



BOURN PARISH COUNCIL

I hereby give notice that the meeting of Bourn Parish Council will be held on
Wednesday 17 March at 7:30 pm online via Zoom

The Public and Press are cordially invited to be present, please use Meeting ID: 97049510194 &
password: 152398 or email your question(s) to the Clerk, parish.clerk@bourn.org.uk
by Monday 15 March 2021

**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 – **10 mins**

- 1. Apologies and reasons for absence** **3 mins**
- 2. Member's declarations of pecuniary interest, dispensations held, and requests for same for agenda items** **2 mins**
- 3. Approval of the minutes of the last meeting on 17 February 2021** **3 mins**
- 4. Matters arising from the last meeting or a previous meeting including items deferred**
 - 4.1** (4.1,4.3, 4.4,4.13, 6.15) Refurbishment and additional Dog faeces bins but black bins can be used for dog faeces, Cllrs agreed this was a good idea if SCDC approve the sites and will not charge for emptying them, Clerk contacted SCDC and they have responded with a total cost of £1348 for 4 bins plus £9 weekly charge for emptying them except for the 1 roadside bin which is not charged for emptying. **ACTION= Clerk to check if weekly charge would be free if bins are roadside and we purchase the bins ourselves from another supplier which are cheaper** **2 mins**
 - 4.2** (4.2,4.5, 4.8,9.1) Cllrs DOB & LR took measurements, Highways have confirmed that dragons' teeth are acceptable after the 30mph sign although a red strip would be needed. Proposal= leave 30mph sign and insert dragons' teeth inside sign up to new gate (cost of gate £600/£700), Highways to confirm cost of dragon's teeth. **Cllr LR has applied for dragons' teeth but has not been considered yet, so cost is unavailable now. ACTION=Cllr LR will chase as gates to be fitted at same time by CC highways/ CC to come back to us** **2 mins**
 - 4.3** (4.5,9.7) Fence repairs (BJ) – Cllr BJ & F Haxton have agreed the fencing specification and to remove the goalposts (proposed DOB, 2nd LR), Clerk to obtain quotes. Cllr DOB informed the PC that he and Frank Haxton had met 63 contractors to quote for the works and that they discussed other maintenance issues at the same time. **ACTION= quotes to be discussed and agreed at March meeting, quotes circulated for decision at March meeting** **2 mins**

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- 4.4 (8.1)** Cllr NS advised that the new testing notification system was going well with some side effects and has been in talks with Hay & Rice to rectify these issues however it does appear to be working. Links are a slight issue which will need some amendments. **ACTION= Cllr NS to confirm implementation at march meeting** 2 mins
- 4.5** Final decision and action on steps Fp10 (SM)-Frank Haxton to arrange meeting with Rowland to obtain spec for works and to then tender for quotes. A Marcham & G Bruce to draw up a list of footpaths/kissing gates in order of priority for repairs. **ACTION= List of priority works and quotes to be discussed at March meeting(see appendices)** 2 mins
- 4.6 (9.4)** Cllr DOB to inform PC whether P Gaskin is still in place and if not who is responsible for blocking footpaths 2 mins
- 4.7 (9.5)** Tree felling, Water Lane - Cllr DOB to confirm Mark Proud will remove tree 2 mins
- 4.8 (9.6)** Carbon Free Zonal heating (BJ) – This item has been moved to April 2021 meeting 2 mins
- 4.9 (9.8)** Climate Change Working Group Update - Cllr DOB stated that there have been 5 volunteers so far but that a liaison from the PC was needed, SM agreed to take on this role. Cllr SM to check CAPALC site for clarification on position of PC as this could raise issues with funding in the future. 2 mins
- 4.10 (10.1)** Bourn Windmill Restoration Group grant application – Bourn Windmill need £80,000 with unanimous agreement to help but unable to grant this amount. A proposal of £1,000 was discussed but until we have all the paper-work required from the Restoration Group, the PC could not grant. There was a discussion of how to award this grant and under what conditions as there is an upper limit in place. **ACTION = Cllr LR to liaise with them. Clerk to send contact info to LR. LR to report back at March meeting,** 2 mins
- 4.11 (10.2)** Stop car engines idling outside Post Office – Cllr DOB reported that it is against the law, how policing it is an issue. We could erect a sign outside P.O. to say it is illegal. Cllr HH asked if yellow lines were a possibility and Cllr BJ advised that double yellow lines were asked for some years ago but was turned down the parked cars slows down the cars passing. It is a 20mph area. The PC could ask JJ to put up a sign. **ACTION = BJ= to monitor the situation and report back at March meeting** 2 mins
- 4.12 (12)** Cllr BJ informed the PC that ability to hold these meetings remotely ends on 7th May, and we need to start considering where we were going to hold them because the village hall is not open because of COVID-19 restrictions. The clerk informed the PC that CAPALC are looking into this issue and are asking Government to suspend face to face meetings until later in the year. Clerk will keep PC updated with any information received from CAPALC. **ACTION = Clerk to add to March agenda** 2 mins
- 5.** Finance, procedure and risk assessment including considering any urgent work required because of health and safety, or risk.
- 5.1** Financial report and payment of bills:-
See appendices for full breakdown 2 mins
- 5.2** Any matter which is urgent because of risk or health and safety and/or the use of delegated powers between meetings 2 mins
- 6.** **East/West Rail Route (EWR)** - Cambridge Approaches, CamBed Rail and Cambourne Parish Council are lobbying for the proposed Cambourne station (currently earmarked for the area around North Caxton) to be sited North of Cambourne adjacent to the A428. The survey licence fee of £1500.00 has been received 5 mins
- 7.** **Bourn Airfield Development (BAD)** - The latest alteration to the existing planning application S/3440/18/OL seeks to permit the building of 500 of the 3500 houses before a decision has been reached on when, if ever, an A428 HQPT system is delivered. Bourn Parish Council need to decide how we want to respond to this alteration to the planning application. DOB attending meeting next Monday – Cllr DOB confirmed that there is a planning committee meeting 19th February. Cllr DOB informed the PC that at the planning committee meeting, via zoom, 4 of usual committee had asked for substitutes, this is concerning as substitutes are not as versed. DOB has sent

