

## BOURN PARISH COUNCIL

### Minutes of the meeting of Bourn Parish Council, Wednesday 20 June 2018, 7:30pm in the Village Hall

**Present:** Councillors:

Dr N Blair (Chairman)	Ms A Bourne
Mrs V Bruce	Ms S Jagers
Mr S Jones	Mr D O'Brien
Mr L Rolfe (Acting Clerk)	Mr N Stutchbury

**Also in attendance:** 8 members of the public,  
County Councillor Mark Howell, District Councillor Tumi Hawkins

#### Comments and observations from members of the public and County and District Councillors

Councillor Howell spoke at length about Addenbrooke's Hospital, Papworth Hospital's forthcoming move into Cambridge and the underlying problems for the County Council over transport. He also explained that there had been an £18m cut in funding for social services.

(Councillor Howell left the meeting at 7.50pm as he had other Parish Council meetings to attend.)

Two residents asked whether anything could be done about the steady increase in traffic generally through the village and especially at rush-hour times and, in particular, the dangers on the High Street between the Willow Tree and the War Memorial green with legally parked vehicles whilst other vehicles were driving too fast and blind up Chapel Hill. Yowly, a village-based website design and development partnership, having been asked to consider setting a new modernised website for the Parish Council brought some printed samples of their work for consideration. These were distributed to councillors for future determination.

(Cllr Stutchbury arrived at 8.05pm)

Residents from Riddy Lane, both in person and by letter complained about the fencing off an area of grass verge by a resident in Baldwins Close to extend his garden. It was suggested that the council should approach HM Land Registry to determine the correct property boundary.

#### 1. Apologies for absence

Cllr Stutchbury had apologised in advance for arriving late from another meeting.

#### 2. Declarations of interest

None

#### 3. Approval of minutes of last meeting

RESOLVED that the minutes of the meeting on 16 May 2018 be approved and signed by the Chairman. <sup>(prop VB, 2nd AB)</sup>

#### 4. Matters arising from last meeting or a previous meeting

##### 4.1 Consideration of Parish Council's policy regarding consultation with Countryside Properties.

Cllrs Jones and O'Brien had drafted a letter to Countryside Properties with a view to relaxing the council's views about engaging with the company. The substance of the letter was agreed and it was RESOLVED that the policy of non-engagement should be set aside and that the letter, requesting a meeting with the company's representatives should be sent. <sup>(prop NB, 2nd SJA)</sup> The subject should be added to next month's agenda to consider Countryside Properties response.

##### 4.2 Re-siting of 20mph sign on Riddy Lane.

Cllr Bruce is in discussion with the resident and CCC Highways Department to agree a mutually acceptable date and time for an on-site meeting to discuss the logistics of moving the sign.

##### 4.2(2) Traffic calming measures

Cllr O'Brien gave examples what's available and at what cost. Local Highways Initiative from CCC won't put up more than £10k, the Parish Council must put in the remainder of at least 10%. Signage around the village is often not visible because of vegetation or unclear because it needs cleaning. It was agreed that Broadway and Alms Hill from The Drift into the village needed most attention and that another vehicle-activated flashing sign would

be effective. Cllr Jones suggested trying to get another 20mph zone between the doctor's surgery and the Willow Tree. Those present agreed that the newest layout through Knapwell was effective with four chicanes alternating priority. One question raised was whether the council should try to get everything done in one hit or spread out over several years. Whatever was agreed should try to convince drivers that going through the village was not a good idea or an easy route. The working group would look at all options. Co-opted onto the working group were residents, Gill Macnamee, who was present and accepted, and, hopefully, Roger McClure, whom Cllr O'Brien agree to approach.

(at this point the Chairman brought forward item 6.3)

6.3 Riddy Lane Conservation Area

There was considerable discussion following on from the comments from village residents especially from Riddy Lane about the fencing-off and cutting down of trees on the grass verge at the rear of 3 Baldwins Close. The matter had been brought to the attention of both the County and District Councils who were investigating and the council is awaiting replies. It was agreed that the Clerk should obtain, from HM Land Registry, a detailed map showing the registered property boundary. Cllr O'Brien would continue to liaise with Charles Swain, SCDC Enforcement Officer.

4.3 .gov.uk internet domain and updating of website

Cllr Rolfe will be attending a CAPALC conference next week at which one of the subjects being covered is the use of council internet domains and non-personal email addresses and would report at the next meeting. Following the presentation earlier in the meeting about website design Cllrs Jagers and Rolfe would liaise with the designers.

4.4 Litter picking

Cllr Bourne had written to the local Scout Group to ask if they would be interested as it could be part of their community involvement. It was suggested that contact could be made with the take-aways at Caxton Gibbet as a lot of their packaging ends up on local grass verges. Cllr Bourne agreed to contact them to see if they might fund litter-pickers and/or hi-vis jackets.

