



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

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MINUTES

21st January 2026.

Bourn Parish Council Meeting held on Wednesday 21st January 2026 at 19:30 at Bourn Sports Pavilion, Alms Hill, Bourn CB23 2SH.

Present – Cllr B Jaques, Cllr A Kent, Cllr D O’Brien (Chairman), Cllr L Rolfe (Vice Chairman), Cllr G Smith, Cllr P Winch-Furness. District Cllr T Hawkins, County Cllr L Nethsingha and Jo Perez – Clerk/RFO.

25/26-163 To receive and approve apologies for absence.
Apologies received from Cllr L McClure due to work commitments and Cllr L Phillips has resigned from the PC due to a change of job.

RESOLVED to accept the apologies.

25/26-164 To receive any declarations of interest.
None received.

Comments and observations from members of the public - (comments should be relevant to items on this agenda only) None present.

25/26-165 To approve the minutes of the parish council meeting held on the 19th November 2025,

Cllr L Rolfe proposed that the minutes were a true record of the parish council meeting held on Wednesday 19th November 2025, Cllr G Smith seconded, all Cllrs were in favour. **RESOLVED that the minutes are approved.**

25/26-166 To receive reports from County & District Councillors.

See attached report from District Cllr.

County Cllr report:-

Budget discussions are underway, with 70% of funds designated for social care.

There has been an increased demand for both children's social care and services supporting an ageing population. Efforts are also being made to secure additional investment for road infrastructure within the Highways budget.

The Combined Authority's budget will continue to support the young persons' bus pass for individuals under 25. Following the establishment of unitary councils, certain services may be delegated to parish councils.

Cllr Nethsingha is actively engaging with Highways to address vegetation encroachment onto pathways on Broadway and Alms Hill.

25/26-167 Update on the Village Survey pamphlet, printing, delivery and information on Neighbourhood Plan policy update

Cllr A Kent attended a Zoom meeting regarding Neighbourhood Plans, but there was no mention of new funding sources. The Clerk will investigate further. Cllr G Smith has the survey leaflets and will arrange for the delivery of these by the post office.

- 25/26-168 Update on Fire Risk assessment, new extinguishers and record books in place**
The fire extinguishers have been replaced, and record books are now in place.
- 25/26-169 Discuss the Local Plan document and Parish Council response before the deadline of 31st January**
Cllrs had no comments to add to the Local plan survey.
- 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**
Cllrs did not feel there was a need to join the working group but would attend the usual meetings as required. Cllr B Jaques proposed, Cllr G Smith seconded, all Cllrs were in favour.
RESOLVED not to be part of the working group.
- 25/26-171 Discuss outcome of meeting held with A428 Social Fund representative regarding match funding due to S106 money not being available**
Cllr D O'Brien and the Clerk met virtually with the A428 representative. Since S106 funds are still unavailable, match funding cannot proceed. The A428 amended the agreement so the £6,706.30 already used for improvements does not require matching, and the agreement will end with no further funding.
- 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.**
The PC has already agreed on its budget and precept for 2026/27. Cllr G Smith proposed that, as the PC currently has no additional funds, it is unable to provide funding towards the cost of the Church's annual grass cutting. However, if S106 money is received, the PC may be able to reconsider the request. Cllr P Winch-Furness seconded, all Cllrs were in favour.
RESOLVED that funding is not available at this time.
- 25/26-173 Discuss and decide if the PC wishes to receive a Free Commemorative tree and plaque provided by SCDC**
The Parish Council plans to accept the Free Commemoration Tree from Climate and Environment at SCambs. Cllrs discussed possible planting sites and decided that the grassed area on Hall Close is the most suitable. The Clerk will apply for the tree and contact SCDC to get permission for planting at this location.
RESOLVED to apply for the Tree and seek permission for planting.
- 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**
Cllrs agreed that the Sports Club could have one of the keys held by the Parish Council. The Clerk will inform the Sports Club secretary.
- 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.

RESOLVED to ratify the response to the planning application.

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 fib 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.

Cllrs discussed all the applications above. Cllr D O'Brien proposed that all applications be approved with no comments, Cllr L Rolfe seconded, all Cllrs were in favour.

RESOLVED no objections to all Planning Applications.

25/26-176

Update on the Skate Ramp following further inspection and next steps

Cllrs discussed the future of the Skate Ramp, noting that the repair costs would be substantial and that its current condition presents a safety risk. Cllr B. Jaques proposed that the Parish Council enquire whether the surface could be repurposed, and if this is not feasible, the Parish Council will seek an updated removal quote and proceed. Cllr G. Smith seconded, all Cllrs were in favour.

RESOLVED to get an updated quote for removal and go ahead if the surface is not required by another.

25/26-177

Update on Planning Permission for storage facility on Jubilee Playing field and next steps

Planning approval has been granted. The Clerk will seek quotations for work to lay a base and erect the storage facility. Once quotations have been received, the PC will engage with users to discuss contributions to the costs.

25/26-178

Discuss and decide on any action following MHCLG announcement on local elections in LGR areas

Elections are going ahead.

25/26-179

Finance: -

179.1 Approve bank reconciliations 30.11.2025 & 31.12.2025.

Cllr P Winch-Furness proposed that the bank reconciliations be approved, Cllr L Rolfe seconded, all Cllrs were in favour. **Resolved to approve the bank reconciliations.**

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

Cllr B Jaques proposed that the payments for December be ratified and January payments be approved, Cllr G Smith seconded, all Cllrs were in favour. **RESOLVED to approve all payments.**

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 Logbooks	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
Amazon	Caretaker Supplies (Pavilion)	DC	£25.22	£5.05	£30.27
Amazon	Caretaker Supplies (Pavilion)	DC	£8.32	£1.67	£9.99

	Total	-	£6,169.49	£859.28	£7,028.77
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179.3 Decide on a fourth Councillor to be added to the Bank Account to authorise payments.

Cllr P Winch-Furness proposed that Cllr G Smith be added to the bank account. Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED to add Cllr G Smith to the bank account.**

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** – Cllrs expressed that they were very pleased with the Clerk's performance since joining the PC.
- **Salary Review** – Cllrs approved moving to the next PayScale from April 2026.

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

Footpath 21 Kissing Gate and Defibrillator pads.

Meeting closed at 21.15.

Signed Des O'Brien (Chairman)