



BOURN PARISH COUNCIL

I hereby give notice that the meeting of Bourn Parish Council will be held on
Wednesday 21 April 2021 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/telephone your question(s) to the Clerk, parish.clerk@bourn.org.uk
/07701339765 by Monday 19 April 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 March 2021** *3 mins*

4. Matters arising from the last meeting or a previous meeting including items deferred

4.1 (4.8,9.6) Carbon Free Zonal heating (BJ) – Cllr BJ has investigated this initiative (how to raise the money etc) and will contact Emma Fletcher from Swaffham who initiated this style of heating. ACTION= Cllr BJ to investigate and report back at April meeting with more information *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. Cllr LR reported that to remove the red strip was too expensive so it would be better to leave the signs in place and insert dragons' teeth inside red strip leading to the gate. Once the PFHI application (maintenance) has been accepted, the gate will be purchased. Cllr SJA advised that on the survey taken last year, a popular request was for weight/height restrictions on Chapel Hill. ACTION = Cllr DOB will investigate the (HGV) weight/height restrictions regulations and report back. *2 mins*

4.3 (4.5) 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. ACTION = list of priority works to be carried forward to April meeting *2 mins*

Clerk, Michele Hutton 53 Beaufort Road Upper Cambourne CB23 6FP
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- 4.4 (9.5) Brook Walk Report (DOB)** Work on clearing the banks and cutting trees to start tomorrow. The container behind the pavilion is not legal which Cllr LR confirmed was owned by the PC. Container holds items from when doctors was flooded, goalposts, spare kits etc. A suggestion of replacing it with a shed at the back of the pavilion was made.
ACTION = Clerk to obtain names and costs of removing container *2 mins*
- 4.5 (9.7) Innovate and Cultivate Fund from County Council (DOB)- this is to be carried forward and Cllr DOB to report back** *2 mins*
- 4.6 (9.8) Operation Forth Bridge – Clerk to circulate instructions for Operation London Bridge and Operation Forth Bridge** *2 mins*
- 4.7 (10.3) Request for financial support for the Parish magazine from the church.** Cllr DOB received an email requesting funding to enable the magazine to keep publishing. **ACTION = carry forward to April meeting. Cllrs BJ & SJA to work together on this** *2 mins*
- 4.8 (12) There is a need to replace the 2nd gate in the Jubilee playground area (Frank Haxton report) ACTION = Clerk to contact Frank Haxton for spec for gate and obtain quotes** *2 mins*
- 4.9 (9.5) Bollards at War Memorial – various versions were looked at and agreement was reached to use black metal style bollards. All Councillors to visit site and comment on whether 1 or 2 are needed at each corner for November meeting** *2 mins*
- 4.10 (9.5) Brook Walk Report (DOB)** Work on clearing the banks and cutting trees to start tomorrow. The container behind the pavilion is not legal which Cllr LR confirmed was owned by the PC. Container holds items from when doctors was flooded, goalposts, spare kits etc. A suggestion of replacing it with a shed at the back of the pavilion was made. **ACTION = Clerk to obtain names and costs of removing container** *2 mins*
- 4.11 (4.8,9.6) Carbon Free Zonal heating (BJ) – This item has been moved to April 2021 meeting** *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) – What position do we as Bourn Parish Council want to take on the station location?** This was discussed and BPC agreed to favour the route north of Cambourne. We have received a request to set up a fighting fund (Cambridge Approaches), need to find out how much the other PC's have funded. Cllr NS advised that 8 PC's have pledged funds. We need to be careful as Cambridge Approaches is a business and we need to find a procedural way to donate. The PC agree in principle but Cllrs NS & SJO to report back at April meeting to the PC re northern approach. An EGM to discuss the PC's response to the EWR consultation has been called for Wednesday 5thMay *5 mins*
- 7. Bourn Airfield Development (BAD) - DOB informed the PC that the application has been amended for 500 houses to be occupied before any transport link completed and claiming from their survey reports that they will continue to build the 3500 properties. The main objection is that a high quality transport link is needed to be in place before the 3500 properties are built. DOB to speak to DC Hawkins next week and would like a meeting with Planning Cabinet members, SHJA invited to meeting, DOB to send details over. DOB waiting for a response from Mike Huntingdon and if decision needed a meeting of the planning group will be convened. SJO to convene a coalition meeting to be carried forward to January meeting – DOB attending meeting next Monday. Cllr DOB raised a code of conduct complaint and having received a draft report exonerating the Councillor concerned, replied to SCDC to state PC is unhappy with outcome. Cllr DOB awaiting a reply. Carry forward to April meeting** *5 mins*

