



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

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AGENDA

17th September 2025.

**Bourn Parish Council's Meeting will be held on Wednesday 17th September 2025, 7.30 pm
at the Sports Pavilion, Alms Hill, Bourn CB23 2SH**

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Jo Perez

Jo Perez – Parish Clerk

11/09/2025

Parish Councillors:- Cllr L McClure, Cllr B Jaques, Cllr D O'Brien (Chairman), Cllr L Phillips, Cllr L Rolfe (Vice Chairman), Cllr G Smith and Cllr P Winch-Furness

The Public and Press are cordially invited to be present.

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| 25/26-92 | To receive and approve apologies for absence. |
| 25/26-93 | To receive any declarations of interest.
Comments and observations from members of the public - (comments should be relevant to items on this agenda only) |
| 25/26-94 | To consider an application for co-option of a Councillor and sign the declaration to office. |
| 25/26-95 | To approve the minutes of the parish council meeting held on the 16th July 2025, |
| 25/26-96 | To receive reports from County & District Councillors. |
| 25/26-97 | To discuss the Parish Council's response to the Bourn Draft Conservation Area Appraisal August 2025 presented by Greater Cambridgeshire Planning |
| 25/26-98 | To ratify decisions made under the scheme of delegation whilst the PC did not meet:- <ul style="list-style-type: none">a) Street Lighting energy supply moved to Suffolk Street Lightingb) Nalc payscale increase announcement and back payment made to the Clerkc) EDF smart meter installation due Wednesday 1st Octoberd) Fire Assessment at Sports Pavilion arranged for w/c 22nd September 2025e) Rights of Way – agreed strategy with CCC. Clerk written to two landownersf) Planning Application – for storage facility on Jubilee Sports Groundg) Storage of Parish Council files -Cambridgeshire Archives Services |
| 25/26-99 | To discuss and decide on an additional charge to the Sport Club for the use of Floodlights following a meeting with Sport Club representatives. |
| 25/26-100 | Discuss the Sports Club's decision to lock the Tennis Courts |
| 25/26-101 | Neighbourhood/Community Plan – survey on the website with a deadline of 30th September. |

- 25/26-102** Discuss and agree on the contract for the Caretaker for the Sports Pavilion and approve purchase of a new vacuum cleaner.
- 25/26-103** Discuss and decide on repairs to the Skate Ramp following quotations received and any further playground repairs required
- 25/26-104** Discuss and decide on any action required following the latest Footpath report and whether to write to all landowners
- 25/26-105** Update on installation of EV charger and parking bays
- 25/26-106** Discuss hiring of the Sports Pavilion by the Cubs on Monday evenings 18.15-20.15 term time only, pricing including set-up time, key/access and storage options. Scouts/Beavers may also move their meetings to the Sports Pavilion in due course.
- 25/26-107** Insurance renewal – consider quotations and approve renewal due 1st October.
- 25/26-108** Update on removal of shower and kitchen decommissioned plumbing at the Sports Pavilion
- 25/26-109** Discuss current village maintenance for grass and verge cutting and quotation received.
- 25/26-110** Discuss the current website/email service and quotation from another provider.
- 25/26-111** Update from Cllr G Smith following attendance at meeting with Pippa Heylings MP regarding EWR
- 25/26-112** Cambridgeshire County Council new highways asset management system – Aurora
- 25/26-113** Discuss and decide on PC response to the Public consultation on the Draft Planning Obligations Supplementary Planning Document
- 25/26-114** Discuss possible LHI bid for 2026/27
- 25/26-115** To approve annual renewal for Clerks membership to SLCC £240.00
- 25/26-116** To ratify Planning Applications decisions whilst scheme of delegation was in place and any further application:-
- 116.1 25/02668/FUL Land At Bourn Airfield Broadway Bourn, Construction of a temporary community and visitor hub building, associated car and cycle parking, landscaping and other associated works**
Resolved to approve the planning application.
- 116.2 25/02472/FUL Former David Ball (Db Group) Site Wellington Way Bourn Airfield Cambridge, Hybrid planning application comprising of full planning permission for the demolition of the existing buildings, and outline planning permission with all matters reserved for up to 7,800sqm/83,960sqft (GEA) of commercial floorspace falling use classes E(g)(ii) Research and Development, E(g)(iii) Industrial processes and B8 Warehouse and Distribution, and associated infrastructure works at Phase 3 of Bourn Quarter.**
Resolved to approve the planning application.
- 116.3 25/02687/FUL Mill House 49 Broadway Bourn Cambridgeshire, Erection of 1 No. dwelling on part of the rear garden the existing dwelling, reinstatement of a previous access onto the Broadway, demolition of existing curtilage structures and the introduction of new areas of hard and soft landscaping.**
Resolved to object to the planning application.
- 116.4 25/02934/REM Land Adj Gills Hill Farm Gills Hill Bourn Cambridgeshire, Reserved matters application for the appearance, landscaping, layout and scale for the communal areas following outline planning permission 23/03849/OUT (Outline planning application of 5 self-build plots, with all matters reserved except for access).**
Resolved to remain neutral on the planning application

116.5 25/02927/HFUL 36 Broadway Bourn Cambridgeshire CB23 2TA, Two storey rear extension and single storey side extension. First floor new window to the South West elevation.