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a link to the meeting for all to see. **ACTION=Update on Code of Conduct complaint re decision taken at planning committee meeting(DOB)** 5 mins

8. Reports on the progress of ongoing projects/issues

8.1 Parish Council website (SJA,LR,NS) - 2 mins

9. Members requested subjects for discussion

9.1 Draw up a register of volunteers to help with various works around the village (BJ) 5 mins

9.2 Highways signage and streetlights (DOB) 5 mins

9.3 CAPALC renewal – affiliation pack forwarded to all Councillors for decision 5 mins

9.4 LHI work on the Broadway. Commencement date set for the 18th March (DOB) 5 mins

9.5 Brook Walk Report (DOB) 5 mins

9.6 Sophia martin's resignation (DOB) 5 mins

9.7 Innovate and Cultivate Fund from County Council (DOB) 5 mins

9.8 Operation Forth Bridge 5 mins

10. Correspondence/communications received

10.1 Cam Valley Forum – invitation for a Councillor to be designated a Forum member as a representative of the PC 5 mins

10.2 Kris Johnston - on-site commemoration of its wartime history on BAD 5 mins

10.3 Request for financial support for the Parish magazine from the church. 5 mins

11. Planning and tree work applications and any related matters

11.1 Planning applications

11.1.1 21/00233/LBC, 161 Caxton End Bourn CB23 2ST, Installation of two freestanding steel 'goal-post' structures within the 19th century extension linking the original building and most recent extension, re-building, capping and reducing height of existing chimney stack, replacement of existing concrete pantiles to the roof of the modern extension, retention of works to the modern extension, including: removal of chimney stack; replacement of single glazed windows and doors with new timber, double-glazed windows and doors (painted to match existing windows) 2 mins

11.2 Tree works applications –

11.2.1 21/0199/TTPO, 30 Riddy Lane Bourn CB23 2SP, T 1 - Field Maple - Reduce the height to 8m above ground level. Reason - To remove weight and wind sail effect as a limb split out and wrote off a neighbours car last year. T 2 - Field Maple - Reduce the height to 8m above ground level. Reason - To remove weight and wind sail effect as a limb on a adjacent tree (T 1) split out and wrote off a neighbours car last year. **Tree warden reported:** They are part of an area TPO - the tree closest to Riddy Lane is a bit top heavy so work probably required. The tree next to it is much smaller and can't see that any work is necessary, given TPO status 2 mins

11.2.2 21/0190/TTCA, Site address: 44 Caxton End Bourn Cambridge, Dangerous Tree Notice - to make safe tree at the gate by the bridge. **Tree warden reported-**This is one of the new Minor Tree Works applications that has already been passed by South Cambs 2 mins

11.3 SCDC planning decisions and appeal notices – to note

11.3.1 21/00604/TELNOT, Land At The Front Of 52 Broadway Bourn Cambridge Cambridgeshire, Installation of 1 x 10m wooden pole (8.2m above ground) by Openreach 2 mins