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8. **Reports on the progress of ongoing projects/issues** *2 mins*
9. **Members requested subjects for discussion**
- 9.1 Rubbish Amnesty (BJ) *5 mins*
- 9.2 Tree Ring to Commemorate Covid Losses *5 mins*
- 9.3 North Cambourne <https://we.tl/t-fKW5XpZBFJ> proposed development (DOB) *5 mins*
- 9.4 AGAR end of financial year accounts (Clerk) *5 mins*
- 9.5 Confirm EGM for Wednesday 5th of May to discuss Bourn Parish Council's response to the EWR consultation on their plans for route alignment and station location between Bedford and Cambridge (DOB) *5 mins*
- 9.6 In light of the May 7th deadline, and the government's reluctance to extend the law covering remote meetings, the PC need to review our plans for face to face PC meetings. (DOB) *5 mins*
- 9.7 Bourn Airfield S106 funding for Broadway cycleway and footpath (DOB) *5 mins*
- 9.8 LHI Alms Hill speed cushion update (DOB) *5 mins*
- 9.9 High Street road closure for OpenReach overhead works 7 - 11 June (DOB) *5 mins*
- 9.10 Announcement on recruitment of Emily Moore as our new clerk/RFO (DOB) *5 mins*
- 9.11 Set day for PC AGM (DOB) *5 mins*
- 9.12 Application for a Definitive Map Modification Order to record a Public Footpath - S 53 Wildlife and Countryside Act 1981 *5 mins*
10. **Correspondence/communications received – none received**
11. **Planning and tree work applications and any related matters**
- 11.1 **Planning applications**
- 11.1.1 21/00711/HFUL, 68 High Street Bourn CB23 2TR, Single storey infill/side extension following demolition of the conservatory, insertion of new window to the side of the existing rear wing, a new patio with level access to the extension and a minor rearrangement of the fence by the proposed extension *2 mins*
- 11.2 **Tree works applications –**
- 11.2.1 21/0477/TTCA, 158 Caxton End Bourn CB23 2ST, asT1 Crab Apple: crown lift to 3m over driveway to improve driveway access, T2 Ivy-covered Field Maple by brook: sectional fell close to ground level - low amenity value and overshadowed by neighbouring Ash, T3 Twin-stemmed Ash: remove lowest branch over phone line and low dead wood over driveway, T4 + T5 Limes at side of back garden: crown lift to 3m over garden to improve access, T6 Hornbeam: fell close to ground level and remove from site due to overcrowding with neighbouring trees, T7 Hornbeam: crown lift to 4m and reduce laterally away from house by 2.5m, T8 +T9 Limes close to house: crown lift to 4m and reduce laterally away from house by 2.5m, T10 + T11 + T12 Limes: crown lift to 4m to improve access beneath – **Tree Warden stated This application is for a lot of tree work at Brook Cottage, Caxton End (Giles and Helen Nelson). The cottage is in the Conservation area, but there are no TPOs. The west side of the garden is on footpath 8. Just checked that the two trees they want to fell are not worth a TPO. They are T2 (field maple) and T6 (hornbeam). T2 is very poor and T6 looks quite a small tree so shouldn't be a problem. Otherwise the work is raising crown or pruning dead or overhanging branches.**
- 11.3 **SCDC planning decisions and appeal notices – none**
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. **Closure of meeting**

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APPENDICES:-

4.3 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.*
3. FP17: The stile at Crow End into bullock 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 style and replace with galvanised self closing gate similar to one in middle of 'bullock 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 'bullock 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

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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 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 stiles. 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

Number1(a)



Number 1(b)

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Number 2



Number 3 plus possible replacement



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Both Number 4
Camping Close



Number 5



Number 6(a
and 6(b)

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Number 7

Number



8

4.6

OPERATION LONDON/FORTH BRIDGE

Operation LONDON BRIDGE is the code name given to the procedure that will be followed in the event of the death of a Senior Royal, namely HM The Queen.

