



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

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MINUTES

17th June 2026.

Bourn Parish Council Meeting held on Wednesday 17th June 2026 at 19:30 at Bourn Sports Pavilion, Alms Hill, Bourn CB23 2SH.

Present – Cllr B Jaques, Cllr L McClure (left at 21.01), Cllr D O'Brien, Cllr L Rolfe (Vice Chairman), District Councillor J Jeffries and Jo Perez – Clerk/RFO.

- 26/27-36 To receive the declaration of acceptance of office from Cllr D O'Brien before chairing the meeting.**
Cllr D O'Brien signed his declaration of office before chairing the meeting.
- 26/27-37 To receive and approve apologies for absence.**
Apologies received from Cllr A Kent, Cllr P Winch-Furness, Cllr G Smith and County Councillor L Nethsingha. **RESOLVED that apologies be accepted.**
- 26/27-38 To receive any declarations of interest**
Cllr L McClure and Cllr D O'Brien declared a non-pecuniary interest in item 53.2.
Comments and observations from members of the public - (comments should be relevant to items on this agenda only)
None present.
- 26/27-39 To approve minutes of the annual parish council meeting held on 20th May 2026**
Cllr L Rolfe proposed that the minutes were a true record of the annual parish council meeting held on Wednesday, 20th May 2026. Cllr L McClure seconded, all Cllrs were in favour. **RESOLVED that the minutes be approved.**
- 26/27-40 To receive reports from County & District Councillors**
Cllr J Jeffries updated the PC on District matters.
- 26/27-41 Age UK– Discuss the Cambs South West community Warden Scheme and whether Bourn PC would consider a financial contribution.**
The Parish Council has no budget allocation for this financial year. It would be willing to discuss and consider provision in next year's budget, subject to receiving further information once a new co-ordinator has been appointed.
- 26/27-42 Discuss the letter received from Bourn Allotment Association to discuss the possibility of improving site access using funding from the Parish Council using S106 money.**
The Parish Council supports improved access in principle but has no funds currently available. The timing of any S106 monies is unconfirmed, and their use would be subject to specific conditions. The Council would support the Allotment Association seeking alternative funding, such as the Community Grant or social responsibility fund.
- 26/27-43 Discuss and decide on any action required to repair the metal plate surround, located in the entrance to the Sports Field, as highlighted by B2R.**
The PC will consider a long-term repair option. Cllr L McClure proposes that the PC would be happy for a temporary repair to be made and will reimburse any costs if this cannot be completed in time for the event, Cllr B Jaques seconded, all Cllrs were in favour. **RESOLVED to make repairs.**

- 26/27-44 Annual Playpark inspection – review areas of concern and decide on any immediate work required.**
The Parish Council will review the medium-risk items and assess what work it can carry out. As the receipt of S106 funding for recreation remains uncertain, the Clerk will explore alternative funding options and obtain quotations from play equipment providers.
- 26/27-45 Discuss and decide on any action required following the Footpath report and progress report on the bridge on Footpath 20**
The bridge defect has been reported via the CCC reporting portal, and the Clerk has notified the ROW officer directly. The Clerk will update the portal with the additional photographs and follow up with the ROW officer.
- 26/27-46 Discuss and decide on quotations received for the work to be undertaken to restore the area on the playing field where the skate ramp has been removed.**
Cllrs reviewed the quotations and agreed that the work could be included when the concrete base for the storage facility is laid, as the rubble can be reused.
- 26/27-47 Discuss quotes received for new defibrillator, including quotes and offer of a contribution from AED donate and any other donations offered towards the purchase of a replacement Defibrillator and decide on how to proceed.**
The Clerk advised that several offers of contributions towards a new defibrillator had been received. Cllr B Jaques proposed that the PC fund the installation and that the Clerk contact those who had kindly offered donations. Once all donations have been received, the Clerk will arrange the purchase. Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED to purchase the defibrillator once all contributions have been received.**
- 26/27-48 Update on the new MVAS fitting.**
The new MVAS has been installed, and the old solar panels have been removed.
- 26/27-49 Discuss additional quotations received for the installation of a concrete base for storage unit at Jubilee Playpark and decide on the next steps.**
The PC has received two of the three requested quotations. The Clerk has contacted those who will use the storage facility to confirm what contribution they can make towards its construction. The PC will also consult an electrician about providing electricity to the facility. Cllr D O'Brien proposed approving the second quotation, subject to the Scout group and Sports Club both agreeing to contribute matched funding. Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED to approve the second quotation subject to receiving matched funding.**
- 26/27-50 To ratify the decision to replace a faulty fire alarm at the Sports Pavilion and any decide whether to replace the additional smoke alarms.**
Cllr D O'Brien proposed ratifying the decision to replace the faulty fire alarm and considering the purchase of further replacement alarms in next year's budget. Cllr L Rolfe seconded the proposal, and all Cllrs were in favour. **RESOLVED to ratify the decision and budget for new alarms next year.**
- 26/27-51 Discuss whether Bourn PC requires a Flood Plan following the email from SCDC**
This issue has been considered previously, and there was no support for developing a flood plan. The village has not experienced significant flooding since 2002.
- 26/27-52 Discuss the ongoing maintenance of the Sports Pavilion**
Cllr D O'Brien will carry out the paint repairs. Cllrs suggested meeting with the Caretaker to agree the required work and how often it should be completed.
- 26/27-53 Planning Applications received for comment and ratify decisions made when PC did not meet:-**
53.1 Planning Application – Ref Tree 26/0397/TTPO, Bourn Golf Club, Health And Fitness Club Toft Road Bourn Cambridgeshire Proposal: 1 - Oak tree in the 11 hole near the green - whole crown reduce by 2-3 meters Reason - The large oak tree obstructing the green, affecting its quality and interfering with players ability to play the hole effectively
Cllrs have no objection to this work providing that the Tree is not damaged.