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

It is requested that any reports should be put in writing and circulated prior to the meeting for consideration. Reference will be made to any which require a decision. 5 mins

13. Bourn Parish Council's Achievements –

5 mins

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14. Closure of meeting

APPENDICES:-

4.1 Dog Bins

I have just checked for a price of Topsy Bins. They are available for £194 each inc. VAT and free delivery. So, 3 would cost £600 to buy. A bag of post ready concrete mix is about £4-5 each at Madingley Mulch. The only thing not covered is labour. See email on Volunteers. **Basil**

Cambourne Parish Council have offered to buy and fit 4 of the £189 dog bins (see link) for cost and £150 - that's £900
<https://www.earth-anchors.com/products#!/Dog-Bins/c/20528849>

An alternative option. **Des**

From SCDC:

Yes if the bin is on a main road in the village we will empty F O C

If you purchase the bins the charge to empty is £3 per empty

As we no longer install bins on posts into the ground we will fix the dog bins onto existing footpath sign posts, the Topsy litter bin is mounted on a 2 x 2 concrete slab slightly buried in the ground.

4.3 Broadway Fence Repairs – quote spreadsheet already circulated

4.5 FP10 Step repair quotes

1. Buchans - £580.00 including VAT
2. Ballingers - £696.00 including VAT
3. Rowland's - £556.80 including VAT

4.5 BOURN PROW IMPROVEMENTS – 2021

As requested by the Parish Council in February 2021 here is a list of PROWs the volunteers believe would benefit from improvements. These are all located close to the village itself. It is recommended the CCC RofW Officer is asked to join a representative of the PC and the 2 volunteers in a tour of these sites after the Parish Council has considered them in order to gain an opinion on feasibility, cost and responsibilities. Although we've tried to put the issues in a priority order this is very dependent on RofW Officer feedback, costs, funds and ground conditions. Possible actions are in italics.

- 1(a) FP20: At the end of the passageway between The Old Granary and the Willow Tree, there is the remains of a kissing gate. *This is no longer needed as no livestock issue and could be removed as it restricts the width of footpath, provided the landowner agreed. No cost involved. Landowner Shaina Galvin. See photo.*
- 1(b) FP11 (Caxton End to Rec). At waste bin there is the remains of a very rotten kissing gate. *This is not needed as no livestock issue and should be removed as it restricts the width of passageway. Keep posts either side in place for signage. No cost involved. Landowner Rec/Parish Council? See photo.*
2. FP20: (Immediately after crossing the big wooden bridge leaving Camping Close going north) The small bridge that crosses the Denset Stream, just before Mr Priest's Field (the bullock field), the sleepers have dislodged and at least 2 show signs of rotting. This occurred during the recent winter 2020/21 floods. *Require replacing/resetting to ensure an even surface. No Man's Land? See photo.*

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3. FP17: The stile at Crow End into bulloch field (start of track at top of Alms Hill nearly opposite Caxton Road). This stile is very awkward, in a confined space on a slippery bank with trees one side, and therefore difficult for less able people to negotiate so safety could be an issue. *Recommend remove stile and replace with galvanised self closing gate similar to one in middle of 'bulloch field'. (No room for kissing gate.) Then dress short section of field side surface with chippings as very poached surface . Suggest this recommended installation not straightforward and expert opinion should be sought on solutions. Landowner Mr Priest who resides at corner of entrance to FP17 (Crow End). He should be consulted. See 2 photos.*
4. FP20 and FP22 The 2 kissing gate entrances to Camping Close (esp the one opposite Surgery) are very badly poached and consequently, extremely muddy and slippery during wet weather. These are very well used paths so grass is unlikely to grow there again. *To avoid this occurring in the future, some sort of surface treatment is needed – wood chippings? Landowner Manor Farm – note they have said this field is a conservation area and has restrictions on what they can do to rectify this issue. See 2 photos.*
5. FP19 (opposite Lalbach) Wooden (sleeper?) steps on the 'bulloch field' side of wooden kissing gate are almost buried in mud. *Reset and dress with chippings. Landowner Mr Priest who resides at corner of entrance to FP17 Crow End. See photo.*
- 6(a) FP13: By the allotments there is a wooden kissing gate which is both narrow and rotting significantly. Several posts are already wonky. *This should be replaced with a galvanised kissing gate. Responsibility: either SCDC or Longstowe Estate. Les Rolfe to establish ownership of this small section of fenced land alongside his property. See photo.*
- 6(b) FP13: It is believed there is a french drain running along the allotment fence installed some years ago by Peter Gaskin. It looks like this is no longer functional as water and mud are puddling and the footpath is very wet. *Investigate and if necessary repair. Responsibility same as 6(a) See photo*
- 6(c) From the allotment end just where the field starts water is draining out of a blocked ditch across the path making it extremely muddy. *Parish Council to inform Bourn Hall (it is almost certainly their responsibility) and request they get the ditch dug out to a length of 10m or so in order that the water can drain into another existing ditch and then into a 300m concrete pipe which goes under the footpath and joins another ditch running between the permissive path and the rear of Hall Close properties.*
7. FP21: (Water Lane opp main entrance to Rec), far east end a ditch was dug some years ago to facilitate surface water to drain away into the Brook. This is now clogged up silt and leaves. *Needs clearing and deepening to further improve drainage. Some years ago RoWO said might cost about £300. Landowner unknown. See photo.*
8. FP11/10: This is a very popular path and is also a busy entrance to the Rec but it is shabby and could be so much improved (or more likely just brought back to its original condition). *From the bridge at Caxton End to the entrance to the Rec, remove the 'bank' of earth next to bridge and side grass and resurface (MOT No.1 or gravel?) from the bridge to the waste bin. Note: This work should be done after No.44 'flood defence fence' application/work is completed (if approved). At the same time a couple of revetment steps could be installed on the bank at entrance to FP10 and a waymark sign erected (starts almost opposite the corner of No. 44 brick wall and beech hedge). Landowner unknown but maybe whoever owns the Rec.... See photo.*
9. FP12 entrance to Rec adjacent to Lalbach. Pedestrians walk straight out down steps into the roadway from the Rec. Very dangerous, especially as this path leads from the kiddies playground. *Place a self closing galvanised gate at the top of the steps. Landowner unknown. Parish Council?*