Operation FORTH BRIDGE is the codename for the protocol following the passing of HRH The Duke of Edinburgh.

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.

The Duke of Edinburgh was born in 1921.

The Queen was born in 1926.

PROPOSED TEMPLATE PROCEDURE:-

Operation London/Forth Bridge Protocol

This protocol sets out the action to be taken in the event of the death of H.M. The Queen or HRH. The Duke of Edinburgh (codename Operation London Bridge) and shall only be implemented when an official announcement is made by Buckingham Palace.

A 10-day period of state mourning will commence, and the State Funeral shall be held at Westminster Abbey on the 10th day; unless this falls on a Sunday in which case the funeral will be on the Monday.

The **Clerk** will be the lead for this protocol in the event of the Royal death, in liaison with The **Chair**.

The following actions will be undertaken to mark the occasion:

- Cancellation of meetings/business – Meetings pre-arranged to be held anytime within the 10 days of mourning must be cancelled/rescheduled. This includes any events of a celebratory nature (Christmas, Easter, fetes, parties) but does not include Remembrance Services. Unless falling on a Saturday, the day of the state

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funeral will be a public holiday and no business should be transacted.

- Letter of Condolence – The Parish Council shall pre-arrange a letter offering condolences to next of kin to be sent to the Royal Archives on the day following death. The pre-written letter shall be prepared in advance, agreed by the full council and reviewed annually. Before posting **the Clerk** in conjunction with the **Chairman** shall review the wording to ensure appropriateness.
- Words of Condolence – A message of condolence from the Parish Council as a corporate body shall be published on the website, noticeboards and social media and released to local press. This wording shall be prepared in advance, agreed by the full council and reviewed annually. Before publication **the Clerk** in conjunction with the **Chairman** shall review the wording to ensure appropriateness.
- Condolence Book – This shall be placed in the church (name of church) and made available for parishioners to write their messages of condolence from the first working day after the day of death until the day after the state funeral has taken place. During the following 9 days of mourning the book shall be moved around the village allowing parishioner to leave a message of condolence. The book shall be taken to the school, care homes, village hall & community centre. The black-bordered loose-leaf pages will be in a black ring-binder. This allows for pages to be reordered and for the removal of inappropriate content. Following completion of the open period for signing (approximately 10 days) the pages may be reviewed, reordered and bound. A letter shall be sent to the Private Secretary at Buckingham Palace advising a condolence book is held in council archives. The book is to be placed on a table clothed in black with a small appropriate floral tribute (to be refreshed when necessary), a framed photo of H. M. The Queen or HRH The Duke of Edinburgh with a black ribbon across one top corner of the frame and image. Arrangements shall be made for the book of condolence to be taken to all care homes and schools in the parish during this week after death and if required again during the month of mourning.
- In Mourning Veil on Website – From the first day after death a grey veil shall be placed on the main web pages of www.bourn.org.uk . This shall be arranged by the current website developer and remain in place until the day after the state funeral has taken place.
- In Mourning Covering Image – From the first day after death a suitable cover image shall be published. This shall stay in place until the day after the state funeral has taken place. To be arranged by the **Clerk**.
- Area for Laying Floral Tributes – Floral tributes may be laid on the **XXXXXX**. This opportunity will be published accordingly at the time. Only cut flowers in compostable wrappings (with no plastic ribbons/ties or rubber bands) may be laid. The area shall be checked regularly during the week of mourning. These will remain in place until the day after the state funeral has taken place. Once removed the flowers will be composted appropriately. For alternative locations the District Council shall provide a list on their website of appropriate locations over the district where floral tributes can be laid and will be managed. A link to this information shall be provided to parishioners via the website

4.11 Ground source Heat pump

<https://heatingswaffhamprior.co.uk/>

This is the latest info from Swaffham Priors ground source heating system.

