



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

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MINUTES

20th May 2026.

Bourn Parish Council Annual Meeting held on Wednesday 20th May 2026 at 19:30 at Bourn Sports Pavilion, Alms Hill, Bourn CB23 2SH.

Present – Cllr B Jaques, Cllr A Kent, Cllr L McClure, Cllr L Rolfe (Vice Chairman), Cllr G Smith, Cllr P Winch-Furness and Jo Perez – Clerk/RFO.

- 26/27-16 To elect a Chairman and to receive the declaration of acceptance of office**
Cllr L McClure proposed that Cllr D O'Brien be elected as Chairman for the Parish Council, Cllr G Smith seconded, all Cllrs were in favour. **RESOLVED that Cllr D O'Brien be elected as chairman.** Acceptance of office to be signed at the next PC meeting as Cllr O'Brien is not present. Cllr L Rolfe chaired the meeting in his absence.
- 26/27-17 To elect a Vice Chairman and to receive the declaration of acceptance of office**
Cllr P Winch-Furness proposed that Cllr L Rolfe be elected as vice-chair, Cllr B Jaques seconded, all Cllrs were in favour. **RESOLVED that Cllr L Rolfe be elected as vice-chairman and he signed the declaration of acceptance of office.**
- 26/27-18 To accept the declaration of acceptance of office from all Councillors**
All Cllrs present signed the declaration of acceptance of office.
- 26/27-19 To receive and approve apologies for absence**
Apologies received from Cllr D O'Brien, District Cllr J Jeffries and County Cllr L Nethsingha. **RESOLVED that apologies are accepted.**
- 26/27-20 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.
- 26/27-21 To approve minutes of the previous meeting held on 15th April 2026**
Cllr L Rolfe proposed that the minutes were a true record of the parish council meeting held on Wednesday, 15th April 2026. Cllr G Smith seconded, all Cllrs were in favour. **RESOLVED that the minutes be approved.**
- 26/27-22 To receive reports from County & District Councillors**
None present.
- 26/27-23 To review all other Parish Council Policies and risk assessments**
Cllr P Winch-Furness proposed that Cllrs had reviewed all policies and risk assessments, Cllr L McClure seconded, all Cllrs were in favour. **RESOLVED that all Cllrs have reviewed the policies and risk assessments.**
- 26/27-24 To review Councillors' roles and responsibilities**
Amendments were made to the roles and responsibilities and will be shared with Cllrs.
- 26/27-25 To discuss and decide on the request for Funding (£137) for Merry bourn**
Cllr P Winch-Furness proposed approving a £240 grant to Merrybourn, Cllr G Smith seconded, and all Cllrs were in favour. **RESOLVED to award Merrybourn a grant of £240.00.**
- 26/27-26 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**

The report has been shared with Cllrs, the report requires further review and will be brought back to another meeting.

26/27-27 Discuss and decide on any action required following the Footpath report and discuss the status of the bridge on FP 22.

The Clerk clarified that the bridge concerned is on Footpath 20, not Footpath 22. The damage and deterioration of the bridge have been reported through the CCC portal and directly to the Rights of Way Officer via the Clerk.

26/27-28 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

The Parish Council thanked everyone involved in removing the skate ramp. Cllrs agreed that the area now requires further work to restore it to grass. The Clerk will obtain quotations for this work.

Cllr B Jaques proposed ratifying the decision to remove the remaining wood and debris, Cllr L Rolfe seconded, and all councillors were in favour. **RESOLVED that quotations be obtained for the additional work and that the decision to remove the remaining wood and debris be ratified.**

26/27-29 Discuss any further donations towards the purchase of a replacement Defibrillator

Cllr B Jaques was approached by a resident who offered to buy a replacement defibrillator. The Clerk advised that the Nursery had also offered £100 towards the cost. Cllrs agreed to seek further donations before accepting the resident's offer. The Clerk will write to thank the resident and explain the plan. **RESOLVED to approach others for a donation before accepting the offer from a resident.**

26/27-30 Discuss and decide on any course of action following recent possible vandalism at the Sports Pavilion

Following a CCTV review, it was confirmed that the damage was caused by birds attacking their reflection in the glass and pecking at the door seals. The Clerk will obtain a quotation to repair the seal and buy window stickers to help prevent further damage. **RESOLVED to get a quotation for repair and purchase window stickers.**

26/27-31 Update on the new MVAS unit and fitting requirements

The new MVAS unit has been received. The Clerk will contact an electrician to liaise with Cllr L Rolfe about removing the old solar panel from the post and installing the new unit.

26/27-32 Discuss the quotation received for the installation of a concrete base for storage unit and funding of the installation and structure

A quotation has been received, and the Clerk will obtain additional quotes. Cllrs discussed funding for the installation and storage unit. The Scouting group has indicated a willingness to contribute, and Cllrs hoped the Sports Club would also be willing to help with the cost. **RESOLVED to obtain further quotations.**

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. – details to be shared on the PC website.

Cllrs discussed all the above planning applications. Cllr L Rolfe proposed that all applications be approved, Cllr L McClure seconded, all Cllrs were in favour. **RESOLVED that all the above applications be approved.**

26/27-34

Finance.

34.1 To approve bank reconciliation 30.04.2026

Cllr G Smith proposed that the bank reconciliation be approved, Cllr L McClure seconded, all Cllrs were in favour. **RESOLVED to approve the bank reconciliation.**

34.2 To approve the payment schedule for May 2026

Cllr L McClure proposed that all payments be approved with the inclusion of £120.00 for the internal audit, Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED that all payments be made.**

May 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 - 01.04.2026 - 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	£350.00	£70.00	£420.00
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
Mallatite	Speed Indication Device (50% of total cost)	BACS	£1,379.45	£275.89	£1,655.34
Playsafety	Annual playpark inspection	BACS	£300.00	£60.00	£360.00
Des O'Brien	For War Memorial Flowers	BACS	£89.70		£89.70
Des O'Brien	For refreshments for Skate Ramp removal	BACS	£13.35		£13.35
CLS Landscape	Removal of remaining wood at Skate Ramp	BACS	£300.00	£60.00	£360.00

Clerks Compliance	Internal audit	BACS	£120.00		£120.00
-	Total	-	<u>£4,346.31</u>	<u>£482.41</u>	<u>£4,828.72</u>

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

The internal audit is underway but not yet completed.

34.4 To approve the restated accounting section of the AGAR

The Clerk restated the 2024/25 AGAR at the external auditor's request following last year's audit, as the previous year had been recorded on an income and expenditure basis rather than a receipts and payments basis. Cllr G Smith proposed that the restated accounts be approved, Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED the restated accounting section be approved.**

26/27-35

Items for next agenda.

Report from Cllr A Kent on the climate meeting she will be attending.

Meeting closed at 20:56

Signed Des O'Brien (Chairman)