NB: Stiles/Gates into fields are normally responsibility of landowner and used to keep livestock in. However in the past the RoWO has been very keen to replace stiles with kissing gates (policy?) and it is believed has funded most of them in the village. As a rough guide an internet search shows a straight self closing galvanised gate is around £300 and kissing

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gate £400 ex VAT and installation. It is recommended posts are set in postcrete. Longstowe Hall Estate has self funded many gates on footpaths and permissive paths on their land which it is believed is primarily to deter horse riders and off road bikers where not permitted.

NB: FP 27 (Bourn Wood to Wysing Arts). There are three styles. In case anyone suggests they are replaced with kissing gates please note the landowners are adamant they won't do that as they have had previous experience of a horse getting seriously injured having got wedged in one.

NB: FP10: actions are already in place to install revetment steps on a steep bank near the Caxton Road end (utilising approx £360 already allocated to PROWs a few years ago).

NB: Whilst the general surface of many of the paths over the winter period were poor, due to the very wet weather and recent heavy footfall, to do anything meaningful is probably not really practicable and therefore, we feel they are best left for nature to repair, apart from any improvements listed above.

Angela Marcham, Graham Bruce
9 March 2021

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Number1(a)



Number 1(b)



Number 2

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Number 3 plus possible replacement



Both Number 4
Camping Close



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Number 5



Number 6(a
and 6(b)



Number 7

Number 8



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4.10 Bourn Windmill

I've spoken with Cambridge Past, Present & Future about their grant application. They apologised for their oversight in not sending the full documentation and that will follow shortly. We should then be able to consider it at the March meeting. Applications are going to many others up to, and including, big national charities. They understand the limitations that many organisations have when it comes to grants and any amount would be gratefully received.

Because of the complexity of the work, it's not possible to identify any specific item to which we could put our name, but every donation towards the restoration will be acknowledged within the mill for all to see.

Of interest is the fact that, while the mill is in its present state, there has been a dendrochronologist checking the timbers and they are now hoping to prove that it is no longer in the top 10 oldest mills in the country. Evidence is now saying that it is almost certainly THE OLDEST. A fact that they will be featuring heavily once it's back in order.