5.1 Invoices for payment

Date	Description	Supplier	Net	VAT	Total
29/04/21	Clerk's phone	O2	8.11	1.62	9.73
30/04/21	Clerk's salary	Michele Hutton	791.84	0.00	791.84
31/03/21	Grass Cutting	Buchans	747.20	149.43	896.63

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Invoices paid between meetings:-

Date	Description	Supplier	Net	VAT	Total
02/04/2020	Covid 19 letters for volunteer group	Mission Computers	50.84	0.00	50.84

Bank Reconciliation:-

Bourn Parish Council

Prepared by: Michele Hutton/Clerk
Name and Role (Clerk/RFO etc)

Date:
31.03.2021

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

Date:
31.03.2021

**Bank Reconciliation at
31/03/2021**

Cash in Hand 01/04/2020 54,319.80

ADD

Receipts 01/04/2020 - 31/03/2021 51,706.46

106,026.26

SUBTRACT

Payments 01/04/2020 - 31/03/2021 33,450.40

A Cash in Hand 31/03/2021 72,575.86
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/03/2021 0.00

Nationwide B/Soc 31/03/2021 27,756.71

Lloyds Bank 31/03/2021 45,715.78

73,472.49

Less unrepresented payments 896.63

72,575.86

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Plus unrepresented receipts

0.00

B Adjusted Bank Balance

72,575.86

A = B Checks out OK

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 Inspection	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

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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
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	GeoXphere 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

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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
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
01/03/2021	PWLB payment	PWLB	1,762.90	0.00	1,762.90
01/03/2021	Clerk's mobile phone	O2	8.00	1.60	9.60
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
17/03/2021	Waders	Des O'Brien	45.98	0.00	45.98
18/03/2021	Printer	Printerland.co.uk	127.43	25.49	152.92
22/03/2021	Scribe Accounts Subscription	Scribe	288.00	57.60	345.60
26/03/2021	Covid19 letters	Mission Computers	50.84	0.00	50.84
29/03/2021	Clerk's mobile phone	O2	8.00	1.60	9.60
31/03/2021	Clerk's salary	Michele Hutton	663.62	0.00	663.62
31/03/2021	Grass Cutting	Buchans	747.20	149.43	896.63
		Total	31,139.26	2,311.14	33,450.40

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Receipts List:-

Date	Description	Supplier	VAT Type	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	EWB survey licence fee	EWB 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	EWB survey licence fee	EWB Co Ltd		1,500.00	0.00	1,500.00
25/03/2021	Pavilion Electricity Charge	Bourn Sports Club		80.27	0.00	80.27
31/03/2021	Interest Received	Nationwide B/Society		116.39	0.00	116.39
		Total		46,153.33	5,553.13	51,706.46

9.4 AGAR FINANCIAL STATEMENT

Box no	Description	Year ending		diff
		31/03/2020	31/03/2021	
		£	£	
1	Balances brought fwd	67320	54319	- 13001
2	Annual precept	33414	38426	5012
3	Total other receipts	1602	13280	11678
4	Staff Costs	7613	9678	2065
5	Loan interest/capital repayments	3526	3526	0

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6	Total other payments	36878	20246	16632
7	Balances carried forward	54319	72576	18257
8	Total Cash and Short Term Investments	54319	72576	18257
9	Total Fixed Assets and Long Term Investments	493173	493173	0
10	Total Borrowings	18083	15429	-2654

Receipts difference

2xVAT claims	5500
S106	2128
EWR	1750

Received this year	9378
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Payments difference

LHI CONTRIBUTION (20MPH)	1000.00
DEFIBRILLATOR AND FITTINGS	1404.10
TENNIS COURT SURROUNDS	1650.00
Local Council Scheme insurance	1896.73
Alms Hill water leak	1108.00
MSID Vario Radar Speed signs	2539.00
LHI Scheme	3980.00
Sports Club Goat Willow tree works	1200.00
Sports Club Tree works	775.00
Wild Flower seeds - verges	168.00

Paid last year	15720.83
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Staff Costs

Only 10 months salary & on-costs paid

9.6 F2F meetings

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Ministry of Housing,
Communities &
Local Government

Luke Hall MP

Minister of State for Regional Growth and Local Government

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Principal Councils in England

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25 March 2021

Dear Colleague,

LOCAL AUTHORITY MEETINGS

It is just over a year to the day since the Prime Minister asked us all to stay at home, and local authorities across England have risen magnificently to the challenges of this period. There has been a dramatic shift in your day-to-day operations, alongside new difficulties and demands, and I commend the efforts of all councillors and officers in supporting your communities and ensuring vital business continues during these unprecedented times.

