



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Jo Perez

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MINUTES

22nd July 2026.

Bourn Parish Council Meeting held on Wednesday 22nd July 2026 at 19:30 at the Village Hall, Short Street, Bourn CB23 2SG

Present – Cllr B Jaques, Cllr A Kent, Cllr D O’Brien, Cllr L Rolfe (Vice Chairman), Cllr G Smith and Cllr P Winch-Furness, Jo Perez – Clerk/RFO and two members of the Sports Club committee.

26/27-59 To receive and approve apologies for absence.

Apologies received from Cllr L McClure and County Councillor L Nethsingha. **RESOLVED that apologies be accepted.**

26/27-60 To receive any declarations of interest.

Cllr D O’Brien declared a non-pecuniary interest in item 67 as a member of the Sports Club
Comments and observations from members of the public – (comments should be relevant to items on this agenda only) Two Sports Club committee members attended and asked whether the Parish Council would be willing to submit a Section 73 planning application, as this would cost less than if the Sports Club submitted it directly.

26/27-61 To approve minutes of the parish council meeting held on 17th June 2026.

Cllr D O’Brien proposed that the minutes were a true record of the parish council meeting held on Wednesday, 17th June 2026. Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED that the minutes be approved.**

26/27-62 To receive reports from County & District Councillors.

None present and no reports received.

26/27-63 Discuss CCTV - further signage, accessing footage and recent vandalism.

Signage is already in place, and the Parish Council will install additional larger signs. CCTV footage relating to the recent vandalism at the Sports Field was provided to the Police. Although the footage has been shared internally, the suspects have not been identified. The Parish Council will ask what further action can be taken to identify those involved.

26/27-64 Playpark Inspection – update on repairs by Councillors

Cllrs agreed to review the repair and maintenance items identified in the report and confirm which work could be undertaken by Cllrs. The Clerk will circulate the list.

26/27-65 Discuss and decide on quotations received for new play equipment and whether to apply for Grantscape Funding through Mick George for the equipment, deadline 28th August 2026.

The PC received two quotations for installing new play equipment and replacing the existing surfacing in the play area. Cllr G Smith proposed proceeding with Sovereign Play if the Mick George Grantscape funding application is successful. Cllr P Winch-Furness seconded, and all Cllrs were in favour. **RESOLVED to complete the funding application form and notify Sovereign Play.**

26/27-66 Update on the bridge on Footpath 22.

A remedial repair has been made, but a full rebuild of the steps has been ordered by CCC.

