



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

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MINUTES

15th April 2026.

Bourn Parish Council Meeting held on Wednesday 15th April 2026 at 19:30 at Bourn Sports Pavilion, Alms Hill, Bourn CB23 2SH.

Present – Cllr L McClure, Cllr D O'Brien (Chairman), Cllr L Rolfe (Vice Chairman), Cllr P Winch-Furness. Jo Perez – Clerk/RFO and D Cllr T Hawkins.

26/27-1 To receive and approve apologies for absence.

Cllr A Kent and Cllr B Jaques. **RESOLVED to accept apologies.**

26/27-2 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.

26/27-3 To approve the minutes of the parish council meeting held on the 18th March 2026

Cllr L Rolfe proposed that the minutes were a true record of the parish council meeting held on Wednesday, 18th March 2026. Cllr D O'Brien seconded, all Cllrs were in favour. **RESOLVED that the minutes be approved.**

26/27-4 To receive reports from County & District Councillors.

D Cllr T Hawkins has sent a report, but it has not yet been received—there is no report from the County Councillor.

26/27-5 Discuss the latest footpath report, and any action required

No action required.

26/27-6 Feedback following Bourn Airfield site visit

Cllr D O'Brien advised that the western entrance will be called Hawthorn Gate. Some archaeological finds have been made in the area. The development's centre, previously planned near the Broadway, will now likely be positioned closer to Caldecote Highfields. Construction scheduled for the summer will lead to either a closure or a contraflow traffic system on The Broadway. Residents will be kept informed once a decision has been made.

26/27-7 Update on quotes for base and erection of storage facility on Jubilee Playing Field

The Clerk has attempted contact with a contractor, but there has been no response. She has reached out to another contractor and is awaiting a quotation.

26/27-8 Update on new MVAS unit order

The new MVAS unit has been ordered.

26/27-9 Update on Parish Council Elections – May 2026

All current Cllrs stood for election, and their eligibility has been verified. The Parish Council comprises nine seats; since only seven candidates stood for election, the process is deemed uncontested.

- 26/27-10 Update on CCAN Membership renewal**
Move to the next agenda as Cllr B Jaques is not present.
- 26/27-11 Update on quotations and contributions for a replacement defibrillator**
The clerk has contacted the nursery to request a contribution for a new defibrillator to replace the unit that was at the Village Hall. The nursery has agreed to donate £100. The Parish Council will approach other community groups for further donations. The clerk will obtain updated quotations for a defibrillator, as a new housing case will also be required. **RESOLVED to approach other community groups for funding.**
- 26/27-12 Planning Applications received for comment: -**
- 12.1 26/0320/TTPO, 143 Caxton End Bourn Cambridgeshire CB23 2ST. Proposal: T1: Beech - Crown raise over roadway and driveway by removing 2 meters**
Cllr D O'Brien proposed that this application be approved, Cllr P Winch-Furness seconded, all Cllrs were in favour. **RESOLVED to approve the application.**
- 12.2 26/0341/TTCA, 100 Alms Hill Bourn Cambridgeshire CB23 2SZ Proposal: T1 and T2 - Lime (Front of Property) - Trunks cut them down to ground level The trunks are about 10ft in height. Both are covered in ivy, seem dead**
Cllr D O'Brien proposed that this application be approved, Cllr P Winch-Furness seconded, all Cllrs were in favour. **RESOLVED to approve the application.**
- 12.3 26/01208/REM, Bourn Airfield St Neots Road Bourn Cambridgeshire, Proposal: Reserved matters for landscaping details at the western access - partial discharge of conditions to address conditions 1, 7, 9, 10, 25 and 35 in connection with outline permission S/3440/18/OL. Outline planning application was EIA development.**
Cllr L McClure proposed that this application be acknowledged, Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED to acknowledge the application.**
- 12.4 26/01218/FUL, Bourn Cofe Primary School Riddy Lane Bourn Cambridgeshire, Proposal: Erection of new 2 metre high boundary fencing across the school site and the installation of 2 metre high automated vehicular and pedestrian gates to the main entrance.**
Cllr L McClure proposed that this application be approved, Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED to approve the application.**
- 12.5 S/3440/18/COND12C, Bourn Airfield St Neots Road Bourn Cambridge CB23 2TQ, Proposal: Submission of details required by condition 12 (Neighbourhood Design Code - Hawthorn Gate) of outline planning permission S/3440/18/OL**
Cllr L McClure proposed that this application be acknowledged, Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED to acknowledge the application.**
- 26/27-13 Finance: -**
- 13.1 Approve bank reconciliation 31.03.2026.**
Cllr D O'Brien proposed that the bank reconciliation be approved, Cllr L McClure seconded. **RESOLVED that the bank reconciliation be approved.**
- 13.2 To approve the payment schedule for April 2026**
Cllr G Smith proposed that all payments be approved, Cllr P Winch-Furness seconded, all Cllrs were in favour. **RESOLVED that payments be approved.**
- 13.3 Internal Audit scheduled for 29th April. Bourn PC has been notified that it will be subject to an intermediate review as part of a 5% sample of Parish Councils that would normally carry out a basic review.**

The clerk informed the Cllrs that this year's annual review will include an intermediate review, requiring additional documentation to be provided to the auditors. Furthermore, last year's annual return will be restated, as the prior year was recorded on an income and expenditure basis rather than on payments and receipts.

April 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 - 01.03.2026 - 31.03.2026	DD	£106.17	£5.31	£111.48
EDF	Sports Pavilion - A-90896713	DD	£132.45	£6.62	£139.07
O2	Clerk Mobile	DD	£14.23	£2.85	£17.08
Clerk	April Payroll	BACS	£1,168.99		£1,168.99
Clerk	Expenses WFH, Ink and mileage	BACS	£42.69		£42.69
HMRC	PAYE/NI	BACS	£197.27		£197.27
Pension	Nest	DD	£115.86		£115.86
Amarilla Molnar	Caretaker Duties (5.5 hours March)	BACS	£110.00		£110.00
Parish Council Websites	Monthly Charge (March -April)	BACS	£25.00	£5.00	£30.00
CAPALC/NALC/DPO	Membership fee	BACS	£484.52		£484.52
SCDC	Allotment fee	DD	£50.00		£50.00
MC Maintenance	Grass Cutting 10/03/2026 & 24/03/26	BACS	£350.00	£70.00	£420.00
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
SCDC	Waste Collection 01.4.26 - 31.03.27	BACS	£384.28		£384.28
Mallatite	Speed Indication Device (50% of total cost)	BACS	£1,379.45	£275.89	£1,655.34
SmartStart Solutions	Removal of Defib cabinet	BACS	£35.00		£35.00
-	<u>Total</u>	-	<u>£4,600.16</u>	<u>£89.78</u>	<u>£4,930.83</u>

26/27-14 Payments Received March 2026

- **£120.00** Bourn Scouts/Cubs/Beavers (Feb usage)
- **£200.00** Sports Club – payment for Floodlight usage
- **£5.68** EV charger Feb
- **£50.00** Compensation from Lloyds Bank
- **£28.00** Gaming Club (Feb usage)

Two additional payments were received:

- **£44.00** Private Hire
- **£40.00** Private Hire

26/27-15 Items for next agenda (May 2026 – Annual Meeting).

The Chairman will not be present at the next meeting in May, so for the June Agenda – Community Field and Jubilee sports field ownership.

Meeting closed at 21.18.

Signed Des O'Brien (Chairman)