



# Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

Telephone – 07701339765 / Email [parish.clerk@bourn.org.uk](mailto:parish.clerk@bourn.org.uk)

## ANNUAL AGENDA

**20<sup>th</sup> May 2026.**

**Bourn Parish Council's Annual Parish Council Meeting will be held on Wednesday 20<sup>th</sup> May 2026 at 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

15/05/2026

- |                 |                                                                                                                                                                                                                            |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>26/27-16</b> | <b>To elect a Chairman and to receive the declaration of acceptance of office</b>                                                                                                                                          |
| <b>26/27-17</b> | <b>To elect a Vice Chairman and to receive the declaration of acceptance of office</b>                                                                                                                                     |
| <b>26/27-18</b> | <b>To accept the declaration of acceptance of office from all Councillors</b>                                                                                                                                              |
| <b>26/27-19</b> | <b>To receive and approve apologies for absence</b>                                                                                                                                                                        |
| <b>26/27-20</b> | <b>To receive any declarations of interest</b><br><b>Comments and observations from members of the public - (comments should be relevant to items on this agenda only)</b>                                                 |
| <b>26/27-21</b> | <b>To approve minutes of the previous meeting held on 15<sup>th</sup> April 2026</b>                                                                                                                                       |
| <b>26/27-22</b> | <b>To receive reports from County &amp; District Councillors</b>                                                                                                                                                           |
| <b>26/27-23</b> | <b>To review all other Parish Council Policies and risk assessments</b>                                                                                                                                                    |
| <b>26/27-24</b> | <b>To review Councillors' roles and responsibilities</b>                                                                                                                                                                   |
| <b>26/27-25</b> | <b>To discuss and decide on the request for Funding (\$137) for Merrybourn</b>                                                                                                                                             |
| <b>26/27-26</b> | <b>Review and decide on any matters arising from the Annual Playpark inspection and discuss finding a new inspector for next year due to the retirement of the current inspector</b>                                       |
| <b>26/27-27</b> | <b>Discuss and decide on any action required following the Footpath report and discuss the status of the bridge on FP 22.</b>                                                                                              |
| <b>26/27-28</b> | <b>To thank those involved in the removal of the Skate Ramp, discuss any further work required and to ratify the decision made under delegated authority to remove remaining wood and debris at a cost of £360 inc VAT</b> |
| <b>26/27-29</b> | <b>Discuss any further donations towards the purchase of a replacement Defibrillator</b>                                                                                                                                   |
| <b>26/27-30</b> | <b>Discuss and decide on any course of action following recent possible vandalism at the Sports Pavilion</b>                                                                                                               |
| <b>26/27-31</b> | <b>Update on the new MVAS unit and fitting requirements</b>                                                                                                                                                                |
| <b>26/27-32</b> | <b>Discuss the quotation received for the installation of a concrete base for storage unit and funding of the installation and structure</b>                                                                               |

26/27-33

**Planning Applications:-**

**33.1 Reference: Proposal: 26/01472/LBC Lighting Upgrades to Principal Building**  
**Site address: Clinical Pharmacology Unit Bourn Hall High Street Bourn**

**33.2 Reference: Proposal: 26/01473/LBC Installation of a new glass door to the**  
**Principal Building Site address: Bourn Hall High Street Bourn Cambridgeshire**

**33.3 Reference: Proposal: 26/01576/REM Reserved matters application for the**  
**approval of Access, appearance and layout for a temporary haul road including**  
**drainage and other associated works and the partial discharge of conditions 1, 7**  
**and 9 and also the re-discharge of Condition 45 in connection with outline**  
**permission S/3440/18/OL. Outline planning application was EIA development. Site**  
**address: Bourn Airfield St Neots Road Bourn Cambridgeshire**

**33.4 Reference: 26/0458/TTCA, Proposal: (T1) Cedar - crown reduction of 2m to**  
**reduce end weight and raise the crown to 4.5m over The Willow Tree car park. Site**  
**address:33 High Street Bourn Cambridgeshire CB23 2**

**33.5 Reference: Proposal: 26/01681/LBC Retention for the installation of**  
**secondary glazing on all windows and heightening the chimney stack with three**  
**courses of brickwork for fire prevention, Site address: 56 High Street Bourn**  
**Cambridgeshire CB23 2TR**

