public open space. All matters reserved – Appeal allowed.
  - 6.2.2 S/3523/17/DC – Storage building at Golders Farm, Fox Road – Discharge of Condition 1 (Foul water drainage) and 2 (Surface water drainage) of planning permission S/0532/17/PA - Permission granted.
  - 6.2.3 S/3507/17/FL – The Grange, Broadway – Creation of a new agricultural farm access track to the farm buildings at the Grange, Bourn – Withdrawn.
  - 6.2.4 S/3633/17/FL – Brooklands House, 167 Caxton End – Single Storey rear extension – Permission granted.
  - 6.2.5 S/4328/17/DC – Area GC15, Cambourne – Discharge of Condition of planning permission S/1371/92/O – Permission granted.
- 6.3 Tree works applications
- 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
  - 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  
None at the time of writing.
  - 7.4 To review the budget FY2018 and consider arrangements for any outstanding projects  
**Attached.**
  - 7.5 To consider and approve the budget for FY2019  
**Attached.**
  - 7.6 To set and demand the precept for FY2019

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 Highways  
Cllr Bruce to report.
- 8.3 SCDC Funding Pot  
Cllr O'Brien to report. He has provided the following link:  
<https://www.scams.gov.uk/news/£55000-funding-pot-could-help-communities-go-green>
- 8.4 Construction of Bourn Historical Archive  
Cllr Blair has written:  
"Les has found a website <http://www.slaughamarchives.org/> which hosts images and the history of a village and believes he could do something similar for Bourn. Another parish in SCDC obtained a grant of £500 towards setting up a website, so we may be able to get a grant to help set the site up."
- 8.5 Newsletter publication – to discuss and agree suggested dates and content  
Cllr Jagers to report. She has written:  
"I would like to propose the following dates for newsletter publication for the year - 5th April, 5th July, 4th October and 4th January. Additionally, I suggest that content includes a consistent series of topics and that the relevant councillors provide copy (I am happy to shape it if required as long as I have some content to start with) for each one, e.g. Highways/Transport, Play areas/Outdoor space, Planning/Development, Bourn Airfield, Police/Crime/Security, Village Events, etc. I would also like to add a regular section outlining the PC's achievements/focus areas for the preceding quarter (perhaps just short bullet points) and a list of areas we plan to focus on in the forthcoming one(s). If acceptable to all, I would need all text for inclusion three days ahead of the publication dates. If you could all review those topic areas and be able to add/modify the list that would be helpful."
- 8.6 Bourn Traffic Management – Speed limits and road signage  
Cllr O'Brien to report. He has forwarded the following correspondence from Andi Caddy of CCC:  
"Thank you for contacting the County Council about the possibility of implementing a weight limit through the village of Bourn.  
The County Council has a policy for this which can be found using this link:-  
[https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/HGV\\_policy\\_may2015.pdf?inline=true](https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/HGV_policy_may2015.pdf?inline=true)

We get a great deal of requests for weight limits and unfortunately in a lot of cases it is very difficult to mitigate against unwanted HGV traffic. From a County Council point of view we must be clear in our justifications for such measures, and this would be solved by the relevant Parish conducting a traffic survey which is something that has to be carried out by the PC.

Once there is a clear justification and if funding can be found a weight limit could then be considered. At present the legislation available to us is such that only a 7.5t and 17t options are the only ones available to use. There is no 11t restriction in current legislation and I do not believe there are plans to introduce one in the future.

Please let me know if you require further guidance."

Kind regards

Andhika Caddy

Policy & Regulation Engineer

Cllr O'Brien's report giving recommendations and proposals for improved signage and speed limits, at the three entrances to the village, is attached, giving photographs of the locations for the proposals detailed below.

8.7 Proposal that the Council considers the forthcoming elections<sup>(SJ)</sup>

8.8 Bourn Parish Council's successes – to note

9. Correspondence

9.1 Resident – dog fouling

“There really needs to be some action on the issue of dog poo in the village.

As a parent of a child at Bourn Primary we dodge piles of poo on the pavement of Hall Close and in the play area at the end of Riddy Lane and Hall Close on a daily basis.