5.1 Invoices for payment

Payments List March 2021

Date	Description	Supplier	Net	VAT	Total
01/03/2021	Clerk's mobile phone	O2	8.00	1.60	9.60
01/03/2021	PWLB payment	PWLB	1,762.90	0.00	1,762.90
01/03/2021	Website Qtrly Charge	Allotment Lease	390.00	0.00	390.00
07/03/2021	GDPR/Data Protection renewal	ICO	35.00	0.00	35.00
12/03/2021	Electricity standing charge	Opus Energy	8.75	0.44	9.19
15/03/2021	Pavilion Electricity Charge	SWALEC	90.33	4.51	94.84
15/03/2021	Pavilion Electricity Charge	SWALEC	24.34	1.21	25.55
17/03/2021	Stationery	Viking Direct	30.98	6.20	37.18
31/03/2021	Scribe Accounts Subscription	Scribe	288.00	57.60	345.60
31/03/2021	March salary	M Hutton	663.62	0.00	663.62
Total			3301.92	71.56	3373.48

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Bank Reconciliation:-

Bourn Parish Council

Prepared by: M Hutton/Clerk Date: 09/03/2021
Name and Role (Clerk/RFO etc)

Approved by: M Hutton/RFO Date: 09/03/2021
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 28/02/2021

Cash in Hand 01/04/2020 54,319.80

ADD

Receipts 01/04/2020 - 28/02/2021 51,509.80

105,829.60

SUBTRACT

Payments 01/04/2020 - 28/02/2021 28,920.95

A Cash in Hand 28/02/2021 76,908.65
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 28/02/2021 0.00

Nationwide B/Soc 28/02/2021 27,640.32

Lloyds Bank 28/02/2021 49,268.33

76,908.65

Less unrepresented payments 0.00

76,908.65

Plus unrepresented receipts 0.00

B Adjusted Bank Balance 76,908.65

A = B Checks out OK

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Payments List:-

Date	Description	Supplier	Net	VAT	Total
01/04/2020	Land lease	SCDC	50.00	0.00	50.00
08/04/2020	Electricity standing charge	Opus Energy	7.92	0.39	8.31
16/04/2020	Tax & NI for Clerk's salary	HMRC	91.00	0.00	91.00
20/04/2020	Annual membership	Cam valley Forum	10.00	0.00	10.00
29/04/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
30/04/2020	Clerk's salary	Michele Hutton	764.86	0.00	764.86
12/05/2020	Electricity standing charge	Opus Energy	7.69	0.38	8.07
14/05/2020	Tax & NI for Clerk's salary	HMRC	90.15	0.00	90.15
14/05/2020	Tax & NI for Clerk's salary	HMRC	96.97	0.00	96.97
20/05/2020	Zoom membership	Michele Hutton	0.00	0.00	0.00
20/05/2020	Wreath	Sarah Jagers	0.00	0.00	0.00
20/05/2020	printing costs	Neil Blair	0.00	0.00	0.00
20/05/2020	Wreath	The Royal British Legion	19.15	3.83	22.98
20/05/2020	Zoom membership	Zoom Video Communications Inc	119.90	23.98	143.88
20/05/2020	printing costs	PrintPond-Acme Brighton Ltd	27.69	5.54	33.23
20/05/2020	Grass Cutting	Buchans	528.29	105.67	633.96
20/05/2020	War Memorial flowers	Alan Ward	36.00	0.00	36.00
20/05/2020	Grass Cutting	Buchans	337.74	67.55	405.29
20/05/2020	Annual Play Equipment Safety Inspec	David Bracey Play Safety Inspections	175.00	35.00	210.00
29/05/2020	Clerk's salary	Michele Hutton	637.80	0.00	637.80
29/05/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
01/06/2020	Water & Sewerage charge	Cambridge Water Business	736.99	0.00	736.99
07/06/2020	Pavilion Electricity Charge	SWALEC	64.22	3.21	67.43
17/06/2020	Litter Bin	SCDC	345.00	0.00	345.00
17/06/2020	Electricity standing charge	Opus Energy	9.36	0.47	9.83
17/06/2020	Grass Cutting	Buchans	834.67	166.94	1,001.61
17/06/2020	Electricity standing charge	Cambridgeshire County Council	121.69	0.00	121.69
17/06/2020	Stationery	Viking Direct	62.26	12.45	74.71
17/06/2020	Website Qtrly Charge	Yowly	140.00	0.00	140.00
17/06/2020	Skate Ramp repairs	RPM Ltd	750.00	150.00	900.00
17/06/2020	playground incidentals	Frank Haxton	30.90	0.00	30.90
26/06/2020	Pavilion Electricity Charge	SWALEC	22.26	1.11	23.37
29/06/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
30/06/2020	Clerk's salary	Michele Hutton	642.30	0.00	642.30
12/07/2020	Electricity standing charge	Opus Energy	9.10	0.46	9.56
15/07/2020	War memorial cleaning	P.W.F. Decorating & Maintenance Services	210.00	0.00	210.00
15/07/2020	fencing repairs	Mervyn Bradford	79.78	5.66	85.44
15/07/2020	Grass Cutting	Buchans	600.63	120.12	720.75
15/07/2020	printing costs	Michele Hutton	97.00	0.00	97.00
15/07/2020	Internal Auditor	Canalbs Ltd	147.87	0.00	147.87
15/07/2020	Training	SLCC	10.00	2.00	12.00
15/07/2020	Tax & NI for Clerk's salary	HMRC	126.99	0.00	126.99
15/07/2020	Tax & NI for Clerk's salary	HMRC	64.00	0.00	64.00
15/07/2020	fencing repairs	Mervyn Bradford	79.78	5.66	85.44
16/07/2020	Stationery	Viking Direct	63.98	12.80	76.78
16/07/2020	Alarm Maintenance	Alarm Maintenance Ltd	87.00	17.40	104.40

