



BOURN PARISH COUNCIL

I hereby give notice that the meeting of Bourn Parish Council will be held on
Wednesday 20 May 2020 at 7:30 pm online [via Zoom.us](https://zoom.us)

The Public and Press are cordially invited to be present, please use Meeting ID: 97049510194
& password: 152398 or email/telephone your question(s) to the Clerk,
parish.clerk@bourn.org.uk /07701339765 by Monday 18th May 2020

**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**

Michele Hutton, Parish Clerk
Bourn Parish Council tel: 07701 339765

AGENDA

Comments and observations from members of the public

A maximum of 15 minutes is allocated for this with no more than three minutes per person at the Chairman's discretion
Councillors should not respond on items on the agenda but consider the views put forward when appropriate
Members of the public are reminded that once the meeting is in session there is no further opportunity to speak

Reports from County and District Councillors

In order to comply with our Standing Orders on time-keeping please keep these brief or in printed form

1. **Apologies and reasons for absence**
2. **Member's declarations of pecuniary interest, dispensations held, and requests for same for agenda items**
3. **Approval of the minutes of the last meeting on 15 April 2020 & 19 February 2020**
4. **Matters arising from the last meeting or a previous meeting including items deferred**
 - 4.1 5.1 Website – New section for Planning created and **DOB & SJO to upload information on BAD,C2C & SJA to upload link to newsletter**
The setting up of a food bank in the village for dried foods was discussed and it was agreed that SJA would speak to the volunteer group co-ordinator (Vanda Parcell) to discuss if there was a need and the logistics of setting it up. **ACTION = SJA to speak to V Parcell re food bank**
 - 4.2 6.2 “Ask the Clerk” email re vehicles using Jubilee car park during lockdown - **ACTION = NB to arrange signs, LR & NB to investigate the re-instalment of the barrier, Clerk to respond to email**
 - 4.3 9.1 Financial report - **ACTION = Clerk to ask Nationwide B/Society for the interest figure to 31 March 2020 – Update: Interest certificate received**
 - 4.4 9.2– **Any matter which is urgent due to H&S and/or use of delegated powers between meetings**
Cllr Jaques raised a concern over the wall by the ford, the top course on the west side is loose and moving, probably caused by vegetation – **ACTION = Cllr Jaques will report this to Highways**
 - 4.5 9.2.1 Playground Update – Cllr NB reported that the Legionella plan is under way with checking and sterilising with more work to undertake once the lockdown is over. The report highlighted a tree had fallen into the ditch at Hall Close and this will need to be reported to SCDC. **ACTION = Clerk to report this issue to SCDC**
 - 4.6 10.1 Cllr Jaques raised a concern over the triangle land at the War Memorial as vehicles are driving over the corners and suggested installing bollards on the corners. The crazy paving at the War Memorial

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needs repairing/replacing and the chain needs cleaning, the cleaning of the chain was agreed up to a cost of £300 (Proposed SJA, 2nd SJO). It was agreed to carry the paving repair over to the next meeting. The VE Day 75th celebration was discussed, and it was agreed that a wreath should be placed at the Memorial up to a cost of £100 (Proposed NB, 2nd DOB). **ACTION = BJ to clean chain & SJA to source a wreath for the VE Day celebrations on 8th May 2020**

5. Reports on the progress of ongoing projects/issues

5.1 Parish Council website (SJA,LR,NS)

6. Members requested subjects for discussion

6.1 Wild Flower Seeding of verges (SJA)

6.2 Traffic Calming project (LR)

6.3 Grass verge cutting with Buchans (LR)

6.4 Playground annual inspection report (LR)

6.5 Documenting the history of the village on the website

6.6 Fencing at Broadway Play Area (NB)

- 6.7 Rubbish bin at Broadway play area – Clerk has sent request to SCDC

- 6.8 Cycle Path (BJ)

- 6.9 Streetlighting, proposed consultation with resident

- 6.10 S106 Agreement for land at Rockery Farm – signatures required

- 6.11 Bourn to Run proposed road closures on 27th Sept 2020

- 6.12 Financial help from SCDC for Village Hall (NS)

7. Correspondence/communications received

7.1 none received

8. Planning and tree work applications and any related matters

8.1 Planning applications

8.1.1 20/01522/FUL, Upper Farm 151 Alms Hill Bourn, One and a half storey extension and internal alterations

8.1.2. 20/01523/LBC, Upper Farm 151 Alms Hill Bourn, One and a half storey extension and internal alterations.