It's disgraceful to think that people find it acceptable to leave piles of dog poo in the middle of the path or grass anywhere, but so close to a school and actually around the play equipment is unthinkable.

I appreciate it is a very hard thing to police but in a kind hearted and community minded village like Bourn, I think the residents could do so much better.”

9.2 Cllr Mark Howell – Litter collecting

“The County Council run the following scheme. However, in the January I shall be able to give you more information regarding a scheme South Cambs will be bring out.”

<https://ccc-live.storage.googleapis.com/upload/www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/Community%20Highways%20Volunteering%20Scheme%20Information%20Pack%202017-18.pdf?inline=true>

9.3 CCC – Greater Cambridge Partnership Cambourne to Cambridge Phase One Consultation

“We are writing to inform you that public consultation on the Cambourne to Cambridge better bus journeys scheme will formally open on Monday 13 November 2017. The consultation will last 10 weeks coming to a close on 23:59 on 22 January 2018.

The consultation will focus on the first phase of the scheme, a bus route between a new Park and Ride site and Cambridge.

A range of public events will be held across the area from 20 November with GCP officers available to discuss the options in more detail with people in the community. Full details of the events taking place will be published later this week.

The consultation web page can be found at [www.greatercambridge.org.uk/C2C](http://www.greatercambridge.org.uk/C2C) where the consultation survey will go live on 13 November.

For more information please email us at [contactus@greatercambridge.org.uk](mailto:contactus@greatercambridge.org.uk)

***On behalf of The Greater Cambridge Partnership***

9.4 SCDC Consultation on main modifications to the South Cambridgeshire Local Plan and Cambridge Local Plan

“The Cambridge Local Plan and South Cambridgeshire Local Plan were submitted for examination in March 2014. The plans set out how the development needs in the area will be met to 2031. The examination process is being carried out by independent planning inspectors to determine whether the Local Plans are ‘sound’ and have complied with the necessary ‘legal requirements’.

You have received this email because you made comments on the local plans at an earlier stage during their preparation, or you are a consultee or have requested to be notified.

*Why are the Councils carrying out consultation?*

Following completion of examination hearings into the Cambridge Local Plan and South Cambridgeshire Local Plan in July 2017, the plans have reached the next key stage in the process. The Inspectors have now asked that consultation be carried out on Main Modifications which may be necessary in order for the Local Plans to be found 'sound', although this should not imply that they have come to any firm conclusions on the soundness of the Plans with or without these modifications.

The Councils are therefore consulting on the Main Modifications identified by the Inspectors and the associated Sustainability Appraisal of the Main Modifications. At the same time the Councils have published some Additional (minor) Modifications, such as typographical errors and factual updates.

*How and when can I make comments?*

Comments can be made between 9 am Friday 5 January and 5pm on Friday 16 February 2018.

Details of where you can view the consultation documents and how to submit comments can be found on the enclosed public notice, or alternatively please look at our websites:

[www.cambridge.gov.uk/mainmods](http://www.cambridge.gov.uk/mainmods) or [www.scambs.gov.uk/mainmods](http://www.scambs.gov.uk/mainmods)

*What can I make comments on?*

The Main Modifications Consultation Report explains the purpose of the consultation and includes schedules of modifications for each Local Plan. The modifications identify specific changes to the wording of the Local Plans submitted in March 2014 or to the associated Policies Maps; the modifications contained in the consultation document need to be read alongside the Local Plans:

- Cambridge Local Plan: [www.cambridge.gov.uk/local-plan-review](http://www.cambridge.gov.uk/local-plan-review)
- South Cambridgeshire Local Plan: [www.scambs.gov.uk/localplan](http://www.scambs.gov.uk/localplan)

This consultation does not repeat the consultations already carried out on the Proposed Submission Local Plans in Summer 2013 and the Proposed Modifications Joint Consultation in December 2015. As a result this consultation does not include modifications that have previously been consulted upon, unless that modification has been further amended subsequently. Where such amended modifications are included in this consultation, comments are only invited on the new parts of the modifications (bold text) and not earlier parts of modifications that have previously been consulted on. The 'provisional' modification from 2015 to allocate land south of Cambridge Biomedical Campus for employment development is included in this consultation, with revisions.