4.5 Tennis courts resurfacing

The recommendations from Frank Haxton were considered. The budget for complete resurfacing could be as much as £20k. The Sports Club wondered whether a grant application could be made, either by them or the PC.

(District Councillor Tumi Hawkins arrive at 9.00pm from a meeting at SCDC)

4.6 War Memorial and wreath-laying

Cllr O'Brien announced that local residents, Alan and Sally Ward, were prepared to take on the responsibility of keeping it clean and tidy. At the same time the resident who has always obtained the flowers and planted them around the memorial explained that he and his wife would no longer be able to undertake that task. It is hoped that Alan Ward will take on that job as well.

(The meeting agenda was adjourned at 9.05pm for Cllr Hawkins to give a brief report)

Cllr Hawkins gave an update on the changes being made at SCDC since the Liberal-Democrats took control.

(The agenda was restarted at 9.15pm)

(Cllr Hawkins left at 9.20pm)

**5. Reports on progress of ongoing projects**

5.1 Green Energy S106 Funding and letter to Skylark Meadows Solar Park

Subject to be held in abeyance until more advice is forthcoming.

5.2 Installation of defibrillators

Cllr Stutchbury agreed to take over the grant application for these with the assistance of two concerned residents.

5.3 Bourn Sports Club Working Group – Pavilion modifications

It was noted that the last part of the work – the new flooring - was in progress and would be completed in the next few days after which Frank Haxton would be asked to inspect to final result.

**6. Members requested subjects for discussion**

6.1 Asset list updating

Cllr Rolfe explained that the internal auditor recommended that the asset list had not been kept correctly, values should never change from the original purchase price, and that more information was required. It was suggested that this work could be allocated to the new clerk.

## 6.2 Councillor training

CLLrs Bourne and Stutchbury had both attended a recent basic training course at Cambourne. Data for other courses being organised by CAPALC would be distributed.

## 6.3 Riddy Lane Conservation Area

item taken earlier.

## 6.4 Bourn Brook and flooding risk

CLlr O'Brien had met with Nigel Ball and they had inspected the drainage from Cambourne which building contractors had put in as temporary measure. It was considered that this would not be problematic but that, once building work started, the expansion of West Cambourne could be. There was also problems with some landowners not keeping ditches on and around their properties clear. There were some problems over the ownership of trees on the banks and silting up in some areas. Himalayan balsam had been cleared again and, because it was being done regularly, the problem was diminishing. The problems over property insurance was something that was not easy to deal with; the insurance companies made their own rules.

## 6.5 Speed limits and Local Highways Initiative Projects

Dealt with under item 4.2

## 6.6 Sports Pavilion CCTV and keys

CLlr Rolfe explained that, following an incident in the car park, the local PCSO had asked to check the CCTV recording. It appeared not to be working and that no member of either the Parish Council or the Sports Club knew how to operate it. As the system valued on the asset list, and insured for in excess of £6k, it was agreed that the council should have the system checked over professionally. It was also agreed that CCTV in the area was important and that, should the system be considered defunct, then quotes should be requested for a new, modern system. CLlr Rolfe was asked to contact Alarm Maintenance, who are contracted to deal with the fire alarm system, to check it over.

The list of keyholders provided by the previous clerk was eight years old and out-of-date. On behalf of the Sports Club, Gill Pountain has been keeping an updated list which, when checked, showed that LGS Services held a full set. These were not handed over with the paperwork and CLlr Rolfe was asked to contact them to ask for the set to be returned.

## 7. Planning and tree work applications and related matters

### 7.1 Planning applications and related correspondence received since last meeting

7.1.1 S/1850/18/FL – Warehouse within secure compound, The Station Works, Old North Road – single storey warehouse extension.

RESOLVED that the council made no recommendation on this application. (Prop: NB, 2nd: VB)

7.1.2 S/2148/18/FL – 44 Riddy Lane – Demolition of existing side extension and new single-storey front and side extension.

RESOLVED that the council made no recommendation on this application. (Prop: NB, 2nd: VB)

### 7.2 SCDC planning decisions and appeal notices – to note

7.2.1 S/1161/18/LB and S/1161/18/FL – King Alfreds House, 16 Riddy Lane – Demolition of existing double garage and construction of a new double garage – Approved 21/05/2018

7.2.2 S/1578/18/TC – 51 Caxton End – Tree works – Approved 25/05/2018

7.2.3 S/1579/18/TC – 93 Caxton End – Tree works – Approved 25/05/2018

7.2.4 S/1666/18/NM – Field south east of Bourn Leisure Club, Toft Road – Non-material amendment of planning permission S/4885/17/FL – Approved 24/05/2018

7.2.5 S/1675/18/TP – Bourn Hall, High Street – Tree works – Approved 31/05/2018

7.2.6 S/1734/18/TC – Fairlight Barn, Short Street – Tree works – Approved 31/05/2018

7.2.7 S/1274/18/FL and S/1275/18/LB – King Alfreds House, 16 Riddy Lane – Deconstruct and remove existing workshop/store and build new single-storey, two-bedroom dwelling – Withdrawn 05/06/2018

7.2.8 S/4576/17/FL – Cottages, Two Pots Cottages, St Neots Road – Change of use to convert one dwelling to two separate units – Approved 05/06/2018

7.2.9 S/1350/18/OL – 68 High Street – Outline permission for erection of one, 1.5-storey detached house with garage – Withdrawn 08/06/2018

### 7.3 Tree works applications

7.3.1 S/2229/18/TC – 158 Caxton End – Tree works

No recommendation made.