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22/07/2020	Tax & NI for Clerk's salary	HMRC	64.00	0.00	64.00
29/07/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
31/07/2020	Clerk's salary	Michele Hutton	791.12	0.00	791.12
03/08/2020	History website purchase	Community Websites Ltd	175.00	35.00	210.00
03/08/2020	Skate Ramp repairs	Radii Skatepark Repairs	45.00	0.00	45.00
06/08/2020	Alarm Maintenance	Alarm Maintenance Ltd	225.00	45.00	270.00
06/08/2020	Speedwatch signage	Cambridgeshire County Council	483.32	96.66	579.98
06/08/2020	Picnic Bench	Sustainable Furniture (UK) Ltd	195.83	39.17	235.00
07/08/2020	Electric Meter Door-Pavilion	Michele Hutton	42.80	8.56	51.36
12/08/2020	Electricity standing charge	Opus Energy	9.38	0.46	9.84
12/08/2020	Water/Sewerage Refund	Bourn Sports Club	318.93	0.00	318.93
24/08/2020	Wildflower seeds	Emorsgate Seeds	168.00	6.72	174.72
28/08/2020	Clerk's salary	Michele Hutton	644.20	0.00	644.20
29/08/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
01/09/2020	PWLb payment	PWLb	1,762.90	0.00	1,762.90
01/09/2020	Pavilion Electricity Charge	SWALEC	23.30	1.16	24.46
11/09/2020	Pavilion Electricity Charge	SWALEC	90.33	4.51	94.84
12/09/2020	Electricity standing charge	Opus Energy	9.48	0.47	9.95
16/09/2020	Grass Cutting	Buchans	463.41	92.69	556.10
16/09/2020	Grass Cutting	Buchans	476.01	95.21	571.22
21/09/2020	Microsoft Office renewal	Michele Hutton	49.99	10.00	59.99
22/09/2020	Website Qtrly Charge	Yowly	140.00	0.00	140.00
22/09/2020	Insurance	Arthur J Gallagher/Came&Co	1,825.34	0.00	1,825.34
29/09/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
30/09/2020	Clerk's salary	Michele Hutton	751.80	0.00	751.80
12/10/2020	Electricity standing charge	Opus Energy	9.15	0.46	9.61
21/10/2020	water leak Alms Hill	Nutcombe Cambridge Ltd T/A NC Plumbing & Heating	680.00	136.00	816.00
21/10/2020	water leak Alms Hill	Nutcombe Cambridge Ltd T/A NC Plumbing & Heating	179.61	35.92	215.53
21/10/2020	mapping online tool	GeoXsphere Ltd	30.00	6.00	36.00
21/10/2020	Grass Cutting	Buchans	897.66	179.54	1,077.20
21/10/2020	Annual membership	SLCC	126.00	0.00	126.00
21/10/2020	Tax & NI for Clerk's salary	HMRC	141.97	0.00	141.97
21/10/2020	Tax & NI for Clerk's salary	HMRC	65.60	0.00	65.60
21/10/2020	Tax & NI for Clerk's salary	HMRC	103.43	0.00	103.43
21/10/2020	Stationery	Viking Direct	47.97	9.59	57.56
29/10/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
31/10/2020	Clerk's salary	Michele Hutton	807.54	0.00	807.54
31/10/2020	postage stamp	Michele Hutton	0.70	0.00	0.70
31/10/2020	Poppy Wreath	Michele Hutton	18.32	3.66	21.98
12/11/2020	Electricity standing charge	Opus Energy	9.48	0.47	9.95
18/11/2020	Hire of communal room	SCDC	5.00	0.00	5.00
18/11/2020	Grass Cutting	Buchans	338.79	67.75	406.54
18/11/2020	War Memorial flowers	Alan Ward	24.00	0.00	24.00
18/11/2020	Newsletter distribution	D2D Distribution Ltd	225.00	45.00	270.00
18/11/2020	Auditor AGAR fees	PKF Littlejohn LLP	200.00	40.00	240.00
29/11/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
30/11/2020	Clerk's salary	Michele Hutton	659.12	0.00	659.12
03/12/2020	Grass Cutting	Buchans	228.17	45.64	273.81
12/12/2020	Electricity standing charge	Opus Energy	9.28	0.47	9.75
14/12/2020	Stationery	Viking Direct	28.35	5.67	34.02
14/12/2020	Stationery	Viking Direct	58.96	11.79	70.75