The Inspectors have advised the Councils to take a rigorous approach to accepting only those comments that relate to the published modifications. Any comments that go beyond commenting on the Main Modifications or the accompanying Sustainability Appraisal will not be registered.

*What happens next?*

The Inspectors will consider all the registered comments and decide whether any further hearings are required, or any issues need to be revisited. At the end of the examination process they will present their final conclusions in their Reports into the examination of each Local Plan. If the plans are found 'sound', with any necessary modifications, they would be able to be adopted by the Councils.

Please let us know if you no longer wish to be kept informed. If you have any queries, please do not hesitate to contact the planning policy teams at Cambridge City Council or South Cambridgeshire District Council.

We look forward to hearing from you.

Yours faithfully

Stephen Kelly

Joint Director for Planning and Economic Development  
for Cambridge and South Cambridgeshire

9.5 SCDC – Notice of expiry of ACV listings

- 9.5.1 The Willow Tree Public House, 29 High Street
- 9.5.2 Lalbagh Indian Restaurant, 49 Alms Hill
- 9.5.3 Bourn Surgery, 25 Alms Hill
- 9.5.4 Green Space, Corner of Hall Close and Church Street, Bourn
- 9.5.5 Hall Close Play Area
- 9.5.6 Village Stores and Post Office, 8 Short Street
- 9.5.7 Jubilee Playing Fields, Alms Hill
- 9.5.8 Village Hall, Short Street
- 9.5.9 Bourn Church of England Primary Academy, Riddy Lane
- 9.5.10 Bourn Sports Pavilion, Jubilee Playing Fields
- 9.5.11 Broadway Play Area

Attached.

9.6 SCDC Cleaner Communities Pilot scheme

“I’m writing to let you know about two new environmental initiatives we’re working on that could benefit your area. As you know, the Council provides a street sweeping and litter clearance service across the whole of South Cambridgeshire. I’m aware many parishes supplement our work with services of their own, addressing local priority issues not always covered by us. I very much appreciate these efforts from parishes.

To assist you further, and following a number of requests from parishes and community groups, I’ve been working with officers from our Shared Waste Service to see what additional support we can provide to you. With that in mind, we have developed two pilot schemes which we are hoping to trial with a limited number of volunteer parishes during a six-month period, starting in the New Year.

The first pilot is aimed at supporting community-led ‘Spring Clean Ups’. The second provides street sweeping kit, including a ride-in sweeper, for community volunteers to use. These pilots would be run at no cost to parishes, apart from the enthusiasm of the volunteers. If successful I would look at extending the schemes across the whole district.

I have attached a short note giving further details of both pilots. At this stage, I’m looking for expressions of interest from parishes who may like to volunteer to be part of one or both pilots. If you are interested in taking part, or require any further information, please reply to this email by 21<sup>st</sup> January 2018, attaching a completed copy of the enclosed ‘Expression of Interest’ form.

I look forward to hearing from you.”

Regards

Cllr Mark Howell

Portfolio Holder for Health & Environmental Services

**South Cambridgeshire Street Sweeping Tools & Community Events**

South Cambridgeshire District Council is developing several community led initiatives to promote and support community litter picks, street sweeping, re-use and recycling throughout the district, which will supplement the Council's own programmes.

### **Street Sweeping Tools - Pilot Scheme**

This pilot scheme will provide the following additional tools to communities to support the valuable work of volunteers who help keep their communities clean and clear of litter.



The pilot will run from early in the New Year until June 2018, culminating in a review.

Communities can book out either a small ride-in street sweeper for sweeping sections of road and wide tarmacked paths, such as cycle paths, or a self-propelled leaf and litter vacuum for clearing debris and rubbish in areas such as car parks, retail areas, playing fields and parks.

Tools can be booked out for up to two days by communities who have volunteered to take part in the pilot, to be used by volunteers who have undertaken the required driving licence checks, health and safety and operations training.

The Council's Shared Waste Service will deliver the tools along with a skip for waste storage to an agreed safe and secure location and return to collect both after use.