The retrospective 5 days notice, S/2322/18/TP, on 18 June 2018 for the removal of a dangerous tree on Riddy Lane behind 3 Baldwins Close was noted.

## **8 Finance, procedure and risk assessment including any any urgent work required**

### 8.1 Financial report and payment of bills

RESOLVED that the financial report be received and that invoices, statements and bank statements be checked at the end of the meeting by the signatories before cheques are signed, that payments as listed in the financial report be approved for payment with the addition of a late invoice from Peter Johnson, £48.00, for the supply of flowers around the War Memorial.

SCDC (Election costs, May 2018)	£135.00
Oakes and Watson ( Tree works, Jubilee)	£240.00
SSE (Electricity – pavilion)	£50.04
Buchans (Grass-cutting)	£745.19
Alarm Maintenance (Pavilion fire alarm fault)	£78.00
Buchans (Error correction cheque 1881)	£10.00
Canalbs (Internal audit)	£179.17
Peter Johnson (War Memorial planting)	£48.00

Credit of bank interest for May 2018 was noted.

### 8.2 Consider the Internal Auditor's report

The report was considered and recommendations taken note of with a view to implementing changes with the new clerk.

### 8.3 Any urgent matter for health and safety and use of delegated powers between meetings

Cllr Rolfe had used delegated powers to call Alarm Maintenance to repair a fault with a fire alarm at the pavilion.

### 8.4 Increase in cheque signatories and the use of BACS payments

This had been held in abeyance because of the possibility of a change in banking arrangements (see item 8.5)

### 8.5 Change of banking arrangements

Cllr Rolfe produced information on Unity Trust Bank and asked councillors to check further about this bank on the internet. They are recommended by CAPALC and offer triple-authority making BACS payments much easier whilst High Street banks seem not to fully understand such a system or how to implement it, where available. To be reconsidered next month.

### 8.6 New custom-designed financial software

Cllr Rolfe produce information on Alpha Financial Software from Rialtas, also recommended by CAPALC, a complete financial package specifically designed for parish councils and asked councillors to check further on the internet. For a new clerk this software will produce all necessary reports over a financial year without the need for spreadsheets etc. To be considered at a future meeting.

### 8.7 Printing and distribution of quarterly newsletter

Quotation and estimated costs were produced, similar to last year, and it was agreed to authorise Cllr Jagers to follow the project to completion.

## **9. Member's reports and items for information only unless clearly stated**

### 9.1 Coalition of Parish Councils and Examination in Public

Cllr Jones reported that no meetings had been held recently but that a new letter was being drafted with regard to the all-ways junction at Girton. Cllr O'Brien, talking about the 5-year land supply for SCDC, pointed out that, in order to justify their claim was including just 160 dwellings on Bourn Airfield but seemed to be preparing to consider an application for 3500 houses.

### 9.2 Planning working group

Nothing to report

### 9.3 Highways

Cllr Bruce reported that she was still waiting for CCC Highways for a start date for the work on Chapel Hill.

### 9.4 Allotments

Cllr Rolfe advised that one plot had recently changed hands and that there was still a small waiting list.

### 9.5 Broadway POS

It was agreed that, now that the majority of work on the play area had been completed, there was no longer a need for this working group.

9.6 Tree Warden

No report

9.7 Footpaths/bridleways

Graham Bruce's report on footpaths was received and noted.

9.8 Play areas inspection

There is no report from Frank Haxton for this month as the RoSPA inspection had recently been carried out. The report is expected before next month's meeting.

There being no members of the public present by this time it was not necessary to invoke section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

9.9 Update on recruitment of new Parish Clerk

Confidential report made by the chairman to the council.

9.10 Bourn Parish Council successes

Nothing to report.

**10. Correspondence/communications received**10.1 Seating at Jubilee Playing Field

It was suggested that the resident requesting this should be contacted and met with on site to determine exactly what was required. It was also suggested that Frank Haxton should be involved with regard to safety aspects. Cllr Rolfe would make contact.

10.2 Sports Club regarding weed growth at Jubilee Playing Field

Cllr Rolfe had already spoken with the contractors who have agreed to pay more attention to the reported problem. The matter of the noticeboard will be carried forward for further investigation as ownership cannot be determined.

**11. Closure of meeting**

There being no further business, the Chairman declared the meeting closed at 10.30pm.

Signed/approved ..... Chairman

Date .....