**33.6 Reference: Proposal: S/3440/18/NMA4 Non material amendment on**  
**application S/3440/18/OL to vary Condition 5 to amend parameter plans to secure**  
**relocation of local centre. Site address: Bourn Airfield St Neots Road Bourn**  
**Cambridge**

**33.7 Reference: Proposal: 26/01747/REM, Proposal: Reserved matters for**  
**landscaping details for Phase 1b and partial discharge of conditions to address**  
**conditions 1, 7, 9, 10, 25, 35, 39, 41 and 47 in connection with outline permission**  
**S/3440/18/OL. Outline planning application was EIA development. Site address:**  
**Bourn Airfield St Neots Road Bourn Cambridgeshire**

**33.8 NOTICE OF ORDER Wildlife and Countryside Act 1981, 53 Cambridgeshire**  
**County Council The Cambridgeshire County Council (Public Footpath No. 31,**  
**Bourn) Definitive Map Modification Order 2023 – discuss and decide on any action**  
**required.**

26/27-34

**Finance.**

**34.1 To approve bank reconciliation 30.04.2026**

**34.2 To approve the payment schedule for May 2026**

| <b><u>Payee</u></b>     | <b><u>Description</u></b>                 | <b><u>Payment Method</u></b> | <b><u>Net Amount</u></b> | <b><u>VAT</u></b> | <b><u>Total</u></b> |
|-------------------------|-------------------------------------------|------------------------------|--------------------------|-------------------|---------------------|
| Drax                    | Street Lighting - 01.04.2026 - 30.04.2026 | DD                           | £93.58                   | £4.68             | £98.26              |
| EDF                     | Sports Pavilion - A-90896713              | DD                           | £77.31                   | £3.87             | £81.18              |
| O2                      | Clerk Mobile                              | DD                           | £14.86                   | £2.97             | £17.83              |
| Clerk                   | May Payroll                               | BACS                         | £1,168.99                |                   | £1,168.99           |
| Clerk                   | Expenses WFH & INK                        | BACS                         | £16.49                   |                   | £16.49              |
| HMRC                    | PAYE/NI                                   | BACS                         | £197.47                  |                   | £197.47             |
| Pension                 | Nest                                      | DD                           | £115.86                  |                   | £115.86             |
| Amarilla Molnar         | Caretaker Duties (4 hours - April)        | BACS                         | £80.00                   |                   | £80.00              |
| Parish Council Websites | Monthly Charge (April-May)                | BACS                         | £25.00                   | £5.00             | £30.00              |

|                |                                                   |      |                         |                       |                         |
|----------------|---------------------------------------------------|------|-------------------------|-----------------------|-------------------------|
| MC Maintenance | Grass Cutting 26.04.2026                          | BACS | <b>£350.00</b>          | <b>£70.00</b>         | <b>£420.00</b>          |
| Lloyds Bank    | Service Charge                                    | PAY  | <b>£4.25</b>            |                       | <b>£4.25</b>            |
| Mallatite      | Speed Indication Device (remainder of total cost) | BACS | <b>£1,379.45</b>        | <b>£275.89</b>        | <b>£1,655.34</b>        |
| Playsafety     | Annual playpark inspection                        | BACS | <b>£300.00</b>          | <b>£60.00</b>         | <b>£360.00</b>          |
| Des O'Brien    | For War Memorial Flowers                          | BACS | <b>£89.70</b>           |                       | <b>£89.70</b>           |
| Des O'Brien    | For refreshments for the Skate Ramp removal       | BACS | <b>£13.35</b>           |                       | <b>£13.35</b>           |
| CLS Landscape  | Removal of remaining wood at Skate Ramp           | BACS | <b>£300.00</b>          | <b>£60.00</b>         | <b>£360.00</b>          |
| -              | <b>Total</b>                                      | -    | <b><u>£4,226.31</u></b> | <b><u>£482.41</u></b> | <b><u>£4,708.72</u></b> |

**34.3 Discuss the status of the Internal Audit and decide on any actions required**

**34.3 To approve the restated accounting section of the AGAR**

**26/27-35**

**Items for next agenda.**