- 26/27-67 Discuss the relationship between the Parish Council and the Sports Committee, including responsibilities, storage, tennis courts, floodlights etc.**
 Cllrs discussed the need to establish a clear boundary between the Parish Council and the Tennis Club. The Parish Council agreed that precept monies cannot be used to fund a planning application for the Tennis Club. It also agreed that items stored in the Sports Pavilion foyer should be removed by the Tennis Club, and that the area should be cleared as soon as possible. Cllr P Winch-Furness proposed that the Clerk inform the Tennis Club of the Council's decision; Cllr G Smith seconded, and all Cllrs were in favour. **RESOLVED that the Clerk will inform the Tennis Club of its decision.**
- 26/27-68 Discuss the future of the planned storage facility and decide on the way forward.**
 The Parish Council is currently unable to progress the planned storage facility because the S106 monies have not been received and there is no indication of when they may be available. Although the Scouts have offered to contribute, this would not be sufficient to proceed as planned. As planning consent is valid for three years, the PC hopes to revisit the project if funding becomes available.
- 26/27-69 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.**
 Two quotations were received. Cllr P Winch-Furness proposed that the PC accept the lower quotation; Cllr B Jaques seconded, and all Cllrs were in favour. The Clerk will inform the contractor and advise that the stones must be removed by the PC before work begins. **RESOLVED that the Clerk will inform the contractor.**
- 26/27-70 Update on the donations received so far for a new defibrillator and next steps.**
 The Clerk informed Cllrs that the funding target had been reached and the PC could proceed with purchasing a new defibrillator. The Clerk will send thank-you notes to those who donated. Once installed, Cllr P Winch-Furness will register the new device with The Circuit. Cllr P Winch-Furness proposed that the PC proceed as outlined; Cllr L Rolfe seconded, and all Cllrs were in favour. **RESOLVED to order the new defibrillator.**
- 26/27-71 Update on the mounting of the new MVAS and discuss and decide on the possibility of repairs to the old MVAS unit being carried out.**
 The new MVAS has been installed. The PC will check whether the old MVAS can be repaired without being sent to Germany before deciding whether to proceed.
- 26/27-72 Discuss the email received regarding a Community Pantry and the proposal put forward.**
 The Parish Council supports the idea of a Community Pantry in principle but requires further details before giving full support. The Clerk will request additional information and a formal proposal.
- 26/27-73 Discuss and decide on quotations received to carry out additional maintenance work around the playpark, including the replacement of broken patio slabs, additional Tree work around the perimeter of the play park.**
 Cllr D O'Brien proposed that the PC accept the quotation to cut back trees around the Sports Field, including those behind the Tennis Court, and to clear the overgrowth in the ditch behind the Tennis Courts. Cllr L Rolfe seconded, and all Cllrs were in favour.
 Cllr G Smith proposed that the PC accept the quotation to replace the broken and missing slabs outside the Sports Pavilion. The Clerk will confirm how many slabs are required with the contractor. **RESOLVED to proceed with the quoted work.**
- 26/27-74 Feedback from Cllr Kent following the Climate meeting she attended.**
 Cllr A Kent reported that the briefing encouraged local residents to take practical steps to be more environmentally friendly, such as using electric vehicles and fitting energy-efficient bulbs. Cllr D O'Brien noted that the PC had previously declared a climate emergency and established a committee to consider the issue, but the committee did not gain momentum and was later disbanded. The PC has since planted trees, installed an EV charger at the Sports Pavilion, and uses energy-efficient lighting there. Cllr D O'Brien agreed to put Cllr A Kent in contact with members of the former committee.

- 26/27-75** **Feedback from Cllr Kent following attendance at a neighbourhood watch meeting.**
Cllr A Kent reported that she had attended a meeting but was unclear about its focus. Cllrs noted that the Neighbourhood Watch Facebook page has also been used to share village information.
- 26/27-76** **Discuss and decide on the purchase and planting of a Mature Tree 3-4metres to replace the Tree that was removed behind the Tennis Courts.**
Cllr B Jaques will do some research into the best species to plant and report back at the next meeting.
- 26/27-77** **Discuss the email received from a resident regarding the dangers on Caxton Road and whether the PC could consider an LHI application at the next opportunity.**
The Clerk received an email from a resident raising concerns about safety and speeding on Caxton Road. The Parish Council discussed the matter and noted that this is an ongoing issue that has been raised previously. The Clerk will contact CCC Highways to try to arrange a meeting to consider possible solutions that the PC may be able to pursue through an LHI application.
- 26/27-78** **Discuss and decide whether the Parish Council meets in August and if not to approve the scheme of delegation whilst not meeting.**
Cllrs agreed there is no need to hold a meeting in August. Cllr B Jaques proposed that the scheme of delegation be put in place, Cllr P Winch-Furness seconded, all Cllrs were in favour. **RESOLVED not to hold a meeting in August and to put the scheme of delegation in place.**
- 26/27-79** **Planning Applications received for comment and ratify decisions made when PC did not meet:-**
79.1 Reference: 26/02247/HFUL, Site address: 56 High Street Bourn Cambridgeshire CB23 2TR, Proposal: Retrospective heightening of the chimney stack with three courses of brickwork, and retrospective full rethatch and installation of firewall membrane and associated replacement flue and flaunching. No objection
79.2 Reference: 26/01681/LBC, Site address: 56 High Street Bourn Cambridgeshire CB23 2TR, Proposal: Heightening of the chimney stack with three courses of brickwork for fire prevention, and retention of full rethatch and installation of firewall membrane and associated replacement flue and flaunching. No objection
79.3 Reference: 26/02018/HFUL, Site address: 25 Gills Hill Bourn Cambridgeshire CB23 2TS, Proposal: Ground floor rear/side extension and first floor rear extension, following demolition of existing conservatory and temporary caravan. Creation of new front access. No objection
79.4 Reference: 26/02330/REM, Reference: Proposal: 26/02330/REM, Proposal: Reserved matters application for the appearance, layout and scale following outline planning permission 23/03849/OUT (Outline planning application of 5 self-build plots, with all matters reserved except for access). The PC would welcome clarification that this design guide for the proposed elevations of each of the 5 plots is NOT an indication that the development is progressing under a single developer model rather than as 5 self-build plots each to be bought and developed by individuals on the Greater Cambridge self-build register.
79.5 Reference: 26/02264/REM, Site address: Bourn Airfield St Neots Road Bourn Cambridgeshire, Proposal: Reserved matters application for the approval of access, appearance, landscaping, layout and scale for the pumping station and electrical substation 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. No objection
Cllr L Rolfe proposed that the comments above be approved, Cllr G Smith seconded, all Cllrs were in favour. **RESOLVED to respond as noted.**

