



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

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MINUTES

18th February 2026.

Bourn Parish Council Meeting held on Wednesday 18th February 2026 at 19:30 at Bourn Sports Pavilion, Alms Hill, Bourn CB23 2SH.

Present – Cllr B Jaques, Cllr L McClure, Cllr D O'Brien (Chairman), Cllr L Rolfe (Vice Chairman), Cllr G Smith, Cllr P Winch-Furness. Jo Perez – Clerk/RFO and a member of the public.

- 25/26-183 To receive and approve apologies for absence.**
Apologies received from Cllr A Kent and County Councillor L Nethsingha.
- 25/26-184 To receive any declarations of interest.**
None
Comments and observations from members of the public - (comments should be relevant to items on this agenda only)
Item 197.4 – Applicant addressed the Parish Council to explain the Planning Application in further detail and expressed that he was happy to answer any questions.
- 25/26-185 To approve the minutes of the parish council meeting held on the 21st January 2026**
Cllr L Rolfe proposed that the minutes were a true record of the parish council meeting held on Wednesday 21st January 2026, Cllr G Smith seconded, all Cllrs were in favour. **RESOLVED that the minutes are approved.**
- 25/26-186 To receive reports from County & District Councillors.**
None present. Cllr D O'Brien encouraged Cllrs to look at the various consultations currently in progress.
- 25/26-187 Village Survey pamphlet delivery – post office minimum spend £200.00. Discuss and decide on possible alternatives**
Cllr L Rolfe has arranged for the delivery of the leaflets. The cost will be approximately £30.00.
- 25/26-188 Discuss the latest footpath report, including Footpath 21 and any action required**
Report rabbit holes on Footpath 6 to ROW officer. Arrange with the ROW officer to do a walk around the village footpaths. **RESOLVED that the clerk will contact the ROW officer.**
- 25/26-189 Discuss supplies needed for village defibrillators**
Cllr P Winch Furness advised that new defibrillator pads will be required in April and May. Cllrs agreed that the empty defibrillator box should be removed to avoid confusion. The clerk will get a quote. **RESOLVED to get a quote for the removal of the defibrillator box at the Village Hall.**

- 25/26-190 Arrange a date in April for Bourn Airfield site visit, and discuss areas Cllrs are interested in visiting?**
Cllrs suggested a date of Monday, 13th April. The clerk will liaise with the representatives.
- 25/26-191 Update on the Skate Ramp removal**
Cllrs are happy to assist with the removal. The clerk will liaise with person who has offered their assistance.
- 25/26-192 Update on quotes for base and erection of storage facility on Jubilee Playing Field**
Move to the next meeting agenda, as no quotes have been received.
- 25/26-193 Discuss and approve for the Annual Playpark Inspection – due April £360.00**
Cllr P Winch Furness proposed that the playpark inspection be approved, Cllr D O’Brien seconded, all Cllrs were in favour. **RESOLVED to approve the play park inspection**
- 25/26-194 To ratify the emergency Tree work required at the allotments, costing £500.00 and discuss if any further Tree work may be required**
Cllr B Jaques proposed that the emergency Tree work be ratified, Cllr L McClure seconded, and all Cllrs were in favour. **RESOLVED to ratify the decision.**
- 25/26-195 Discuss and decide on any action required for the faulty MVAS unit**
Cllr L Rolfe has discussed the issue with the manufacturer, but to no avail. The battery is working. Cllrs agreed that it should be removed for now while further investigation is carried out. **RESOLVED to continue the investigation of the fault.**
- 25/26-196 Review and approve Bourn PC IT policy**
Cllr D O’Brien asked Cllr G Smith to review and report back to the next meeting for approval.
- 26/26-197 Planning Applications received for comment: -**
197.1 Ref: - 26/00088/S73, Golders Farm, Fox Road, Bourn. Proposal -73 to vary conditions 2 (Approved plans) and 17 (Ecological mitigation) of planning permission 25/03631/FUL (Demolition of existing barns and sheds and erection of 1 No. 4 bedroom self-build dwelling with associated parking) to reflect amendments to plans to include changes to window placement and design, rotation of central roof, creation of retaining wall, insertion of flue and changes to material design.
Cllrs noted the change.
197.2 Ref: - 26/00265/HFUL, Macshill Cottage, Caxton Road, Bourn. Proposal - Installation of free-standing electric vehicle charging unit.
Cllrs approved this application.
197.3 Ref: - 25/04810/FUL, 15 Caxton End, Bourn. Proposal -Change of use of existing garden studio from home office to ancillary accommodation.
Cllrs have no objection.
197.4 Ref: - 26/00100/HFUL, 25 Gills Hill, Bourn. Proposal - Demolition of existing conservatory and single storey element. Part single, part two storey rear extension and single storey side extension. Render and cladding to existing external walls and alterations to fenestration. Creation of additional front site access.
Cllrs approve this application.
Cllr G Smith proposed that all the above applications be approved; Cllr L McClure seconded. All Cllrs were in favour. **RESOLVED to approve all applications above.**
- 25/26-198 Finance: -**
198.1 Approve bank reconciliation 30.01.2026.

Cllr D O'Brien proposed that the bank reconciliation be approved, Cllr L Rolfe seconded. All Cllrs were in favour. **RESOLVED to approve the bank reconciliation.**

198.2 To approve the payment schedule for February 2026

Cllr L McClure proposed that all payments be approved, including additional EDF invoice £28.41, Alarm Service £152.40 and £1.70 additional expenses for the Clerk due to postage cost. All additional payments have been added to the schedule below.

February 2026 Schedule of Payments

Payee	Description	Payment Method	Net Amount	VAT	Total
Drax	Street Lighting - 01.01.2026-30.01.2026	DD	£130.16	£6.51	£136.67
EDF	Sports Pavilion - A-90896713	DD	£225.50	£11.28	£236.78
EDF	Sports Pavilion - A-37F911D0	BACS	£27.06	£1.35	£28.41
O2	Clerk Mobile	DD	£14.23	£2.85	£17.08
Clerk	January Payroll	S/O	£1,143.96		£1,143.96
Clerk	Expenses WFH	BACS	£20.00		£20.00
Clerk	Expenses Ink and Postage	BACS	£8.19		£8.19
Nest	Pension	DD	£112.56		£112.56
HMRC	PAYE/NI	BACS	£181.65		£181.65
Amarilla Molnar	Caretaker Duties (January 3.5 hrs)	BACS	£70.00		£70.00
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
Parish Council Websites	Monthly Charge (Jan-Feb)	BACS	£25.00	£5.00	£30.00
Greenscape Tree and Garden Services	Emergency Tree work - allotments	BACS	£500.00	£0.00	£500.00
A.M Alarm Maintenance Ltd	Alarm - annual service	BACS	£127.00	£25.40	£152.40
	Total		£2,589.56	£52.39	£2,641.95

25/26-199 **Payments Received January 2026**
 • **£28.00** **Bourn Gaming Club**

25/26-200 **Items for next agenda (March 2026).**

Parish Council elections – May

Meeting closed at 20.54.

Signed Des O'Brien (Chairman)