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15/12/2020	electrical repairs	SJT Electrical Contractors (UK) Ltd	21.89	0.00	21.89
21/12/2020	Pavilion Electricity Charge	SWALEC	23.82	1.19	25.01
21/12/2020	Pavilion Electricity Charge	SWALEC	90.33	4.51	94.84
29/12/2020	Clerk's mobile phone	O2	23.15	4.63	27.78
31/12/2020	Clerk's salary	Michele Hutton	786.29	0.00	786.29
04/01/2021	Water & Sewerage charge	Cambridge Water Business	685.94	0.00	685.94
12/01/2021	Electricity standing charge	Opus Energy	9.63	0.48	10.11
13/01/2021	Tax & NI for Clerk's salary	HMRC	147.25	0.00	147.25
13/01/2021	Tax & NI for Clerk's salary	HMRC	104.04	0.00	104.04
20/01/2021	Tax & NI for Clerk's salary	HMRC	69.40	0.00	69.40
20/01/2021	Tree Works	Acacia Tree Surgery Ltd	1,275.00	255.00	1,530.00
20/01/2021	Website Qtrly Charge	Yowly	140.00	0.00	140.00
29/01/2021	Clerk's salary	Michele Hutton	668.12	0.00	668.12
29/01/2021	Clerk's mobile phone	O2	6.00	1.20	7.20
08/02/2021	fencing repairs	Mervyn Bradford	-79.78	-5.66	-85.44
08/02/2021	Tax & NI for Clerk's salary	HMRC	37.62	0.00	37.62
12/02/2021	Electricity standing charge	Opus Energy	9.69	0.48	10.17
22/02/2021	Annual membership	Cam valley Forum	10.00	0.00	10.00
26/02/2021	Clerk's salary	Michele Hutton	659.12	0.00	659.12
Total			26,857.89	2,063.06	28,920.95

Receipts List:-

Date	Description	Supplier	Net	VAT	Total
08/04/2020	VAT 126 reimbursement	HMRC	0.00	3,490.07	3,490.07
22/04/2020	Precept	SCDC	9,606.50	0.00	9,606.50
12/05/2020	Precept	SCDC	9,606.50	0.00	9,606.50
16/06/2020	Water & Sewerage charge	Bourn Sports Club	185.48	0.00	185.48
16/06/2020	Water & Sewerage charge	Bourn Sports Club	330.41	0.00	330.41
16/06/2020	Pavilion Electricity Charge	Bourn Sports Club	785.16	0.00	785.16
01/07/2020	Grass cutting contribution	Cambridgeshire County Council	1,475.00	0.00	1,475.00
02/07/2020	S106 Rockery Farm funds	SCDC	2,128.03	0.00	2,128.03
31/07/2020	Water/Sewerage Refund	Cambridge Water Business	455.62	0.00	455.62
11/08/2020	Pavilion Electricity Charge	Bourn Sports Club	60.53	0.00	60.53
07/09/2020	EWI survey licence fee	EWI Co Ltd	250.00	0.00	250.00
23/09/2020	Precept	SCDC	19,213.00	0.00	19,213.00
06/11/2020	Covid Community Grant	SCDC	200.00	0.00	200.00
10/12/2020	Pavilion Electricity Charge	Bourn Sports Club	79.54	0.00	79.54
28/01/2021	Allotment Lease	Allotment Lease	1.00	0.00	1.00
15/02/2021	Pavilion Electricity Charge	Bourn Sports Club	79.90	0.00	79.90
18/02/2021	VAT 126 reimbursement	HMRC	0.00	2,063.06	2,063.06
24/02/2021	EWI survey licence fee	EWI Co Ltd	1,500.00	0.00	1,500.00
Total			45,956.67	5,553.13	51,509.80

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9.2 Streetlighting Caxton End

Please see response from the Highways regarding the removal of streetlights and speed limits. If the removal of the lights leads to us having streetlights more the 183meters apart then it will require action as set out below.

Google Earth appears to concur with the assumption that these are around 30m apart, which would mean that the removal of two would mean gaps of around 60m apart where these are removed.

