



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

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AGENDA

21st January 2026.

Bourn Parish Council's Meeting will be held on Wednesday 21st January 2026, 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

15/01/2026

Parish Councillors:- Cllr A Kent, 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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| 25/26-163 | To receive and approve apologies for absence. |
| 25/26-164 | To receive any declarations of interest.
Comments and observations from members of the public - (comments should be relevant to items on this agenda only) |
| 25/26-165 | To approve the minutes of the parish council meeting held on the 19th November 2025, |
| 25/26-166 | To receive reports from County & District Councillors. |
| 25/26-167 | Update on the Village Survey pamphlet, printing, delivery and information on Neighbourhood Plan policy update |
| 25/26-168 | Update on Fire Risk assessment, new extinguishers and record books in place |
| 25/26-169 | Discuss the Local Plan document and Parish Council response before the deadline of 31st January |
| 25/26-170 | Discuss and decide on the proposal to set up a working group for EWR, Bourn PC involvement and an annual cost of £50.00 per parish |
| 25/26-171 | Discuss outcome of meeting held with A428 Social Fund representative regarding match funding due to S106 money not being available |
| 25/26-172 | Discuss and decide on the funding request received from bourn parish church for £600.00 towards the annual grass cutting of the church yard. |
| 25/26-173 | Discuss and decide if the PC wishes to receive a Free Commemorative tree and plaque provided by SCDC |
| 25/26-174 | Discuss and decide on the request by the Sports Club to contribute towards the cost of key cutting for the Sports Pavilion storage room |
| 25/26-175 | Discuss planning applications received and ratify any decisions made whilst PC did not meet:-
Ratify:- |

175.1 25/04443/FUL - Bourn Lodge Caxton Road Bourn, Proposal: Change of use and conversion of the Coach House to use as a single residential dwelling (Use Class C3) together with a single storey rear extension.

Response - Bourn Parish Council would like to acknowledge the holding objections from both the Ecology Team and Highways for this application.

Both require additional information - including a Transports Report. We would support the consultees' reservations and the need for both requested reports.

In addition, the Waste Management Team require the refuse bins to be positioned at the end of the drive on Caxton Road. This means that consideration needs to be given to the available space for multiple bins and vehicular access and the adequacy of the visibility splays.

Discuss and decide on response:-

175.2 25/04461/HFUL & 25/04691/LBC - The Old Vicarage 40 High Street Bourn, Proposal: Conversion of existing outbuilding to habitable space. Alterations to fenestration and replacement of existing garage door with full height glazing and flb doors. Replacement of existing door with window. Installation of 3no. rooflights and 3no. windows to rear elevation. Single storey side extension to outbuilding including timber garage doors.

175.3 S/3440/18/COND12A - Bourn Airfield St Neots Road Bourn, Submission of details required by condition 12 (design code - partial discharge Phase 1B) of outline planning permission S/3440/18/OL

175.4 25/04829/REM - Bourn Airfield St Neots Road Bourn, Proposal: Reserved matters application for the approval of appearance, layout and scale for part of the internal road, to include, drainage works, earth works, construction of electricity substation and other associated works following outline permission S/3440/18/OL.

175.5 25/02472/FUL - Former David Ball (Db Group) Site Wellington Way Bourn Airfield, Proposal: 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. The application includes an Environmental Statement.

25/26-176 Update on the Skate Ramp following further inspection and next steps

25/26-177 Update on Planning Permission for storage facility on Jubilee Playing field and next steps

25/26-178 Discuss and decide on any action following MHCLG announcement on local elections in LGR areas

25/26-179 Finance:-

179.1 Approve bank reconciliations 30.11.2025 & 31.12.2025

179.2 Ratify the approved payment schedule for December 2025 and approve the payment schedule for January 2026

December 2025 Schedule of Payments

Payee	Description	Payment Method	Net Amount	VAT	Total
Drax	Street Lighting - 01.11.2025-30.11.2025	DD	£124.52	£6.22	£130.74

EDF	Sports Pavilion - A-90896713	DD	£145.55	£7.28	£152.83
EDF	Sports Pavilion - A-37F911D0	BACS	£34.47	£1.72	£36.19
O2	Clerk Mobile	DD	£13.43	£2.69	£16.12
Clerk	December 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	£181.65		£181.65
Amarilla Molnar	Caretaker Duties (5.5 hours- November)	BACS	£110.00		£110.00
Source For Business	Water Charge	BACS	£562.45		£562.45
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
Prestige Fire Safety Ltd	Fire Extinguishers	BACS	£196.50	£39.30	£235.80
Amazon	Cleaning supplies and Toilet rolls	DC	£9.80	£1.97	£11.77
Amazon	Fire Safety and Incident Log Books	DC	£13.01	£2.60	£15.61
	Total	-	£2,678.64	£61.78	£2,740.42

January 2026 Schedule of Payments

Payee	Description	Payment Method	Net Amount	VAT	Total
Drax	Street Lighting - 01.12.2025-31.12.2025	DD	£133.84	£6.69	£140.53
EDF	Sports Pavilion - A-90896713	DD	£191.54	£9.58	£201.12
EDF	Sports Pavilion - A-37F911D0	BACS	£36.33	£1.82	£38.15
O2	Clerk Mobile	DD	£13.43	£2.69	£16.12
Clerk	January 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	£181.65		£181.65
Amarilla Molnar	Caretaker Duties (- December)	BACS	£70.00		£70.00
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
Parish Council Websites	Monthly Charge (Dec-Jan)	BACS	£25.00	£5.00	£30.00
Pollendine Builders	Work on Sports Pavilion	BACS	£4,133.90	£826.78	£4,960.68
Mission Compleat Ltd	Survey Pamphlet Printing	BACS	£63.00		£63.00
	Total	-	£6,135.95	£852.56	£6,988.51

179.3 Decide on a fourth Councillor to be added to the Bank Account to authorise payments

25/26-180

Payments Received November and December 2025

November:-

- **£3,401.34** **VAT refund 01.04.2025 – 31.09.2025**
- **£6,706.30** **A428 Social Value Fund**
- **£30.00** **Bourn Scouts/Cubs/Beavers**
- **£60.00** **Bourn Scouts/Cubs/Beavers**
- **£30.00** **Bourn Scouts/Cubs/Beavers**
- **£28.00** **Bourn Gaming Club**
- **£45.00** **Pavilion Private Hire**
- **£1.00** **Allotment Rent**

December:-

- **£40.00** **Bourn Scouts/Cubs/Beavers**

- £45.00 Bourn Scouts/Cubs/Beavers
- £45.00 Bourn Scouts/Cubs/Beavers
- £10.00 Bourn Scouts/Cubs/Beavers
- £42.00 Bourn Gaming Club

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted at agenda item 181 it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting whilst these items are discussed.

25/26-181 Clerk Performance review following six-month probationary period

- Performance Review
- Salary Review

25/26-182 Items for next agenda (February 2026).