As you will be aware, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 do not apply to meetings on or after 7 May 2021.

Extending the regulations to meetings beyond May 7 would require primary legislation. The Government has considered the case for legislation very carefully, including the significant impact it would have on the Government's legislative programme which is already under severe pressure in these unprecedented times. We are also mindful of the excellent progress that has been made on our vaccination programme and the announcement of the Government's roadmap for lifting Covid-19 restrictions. Given this context, the Government has concluded that it is not possible to bring forward emergency legislation on this issue at this time.

As outlined in the Government's Spring 2021 Covid-19 Response, our aim is for everyone aged 50 and over and people with underlying health conditions to have been offered a first dose of the Covid-19 vaccine by 15 April, and a second dose by mid-July. While local authorities have been able to hold meetings in person at any time during the pandemic with appropriate measures in place, the successful rollout of the vaccine and the reduction in cases of Covid-19 should result in a significant reduction in risk for local authority members meeting in person from May 7, as reflected in the Government's plan to ease Covid-19 restrictions over the coming months.

I recognise there may be concerns about holding face-to-face meetings. Ultimately it is for local authorities to apply the Covid-19 guidance to ensure meetings take place safely, but we have updated our guidance on the safe use of council buildings to highlight ways in which you can, if necessary, minimise the risk of face-to-face meetings, and we will work with

9.12 Application for a Definitive Map Modification Order to record a Public Footpath - S 53 Wildlife and Countryside Act 1981

A consultation into the claimed public footpath was commenced in September 2018 but was put on hold. The County Council is now reopening the consultation and investigation to determine whether a public footpath is in existence across the route shown on the attached plan. As a significant amount of time has passed since the consultation was undertaken in September 2018, I am writing to you again to invite any new or additional information and evidence which you may wish to provide. Any information that you may have already provided has been kept on file and will be considered in the investigation.

As you may be aware, public rights can be acquired over a route if members of the public have used it over a period of time without interruption or challenge. The County Council has been asked to investigate whether this has happened over this route. This is done by consulting a variety of sources, including members of the public who have used the claimed right of way, documentary evidence, the local councils and user groups.

The County Council must consider whether the evidence shows that a right of way subsists or is reasonably alleged to subsist over the claimed route. The County Council may consider only the evidence of the existence or otherwise of a right of way. It may not take account of any other factors, such as environmental impact, safety or desirability. If an order is made, it is open to objection, and if any objections are received the matter will be referred to the Planning Inspectorate for determination. Natural England publish a guide to making changes to the Definitive Map & Statement that provides more information on the process: <https://www.gov.uk/government/publications/definitive-maps-of-public-rights-of-way-change-the-legal-records>

would be grateful to receive your comments on this application, in particular any evidence that you may have relating to the status and/or past use of the route. Please send any comments to the above address by **21 May 2021**.

Please contact me if you would like any further information.

Ms Catherine Keck

Asset Information Definitive Map Officer

Telephone: 01223 699872

E Mail: Catherine.Keck@cambridgeshire.gov.uk

12 Playground Operational Inspection Report

Jubilee Playground

Work Completed or in Progress:

Enclose playground end fence repairs and second gate being fitted.

Faults and Damage

1. **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 was supplied some months ago. Action awaited.

Risk: M.

4. **Half Pipe.** A riding surface board has sprung forming a trip hazard. I shall attempt to screw it back but the sub-frame is suffering wet rot. A big screw may hold; I will report separately.

Risk Level H

Hall Close Playground

Work Completed or in Progress:

Nil

Faults and Damage:

1. Graffiti scrawled the multiplay and it needs a washdown. This item is well used by younger children.

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Broadway Playground

Work Completed or in progress:

Nil:

1. **Goal.** Replacement parts required for repair of goal.

2. **Fencing.** A contractor has been appointed to replace the rear fence run as post and three rail all to BSEN and RoSPA specifications.

Hazard level : **M.**

3. **Grounds Maintenance.** The fence line has not been strimmed for some months. Is this requirement included in the Grounds Maintenance. Contract?

Frank Haxton

7 April 2021

01954 718 321

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