Resolved to approve the planning application.

116.6 25/0752/TTCA 26 Alms Hill Bourn, T1 - Partially failed Hawthorn leaning over driveway- Remove. T2 - Cherry - formatively prune and shape by 1 meter to maintain in its current location. T3 - Prunus - formatively prune and shape by 1 meter to maintain in its current location.

Resolved to approve the planning application

116.7 25/02943/LBC Macshill Cottage Caxton Road Bourn, Replace and repair missing/rotten sole plate and upright timbers to the front and rear of the property. Repair any damaged render when timber work is complete. Render repairs will be competed with 8 x soft washed sand, 1 x sharp sand, 3 x lime putty.

Resolved to approve the planning application

116.8 25/03000/FUL 161 Caxton End Bourn Retrospective change of use of land from garden land to paddock land, permanent placement of mobile field shelter with associated concrete base.

Resolved to approve the planning application.

25/26-117

Finance.

117.1 AGAR – initial report from external auditor

117.2 Approve bank reconciliation 31.08.2025

117.3 To ratify payments made whilst scheme of delegation was in place and approve schedule of payments for September 2025

Payee	Description	Payment Method	Net Amount	VAT	Total
August Payments	-	-	-		
Expenditure					
Drax	Street Lighting - 01.06.2025 -30.06.2025	DD	£81.02	£4.05	£85.07
Drax	Street Lighting – 01.07.2025-31.07.2025	DD	£83.54	£4.18	£87.72
EDF	Sports Pavilion Electricity A-90896713	DD	£69.14	£3.46	£72.60
EDF	Sports Pavilion Electricity A-37F911DO	BACS	£20.78	£1.04	£21.82
O2	Clerks Mobile	DD	£13.43	£2.69	£16.21
Clerk	Payroll	S/O	£1,252.19		£1,252.19
Clerk	Expenses WFH	S/O	£20.00		£20.00
Clerk	Expenses Ink	BACS	£6.49		£6.49
Clerk	Expenses Mileage	BACS	£7.20		£7.20
Pension	Nest	DD	£126.88		£126.88
Scribe Bookings	Set Up Fee & Annual Fee	BACS	£365.00	£73.00	£438.00
Wicksteed Leisure	Play Equipment Repairs	BACS	£1,589.06	£317.81	£1,906.87
Hay & Rice	Website Support	BACS	£200.00		£200.00
Wickes	Play Sand – Sand Pit	DC	£7.50	£1.50	£9.00
MC Maintenance	Grass Cutting	BACS	£350.00	£70.00	£420.00
Amazon	Caretaker Supplies & Equipment	DC	£30.06	£6.02	£36.08
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
	Total		£4,234.70	£483.79	£4,719.99

September Payments

<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Net Amount</u>	<u>VAT</u>	<u>Total</u>
Drax	Street Lighting - 01.08.2025-31.08.2025	DD	£91.17	£4.56	£95.73
EDF	Sports Pavilion - A-90896713	DD	£78.47	£3.92	£82.39
EDF	Sports Pavilion - A-37F911D0	BACS	£22.12	£1.11	£23.23
O2	Clerk Mobile	DD	£13.43	£2.69	£16.12
Clerk	September Payroll	S/O	£1,143.96		£1,143.96
Clerk	Expenses WFH	BACS	£20.00		£20.00
Clerk	Expenses Ink	BACS	£6.49		£6.49
Nest	Pension	DD	£112.56		£112.56
HMRC	PAYE/NI	BACS	£250.05		£250.05
Defib Store	Replacement Battery	BACS	£205.00	£41.00	£246.00
Wicksteed	PlayPark repairs	BACS	£1,589.06	£317.81	£1,906.87
MC Ground Maintenance	Grass Cutting	BACS	£800.00	£160.00	£960.00
PWLB	Parish Council Loan	DD	£1,762.90		£1,762.90
Amarilla Molnar	Caretaker Duties (6.5 hours- August)	BACS	£130.00		£130.00
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
	Total		£6,229.46	£531.09	£6,760.55

25/26-118 Payments Received – July/August 2025.

- £56.00 Gaming Club – Sports Pavilion payment July/August 2025
- £31.50 Bourn Cubs and Scouts – Sports Pavilion June 2025
- £25.00 PTA Bourn School Association
- £580.00 Reimbursement from Neighbourhood Plan
- £1,509.66 CCC Grass Cutting contribution

25/26-119 Items for next agenda (October 15th 2025).