Can you confirm that the Parish Council still wants to proceed with these proposed removal of the two lights given the above?

9.8 Operation Forth Bridge

Operation FORTH BRIDGE is the codename for the protocol following the passing of HRH The Duke of Edinburgh. Our understanding is that following an official announcement from Buckingham Palace, each local authority website will be required to provide a landing page. This should be of black background, containing only the official image of the Royal family member who has passed, their year of birth and year of death and a simple button to allow visitors to continue to the main website.

Link to website: - [Operation London Bridge - Parish Council Websites](#)

12. Footpath Report

	Description	Date	Comments
1	Porters Way to end Kingston Wood	5.2.21	The area from FP24 to the hard core section is truly awful and difficult to walk due to the excessive wet.
2	Substation to Broadway	12.2.21	Path from just south of the lakes to the substation is very badly poached due to footfall
3	Bourn Brook to Brooklands Farm	7.3.21	Sign by road leaning over and needs resetting, otherwise no issues
4	Brooklands Farm to Royston Road	28.2.21	No issues
5	Riddy to Old North Rd	21.2.21	No issues other than a small fallen tree jutting into the path, but it is not stopping easy access past.
6	Sonny Sparks to Old North Rd	11.2.21	Very muddy in small area behind house. Thanks to the Macleans for putting down material to help on their section.
7	6 to Old North Road	28.2.21	No issues
8	Caxton Rd to Caxton End	28.2.21	No issues
9	Ford to Caxton End	7.3.21	No issues
10	Rec field edge	28.1.21	Very wet and muddy, being a stream in parts.
11	Rec field edge	23.1.21	No issues
12	Rec field through field	21.1.21	No issues
13	Allotments to Old North Road	28.2.21	Very wet and boggy near the allotments, otherwise no issues. Meeting with landowner 9.3.21
14	Fox Rd to Church	31.1.21	Path across field not yey weedkilled
15	Drift to Caldecote	27.1.21	Very wet and muddy. Multi-stemmed tree fallen across path, removed by Angela and myself
16	Cherry Tree Cottage to Drift	9.3.21	Much drier than last time but vegetation at side needs cutting back otherwise it will be impassable in summer.
17	Crow End to Alms Hill	23.1.21	No issues
18	Bourn Brook to Moulton Hills	3.3.21	Bridge over Denset Stream needs replacing, stile difficult and needs something done. See separate report.
19	Lalbagh to Crow End	5.3.21	Steps just inside field need attention - see separate report.

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20	Willow Tree to Cherry Tree Cottage	23.1.21	No issues
21	Brook Farm House to Bourn Brook	22.2.21	Standing water as usual. Leaves from garden dumped on bank of path and dropping onto path.
22	Manor farm to Caldecote Church	22.2.21	Inclined path across field moved slightly to the right, but it joins up later on so no real issue.
23	Half Golf Course to B1046	31.1.21	No issues
24	As 1		
25	End Kingston Wood to Old North Rd	5.2.21	Unusually very wet for most of the path.
26	Fox Rd to B1046 via Beck Farm	31.1.21	Path across field not yet weedkiller, otherwise no issues.
27	Estate path to Wysing Arts		
28	Riddy to Estate path	11.2.21	Muddy and very poached through footfall
30	Ford to Permissive path	28.2.21	No issues

N

B These are paths that should get regular cuts from the council

12. Playground Inspection Report

Jubilee Playground

Work Completed or in Progress:

No action taken on previous reports.

Faults and Damage

1. **Encloser Playground.** The fence is damaged and posts loosened by children climbing to exit at the far (slide) end. This is a re-occurring problem. A second gate should be fitting at this end, (RoSPA recommend two gates on all enclosed play areas).

A priced gate and supplier have been recommended. Fencing quotations are required to repair and fit a new gate.

Risk level. M

2. **Cyclone.** The rotational members of this equipment are mis-aligned due to foundation failure and bearings are seizing and spoiling the equipment functionality.

Risk: L.

3. **Rotational Swing.** This equipment is unusable much of the time as the ground in the operational area is a sunken mud hole. A specification for repair has been supplied some months ago. Action is awaited.

Risk: M.

Hall Close Playground

Work Completed or in Progress:

Repairs undertaken to mini-goal nets.

Faults and Damage:

All equipment serviceable.

Broadway Playground

Repairs Completed:

1. **Goal.** Replacement parts required for repair or a replacement goal needed.

2. **Fencing.** Repair to the rear fence line was declared uneconomic in August 2020. The PC have assumed responsibility for further action.

Hazard level : **High.**

Frank Haxton

5 February 2021

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