Communities will be asked to undertake simple mapping and record keeping and to provide feedback on the use of the vehicle which will inform the evaluation of the pilot scheme.

*Above: Ride-in sweeper for sweeping sections of road and wide tarmacked paths e.g. cycle paths*

*Left: Self-propelled leaf & litter vacuum for clearing debris and rubbish in areas such as car parks, retail areas, playing fields and parks.*



### **Community 'Spring Big Clean' Events**

The council is also offering various levels of support to communities who wish to run their own Spring Clean Up event

in the New Year, including:

#### **Community Litter Picks**

Organised and managed by Parish Councils with the Council providing litter pickers, gloves, bags and collection and disposal of the collected litter.

#### **Supported Community Litter Picks**

as above with the addition of:

- Provision of some operational staff to work with the community volunteers to encourage separation of recyclables by providing clear sacks
- A stall to give out food caddies and reuse / recycling advice.





**Supported Community Litter Picks with Environmental Action Day**

As above with the addition of

- Additional communication support in advance of the day.
- A ‘take it or leave it’ stall to swap preloved items
- Skips for reuse or recycling various bulky materials like electrical items, metal and wood.
- Additional deployment of the sweeper to cleanse hot spots within the community.

Expression of interest form below:

**South Cambridgeshire District Council  
Cleaner Communities Pilot Schemes  
Expression of Interest**

**Parish Council:**

**Community Scheme Lead (rep on Parish Council)**

**Name:**

**Role:**

**Email:**

**Telephone:**

We would be interested in taking part in the following Pilot Scheme elements:

Pilot Scheme 1 – Community ‘Spring Clean-Up’:

*(please tick against each element parish is interested in taking part in)*

- Promotional support for pre-planned parish event
- Community Litter Pick(s)
- Environmental Action Day(s)

Pilot Scheme 2 – Street Sweeping:

*(please tick against each element parish is interested in taking part in)*

- Ride-In sweeper
- Leaf & litter vacuum sweeper

Current supplementary activities carried out by parish council/community groups e.g. weekly additional litter picks etc. Please give details (who, what, when)

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**9.7 Kingston Parish Council – enquiry regarding General Data Protection Regulations**

“You will no doubt all be aware of the forthcoming General Data Protection Regulation, which becomes effective on 25 May. One of the requirements is that parish councils must appoint a Data Protection Officer (DPO). For further details you may find it useful to refer to NALC Legal Briefings L04-17 (July 2017), L05-17 (August 2017) and more recently L10-17 (December 2017).

Kingston Parish Council recently decided that the Clerk could take over the function of DPO since the duties were (in the case of Kingston anyway) unlikely to be very onerous or time-consuming, and could easily be combined with the Clerk’s other duties. However the latest Legal Briefing from NALC (copy attached) makes it clear that in most cases the Clerk cannot perform this function due inability to satisfy all requirements for the job, most notably an absence of conflicts of interest.

I will brief our Parish Council at our next meeting (Tuesday 9 January) on this new development. It looks as if we need to reconsider how we will satisfy the requirement to appoint a DPO.

The purpose of this email therefore is to ask you what your councils are proposing to do? The guidance doesn't say if a Councillor can be appointed, but I imagine this will not be acceptable for the same reasons. It looks as though we will have to appoint an external person, who (according to the regulation) must satisfy a number of requirements including being 'expert in Data Protection law and practices'. Perhaps persons (eg LGS Services) will appear on our horizons offering this service before long. If not, I wonder if we could join forces and share a suitable specialist? Perhaps, to avoid the complications of multiple employers, one of the larger councils could employ somebody, organise their training, and sell their services to other smaller councils.

It's early days to make firm decisions or commitments, but I would appreciate some feedback before our meeting if possible – we only meet every other month so we only have 3 meetings between now and when the new regulation comes into force.”

Other

CAPALC have written:

“The National Association is campaigning with government on the effect this legislation will have on parish councils when it comes into force in May 2018.

We have planned 3 sessions in March 2018 by which time we believe we will have the final version of the scheme as it will apply to the parish council sector.”

10. Closure of meeting