8.1.3 20/01695/FUL, Bathing Under The sky, Toft Road, Bourn, CB23 2TT, erection of 3 cabions, 6 hot tubs, portable sauna and showers & toilets for outdoor spa use, access & temporary car park

8.2 Tree works applications

8.2.1 20/1260/TTCA, 30 Riddy Lane Bourn CB23 2SP, Ash - Reduce the height by 4m and the width in all directions by 2m. Tree warden report - Looking at the S.Cambs map, it might have an **Area TPO** (ref: A113), though the map is pretty unclear.

Ash trees will bounce back very well after lopping so probably not a problem.

8.2.2 20/1214/TTCA, 194 Alms Hill Bourn CB23 2SZ, Large Ash Tree- Fell to combat subsidence damage to 194 Alms Hill, Broadway Cottage , Bourn, CB23 2SZ – Tree warden report- I would object to a large tree being felled. Another opinion could be sought and another solution could be found, e.g., the tree could be pollarded regularly to reduce water uptake.

8.2.3 20/1308/TTCA, 36 Caxton End Bourn, Group of Lime Trees in a Row. Pollard trees to approx. 30 ft finished height as trees are causing damage to adjacent Tennis Courts and require managing – Tree Warden noted no objection

8.3 SCDC planning decisions and appeal notices – to note

8.3.1. none

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9. Finance, procedure and risk assessment including considering any urgent work required because of health and safety, or risk.

9.1 Financial report and payment of bills

Expenditure for approval:-

Supplier	Description	Net	VAT	Total
Sarah Jagers	Poppy Wreath-VE Day celebration	19.15	3.83	22.98
Michele Hutton	Zoom membership	119.90	23.98	143.88
Neil Blair	printing costs-posters for Sports Club Area	27.69	5.54	33.23
Buchans	Grass Cutting-April 2020	528.29	105.67	633.96
Buchans	Grass Cutting-March 2020	337.74	67.55	405.29
David Bracey Play Safety Inspections	Annual Play Equipment Safety Inspection	175.00	35.00	210.00
Alan Ward	War Memorial flowers	36.00	0.00	36.00
Michele Hutton	Clerk's salary	637.80	0.00	637.80
	Total	1,881.57	241.57	2,123.14

Expenditure approved at last/previous, or between, meetings:

Supplier	Description	Net	VAT	Total
O2	Clerk's mobile phone April	23.15	4.63	27.78
	Total	23.15	4.63	27.78

See Appendices for monthly Bank Reconciliation and Payments/Receipts List

9.2 Any matter which is urgent because of risk or health and safety and/or the use of delegated powers between meetings

10. Member's reports and any items which need consideration

- 10.1 Coalition of Parish Councils (SJO)
- 10.2 Highways
- 10.3 Allotments (LR)
- 10.4 Tree warden
- 10.5 Footpaths/bridleways
- 10.6 Play area and equipment inspection
- 10.7 Bourn Parish Council's successes – to note

11. Closure of meeting

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Appendices

Payments List:-

Date	Supplier	Description	Net	VAT	Total
01/04/2020	SCDC	Land lease	50.00	0.00	50.00
08/04/2020	Opus Energy	Electricity standing charge	7.92	0.39	8.31
16/04/2020	HMRC	Tax & NI for Clerk's salary	91.00	0.00	91.00
20/04/2020	Cam valley Forum	Annual membership	10.00	0.00	10.00
29/04/2020	O2	Clerk's mobile phone	23.15	4.63	27.78
30/04/2020	Michele Hutton	Clerk's salary	764.86	0.00	764.86
		Total	946.93	5.02	951.95

Receipts List:-

Date	Supplier	Description	Total
08/04/2020	HMRC	VAT 126 reimbursement	3,490.07
22/04/2020	SCDC	Precept	9,606.50
			13,096.57

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Bank Reconciliation:-

Prepared by: Michele Hutton/Clerk Date:12/05/2020
Name and Role (Clerk/RFO etc)

Approved by: Michele Hutton/RFO Date:12/05/2020
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 12/05/2020

Cash in Hand 01/04/2020 54,319.80

ADD

Receipts 01/04/2020 - 12/05/2020 13,096.57

67,416.37

SUBTRACT

Payments 01/04/2020 - 12/05/2020 951.95

A Cash in Hand 12/05/2020 66,464.42
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2020 0.00

Nationwide B/Soc 30/04/2020 27,640.32

Lloyds Bank 30/04/2020 38,824.10

66,464.42

Less unrepresented payments 0.00

66,464.42

Plus unrepresented receipts 0.00

B Adjusted Bank Balance 66,464.42

A = B Checks out OK

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