



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

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MINUTES

18th March 2026.

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

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

- 25/26-201 To receive and approve apologies for absence.**
Apologies received from Cllr G Smith. **RESOLVED to accept apologies.**
- 25/26-202 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) None present.
- 25/26-203 To approve the minutes of the parish council meeting held on the 18th February 2026**
Cllr P Winch-Furness proposed that the minutes were a true record of the parish council meeting held on Wednesday, 18th February 2026. Cllr L McClure seconded, all Cllrs were in favour. **RESOLVED that the minutes be approved.**
- 25/26-204 To receive reports from County & District Councillors.**
No reports received.
- 25/26-205 Discuss the latest footpath report, and any action required**
The trees have been removed from FP1, and the area around the signpost on FP6 has also been cleared.
- 25/26-206 To approve the purchase of 2 x defibrillator pads £116.00 and the cost of the removal of the redundant box £35.00**
Cllr P Winch-Furness proposed that the defibrillator pads be purchased and the box at the village hall be removed, Cllr L McClure seconded, all Cllrs were in favour. **RESOLVED to purchase pads and remove the box at the VH.**
- 25/26-207 Confirmation of the date and time for Bourn Airfield site visit- 13th April 10.00 am**
Cllrs agreed to meet on 13th April. The Clerk will check on the meeting point and how long the tour will take. **RESOLVED to meet on the 13th April.**
- 25/26-208 Update on the Skate Ramp removal following inspection visit**
The Clerk will contact Alex to secure a date for removal. **RESOLVED to secure a date for removal.**
- 25/26-209 Update on quotes for base and erection of storage facility on Jubilee Playing Field**
This matter will be postponed until the next meeting, and quotes have not yet been requested.

- 25/26-210 Update on the faulty MVAS unit**
Cllr L Rolfe consulted several people about repairing the unit, but it was not possible. Cllrs agreed to purchase a new solar-powered MVAS unit. Cllr L McClure proposed buying a new solar-powered unit for £2,140.15 and a solar unit for £498.74, excluding VAT. Cllr P Winch-Furness seconded, and all Cllrs were in favor. **RESOLVED to purchase a new solar-powered MVAS unit.**
- 25/26-211 To approve Bourn PC IT policy following Cllr Smith's review**
Cllr D O'Brien proposed that the IT policy be approved, Cllr L McClure seconded, all Cllrs were in favour. **RESOLVED to approve the IT policy.**
- 25/26-212 Plan a date and time for the Annual Parish Meeting**
Cllrs agreed to hold the Annual Parish meeting at 7.00 pm on Wednesday 15th April ahead of the ordinary Parish Council meeting at 8.00 pm. The Clerk will send out invitations to groups in the Village. A notice will be placed on the website and noticeboards, and an email will be sent to those on the mailing list. **RESOLVED to hold the Annual Parish Meeting on Wednesday, 15th April.**
- 25/26-213 Parish Council Elections – May 2026 -To share the procedure for standing for Parish Councillor**
The Clerk shared the process details and where to find further information. The Clerk will collect all nomination papers from Cllr P Winch Furness on 8th April and hand deliver these to SCDC.
- 25/26-214 To discuss the appointment of an Internal Auditor**
Cllr D O'Brien proposed that C Biggs be appointed as the internal auditor for £120.00, Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED to appoint C Biggs as the internal auditor.**
- 25/26-215 Discuss and decide on CCAN Membership renewal**
Cllrs are going to speak to others who may have an interest in posting on this site. Will discuss again at the next meeting. The Clerk will check the link on the website as it is not working.
- 25/26-216 Discuss and approve the Annual renewal CAPALC, Nalc and DPO -£484.52**
Cllr L McClure proposed that the PC renew its membership to all the above, Cllr P Winch-Furness seconded, all Cllrs were in favour. **RESOLVED to renew the membership.**
- 25/26-217 Discuss a request from B2R to use the Sports Pavilion and facilities on the 27th September, and agree on the cost of hire**
Cllrs were happy for B2R to use the Sports Pavilion and facilities on the 7th March and agreed on the same costs as last year. **RESOLVED that B2R use the Sports Pavilion on 27th September.**
- 25/26-218 Playground inspections – Godmanchester Town Council offering a 2 day playground course for operational checks; this covers visual and operational**
Cllrs suggested that the PC ask for a volunteer to conduct Play Inspections, and the PC would pay for any training required. The Clerk will ask for a volunteer via the website. **RESOLVED to seek a volunteer to conduct play inspections.**
- 25/26-219 Discuss and decide if the PC wish to respond to the Greater Cambridge: Community Infrastructure Levy Draft Charging Schedule Consultation**
No comment from the Parish Council.
- 26/26-220 Planning Applications received for comment: -**
220.1 25/04829/REM, Bourn Airfield St Neots Road Bourn, Reserved matters application for the approval of appearance, layout and scale for part of the