26/27-80

Finance.

80.1 To approve bank reconciliation 30.06.202

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

80.2 To approve the payment schedule for July 2026

The Clerk reported that an additional invoice for Scribe Accounts also needs approval. Cllr D O'Brien proposed that all payments be made, including the Scribe payment, Cllr L Rolfe seconded, all Cllrs were in favour. **RESOLVED that all payments be made.**

July 2026 Schedule of Payments

Payee	Description	Payment Method	Net Amount	VAT	Total
Drax	Street Lighting - 01.06.2026 -31.06.2026	DD	£81.02	£4.05	£85.07
EDF	Sports Pavilion - A-90896713	DD	£58.04	£2.90	£60.94
O2	Clerk Mobile	DD	£14.86	£2.97	£17.83
Clerk	July Payroll	BACS	£1,168.79		£1,168.79
Clerk	Expenses WFH, Ink and Mileage	BACS	£37.49		£37.49
HMRC	PAYE/NI	BACS	£197.47		£197.47
Pension	Nest	DD	£115.86		£115.86
Amarilla Molnar	Caretaker Duties (3 hours June)	BACS	£60.00		£60.00
Parish Council Websites	Monthly Charge (June-July)	BACS	£25.00	£5.00	£30.00
MC Maintenance	Grass Cutting - May	BACS	£350.00	£70.00	£420.00
MC Maintenance	Grass and Verge Cutting - 10th & 23rd June	BACS	£800.00	£160.00	£960.00
SCDC	Uncontested Election Costs	BACS	£135.00	£0.00	£135.00
The Pest Company	Removal of wasp nest - playpark entrance	BACS	£100.00	£20.00	£120.00
Bright Pay	Payroll Software	DD	£84.00	£16.80	£100.80
Amazon	Toilet Rolls - Sports Pavilion	DC	£14.99	£3.00	£17.99
Amazon	Bin Bags - Sports Pavilion	DC	£4.24	£0.85	£5.09
Lloyds Bank	Service Charge	PAY	£4.25		£4.25
-	Total	-	£3,251.01	£285.57	£3,536.58

80.3 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 revisit this at the end of year, March 2027

80.4 Discuss and decide on the grant request from Bourn Allotment Society

The PC received a grant request to support an application for Community Chest funding. Cllr P Winch-Furness proposed that the PC approve the grant payment only if the Community Chest grant is awarded and the work to improve access to the allotment site is completed. Cllr G Smith seconded, and all Cllrs were in favour. **RESOLVED to fulfil the grant request on the basis set out above.**

26/27-81

Payments received - June

- £28.00 Bourn Gaming club (May)
- £230.00 Scouts/Cub/Beavers (April & May)
- £1,200.00 Sports Club
- £250.00 Donations to Defibrillator

26/27-82

Discuss date for next meeting

Cllrs agreed to change the meeting date for the September meeting to the 9th September.

26/27-83

Items for next agenda.

Village Survey

Meeting closed at 22.28

Signed Des O'Brien (Chairman)

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