53.2 Planning Application - Ref: 26/01837/S73, Golders Farm Fox Road Bourn Cambridgeshire, Proposal: to vary condition 3 (contamination), 6 (surface water) and 7 (foul water) of ref: 25/03631/FUL (Demolition of existing barns and sheds and erection of 1no 4bed self-build dwelling with associated parking) to amend the wording and enable the submission of details to satisfy the conditions.

For detail only.

53.3 Planning Application – Ref Tree: 26/0457/TTPO, Bourn Hall High Street Bourn Cambridgeshire, Proposal: T14: English Oak - Raise the crown to 5 meters over road. T27: Elm - Crown reduction of 4 meters to alleviate end weight, with a finished height of 7 meters. T28: Elm - Crown reduction of 5.5 meters to alleviate end weight, with a finished height of 8 meters. Reduce long limb over neighbouring property by 4meters. T29: x2 Lime - Re-pollard by 5 meters to previous pollard points, with a finished height of 8 meters T50: Ash (Inonotus evident) - Fell. T53a: Beech (Beech Bark disease evident, tree in decline) - Fell. T60: Sycamore (Ustilina at base and tree in decline) - Fell. T76: Ash (Subsiding limb over foot path) - Reduce limb over foot path by 3.5 meters to alleviate end weight. T147: Lime (Ustilina present. Severe decay) - Fell T160: Lime (Ganoderma evident. Severe decay in main stem) - Fell. T161: Lime (large elongated growth on stems south at 1m) - Remove secondary stems north by 3 meters height and 2 meters lateral. T198: Elm - (touching adjacent Elm and has worn down beyond Cambium layer) - Remove touching limb to prevent failure at weak point.

No objection

53.4 Planning Application - Ref: 26/0506/TTCA, Bourn Hall High Street Bourn Cambridgeshire Proposal: T156a: Magnolia (touching building) - Crown reduction of 1 meter to give clearance of building by 0.5 meters, with a finished height of 4 meters. T157a: Laurel (touching building) - Crown reduction of 1.5 meters to give clearance of building by 1.5 meters, with a finished height of 4 meters. T157b: Bay Willow (touching building) - Crown reduction of 1.5 meters to give clearance of building by 1.5 meters, with a finished height of 4 meters.

No objection

53.5 Planning Application - Ref: 26/0517/TTCA, 26 Alms Hill Bourn Cambridgeshire CB23 2SH, Proposal: T3- Prunus- advanced phellinus pomaceus, in severe decline- remove. Note- (T1 and T2 on the plan are not having any work carried out this time)

No objection.

53.6 Planning Application- Ref: S/3440/18/NMA4,Bourn Airfield St Neots Road Bourn, Proposal: Non material amendment to application S/3440/18/OL to vary Condition 5 to amend parameter plans to secure relocation of local centre, residential use in the north west development parcel (BA3) and provision of alternative mixed use area close to the western high quality public transport halt.