internal road (Phase 1B), to include, drainage works, earth works, construction of electricity substation and other associated works following outline permission S/3440/18/OL

No comment.

220.2 26/0167/TTPO, Brambles 1 Fox Road Bourn Cambridgeshire Proposal: T1 - Oak Tree - Crown reduce by 1m and remove all dead wood (a few branches have fallen onto the drive) T2 - Silver Birch x 2 - Fell and grind stumps - Reason - Customer would like to extend their garage. T3 - Sweetgum - Crown reduce by 2m Reason - There are power lines running very closely to a boundary tree, we are To approve

220.3 26/00698/FUL, Brooklands Farm Caxton End Bourn, Proposal: Change of use to residential, conversion and alteration of existing buildings (including partial demolition) to form 5 dwellings, provision of garden, parking and bin storage areas Object on the same grounds as the PC has objected previously.

Cllr D O'Brien proposed the comments as shown above, Cllr B Jaques seconded, all Cllrs were in favour.

25/26-221

Finance: -

221.1 Approve bank reconciliation 28.02.2026.

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

221.2 To approve the payment schedule for March 2026

The Clerk advised of the additional payment for the public works loan. Cllr L McClure proposed that all payments be made, Cllr L Rolfe seconded, all Cllrs were in favour.

RESOLVED to make all payments.

221.3 To discuss and approve the Clerk carrying forward holiday allowance not taken or being paid for the time not taken

Cllr D O'Brien proposed that the remaining two days be carried forward, Cllr P Winch Furness seconded, all Cllrs were in favour. **RESOLVED that two days of holiday will be carried forward.**

221.4 Discuss and decide on the purchase of a smart mobile phone for PC business use, TCL 605 costs £10.00 3GB or £12.50 6GB per month, 24-month contract through Tesco.

Cllr B Jaques proposed that the Clerk purchase the 3GB plan for £10.00 per month, Cllr P Winch Furness seconded, all Cllrs were in favour. **RESOLVED to purchase a new mobile for office use.**

March 2026 Schedule of Payments

<u>Payee</u>	<u>Description</u>	<u>Payment Method</u>	<u>Net Amount</u>	<u>VAT</u>	<u>Total</u>
Drax	Street Lighting - 01.02.2026-28.02.2026	DD	£112.94	£5.65	£118.59
EDF	Sports Pavilion - A-90896713	DD	£149.83	£7.49	£157.32
EDF	Sports Pavilion - A-37F911D0	BACS	£42.29	£2.11	£44.40
O2	Clerk Mobile	DD	£14.23	£2.85	£17.08
Clerk	March 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 (February 4.5 hrs)	BACS	£90.00		£90.00
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
Parish Council Websites	Monthly Charge (Feb - Mar)	BACS	£25.00	£5.00	£30.00
ICO	Data Protection Fee	BACS	£47.00		£47.00
United Kingdom Debt Management	Public Works Loan	DD	£1,762.76		£1,762.76
Defibstore Ltd	Defib Pads	DC	£232.00	£46.40	£278.40
O2	Clerk Mobile	DD	£13.81	£2.76	£16.57
	Total	-	£3,958.77	£72.26	£4,031.03

25/26-222 Payments Received February 2026

- **£125.00** Bourn Scouts/Cubs/Beavers January usage
- **£200.00** B2R – September use of Sports Pavilion and facilities
- **£ 46.08** EV charger Sept – Feb

25/26-223 Items for next agenda (April 2026).

Meeting closed at 21.12.

Signed Des O'Brien (Chairman)