No objection.

Cllr D O'Brien proposed that all decision made above are approved, Cllr B Jaques seconded, all Cllrs were in favour. **RESOLVED to approve all the above.**

26/27-54 Discuss and update on breach of planning – Bourn Lodge, Caxton Road – planning compliance case raised.

The suspected planning breach has been reported to the local authority, which has confirmed it will investigate.

26/27-55 Discuss whether there will be any change to the S106 for David's Lodge development.

The clerk reached out to the S106 monitoring officer. The PC has been advised that the S106 funds relating to the 5 self-build units at Land at Davids Lodge Great North Road Bourn are payable when the first unit is ready to be occupied.

26/27-56 Finance.

56.1 To approve bank reconciliation 31.05.2026

Cllr D O'Brien proposed approving the bank reconciliation. Cllr B Jaques seconded, and all Cllrs were in favour. **RESOLVED** that the bank reconciliation is approved.

56.2 To approve the payment schedule for June 2026

Cllr D O'Brien proposed that all payments be made including the additional payment for electrical work that was presented today, Cllr L Rolfe seconded, all Cllrs were in favour.

RESOLVED that all payments be made. The Clerk will query the water charge as this seems high.

June 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 - 01.05.2026 -31.05.2026	DD	£86.62	£4.33	£90.95
EDF	Sports Pavilion - A-90896713	DD	£62.26	£3.11	£65.37
O2	Clerk Mobile	DD	£14.86	£2.97	£17.83
Clerk	June Payroll	BACS	£1,168.59		£1,168.59
Clerk	Expenses WFH & INK - underpaid WFH last month	BACS	£36.49		£36.49
HMRC	PAYE/NI	BACS	£197.47		£197.47
Pension	Nest	DD	£115.86		£115.86
Amarilla Molnar	Caretaker Duties (hours - 4.5 hours May)	BACS	£90.00		£90.00
Parish Council Websites	Monthly Charge (May-June)	BACS	£25.00	£5.00	£30.00
MC Maintenance	Grass Cutting	BACS			£0.00
CAPALC	Councillor Training	BACS	£75.00		£75.00
Scribe	Bookings - annual charge	BACS	£216.00	£43.20	£259.20
AM Alarm Maintenance	Smoke detector faulty	BACS	£85.00	£17.00	£102.00
I Love PDF	PDF software	DC	£60.00		£60.00
Source for Business	Water Bill 26.11.25-26.05.26	DD	£526.04		£526.04
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
-	Total	-	£2,763.44	£75.61	£2,839.05

56.3 Discuss the conclusion of the Internal Audit and any actions required ahead of next year's audit.

The Clerk and Cllrs have reviewed the internal audit and will review any recommendations made.

56.4 To review and approve the Annual Governance Statement for the 2025/26 AGAR

Cllrs reviewed the Annual Governance Statement. Cllr D O'Brien proposed approving it, Cllr L Rolfe seconded, and all Cllrs were in favour. **RESOLVED that the Annual Governance Statement be approved.**

56.5 To review and approve the annual accounting statement for the 25/26 AGAR.

Cllrs reviewed the Annual Accounting Statement. Cllr L Rolfe proposed approving it, Cllr B Jaques seconded, and all Cllrs were in favour. **RESOLVED that the Annual Accounting Statement be approved.**

56.6 To confirm the dates for the Notice of Public Rights and publication of unaudited annual governance and accountability return – dates suggested 19th June – 30th July 2026.

Cllrs agreed to the proposed dates.

56.7 To discuss the mobile phone contract with O2 until July 2027 and decide on the purchase a smartphone under £100.00.

The Clerk advised Cllrs that the PC cannot switch providers as planned because it remains under contract with O2 until September 2027. As the current mobile phone is not a smartphone, the Clerk asked the PC to approve the purchase of one to support her work. Cllr

D O'Brien proposed that the request be approved, Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED that the Clerk purchase a smartphone.**

56.8 Discuss and decide on the PC moving their current account across to Unity Trust due to the recent issues with Lloyds Bank.

Cllrs agreed to discuss this matter at the next meeting.

26/27-57

Payments received - May

- £3.69 TAP EV Charger

26/27-58

Items for next agenda.

Meeting closed at 21:45

Signed Des O'Brien (Chairman)