



## BOURN PARISH COUNCIL

I hereby give notice that the meeting of Bourn Parish Council will be held on  
Wednesday 19 May 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](mailto:parish.clerk@bourn.org.uk) /07701339765 by Monday 17 May 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 21 April 2021 & EGM 5 May 2021** *3 mins*
4. **Matters arising from the last meeting or a previous meeting including items deferred**
- 4.1 **(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. Cllr BJ circulated document on how Swaffham set this up and proposed that Bourn set up a committee to investigate it. Cllr DOB suggested that the Climate Change Group could take this on which was agreed. Cllr NS to send link to the group to arrange a meeting with Cllr BJ attending also.** *2 mins*
- 4.2 **(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. The report was discussed, and it was decided that Cllrs NS & BJ to prioritise the order of works and report back at the May meeting.** *2 mins*

Clerk, Michele Hutton  
tel: 07701339765 email: [bournpcclerk@gmail.com](mailto:bournpcclerk@gmail.com)

Note: Late-arriving planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making recommendations to the District Council. For more information please see the current planning application consultations on <http://plan.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>

- 4.3 (4.5,9.7) Innovate and Cultivate Fund from County Council (DOB)- this is to be carried forward and Cllr DOB to report back at May meeting** *2 mins*
- 4.4 (4.6,9.8) Operation Forth Bridge – Clerk to circulate instructions for Operation London Bridge and Operation Forth Bridge, Clerk circulated information, decisions on responsibilities to move to May meeting** *2 mins*
- 4.5 (9.2) Tree Ring to Commemorate Covid Losses – a resident had asked if this was possible, Cllr BJ suggested a row of trees on Gills Hill as a commemoration, however the distance from the road for the planting will need investigating. Cllr BJ to investigate further, liaising with Cllr SJA. (proposed DOB, 2<sup>nd</sup> SJA)** *2 mins*
- 4.6 (9.7) Bourn Airfield S106 funding for Broadway cycleway and footpath (DOB) Move to May meeting as waiting for feedback** *2 mins*
- 4.7 (9.9) High Street road closure for Open Reach overhead works 7 - 11 June (DOB) Cllr DOB to source further information as existing plans closes the road for 4 days between 9.30 and 3.30. Carry forward to May meeting.**
- 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. Agree the PC's outline response to the EWR consultation** *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.** *5 mins*
- 8. Reports on the progress of ongoing projects/issues** *2 mins*
- 9. Members requested subjects for discussion**
- 9.1 Agree purchase of 2<sup>nd</sup> MVAS (LR)** *5 mins*
- 9.2 Telephone Box refurbishment (NS)** *5 mins*
- 10. Correspondence/communications received**
- 10.1 Parking in the vicinity of The Willow Tree** *5 mins*
- 11. Planning and tree work applications and any related matters**
- 11.1 Planning applications**
- 11.1.1 21/01238/HFUL, 165 Caxton End Bourn Cambridge, Erection of boundary walls, repair and alteration of existing west front boundary wall and installation of a vehicular gate to existing driveway.** *2 mins*
- 11.1.2 21/01253/S73, Bourn Golf Club Toft Road Bourn, S73 to vary condition 2 of S/2403/19/FL (Proposed development of 4 chalets) to read: 'The holiday lets hereby permitted shall be occupied for holiday purposes only and shall not be occupied as a person's long term or permanent residential accommodation. Lets will be limited to no longer than 4 weeks at a time. The owners/operators shall maintain an up-to-date register of the names of all owners/occupiers of individual lodges on the site, and of their main home addresses and shall make this information available at all reasonable times to the local planning authority'** *2 mins*

Clerk, Michele Hutton

tel: 07701339765 email: bournpcclerk@gmail.com

Note: Late-arriving planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making recommendations to the District Council. For more information please see the current planning application consultations on <http://plan.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>

- 11.1.3** 21/01196/S73, Land To The West Grafton Drive Highfields Caldecote, Variation of condition 10 (tree protection) of reserved matters application S/3835/19/RM (Approval of matters reserved for appearance landscaping layout and scale following outline planning permission S/2764/16/OL for residential development of up to 58 dwellings with associated infrastructure landscaping and public open space. The outline application was not subject to an Environmental Impact Assessment (EIA).) due to a larger root impact than what was previously detected *2 mins*
- 11.1.4** 21/01195/S73, Land To The West Grafton Drive Highfields Caldecote, Variation of condition 1 (approved plans) and 2 (External Materials) following reserved matters application S/3835/19/RM (Approval of matters reserved for appearance landscaping layout and scale following outline planning permission S/2764/16/OL for residential development of up to 58 dwellings with associated infrastructure landscaping and public open space. The outline application was not subject to an Environmental Impact Assessment (EIA).) to change roof tiles *2 mins*
- 11.1.5** 21/01514/FUL, Bourn Paus. Toft Road Bourn, Change of use from agricultural to F.2 and development consisting of 2 cabins, 6 hot tubs, and a portable sauna together with portable showers and toilets for outdoor spa use, with access and parking at Bourn PAUS. (the former Bourn Leisure Club). *2 mins*
- 11.2** **Tree works applications** – none received
- 11.3** **SCDC planning decisions and appeal notices – to note**
- 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 Achievements** *5 mins*
- 14. Closure of meeting**

## APPENDICES:-

### 5.1 Invoices for payment

Date	Description	Supplier	Net	VAT	Total
06/05/2021	leaflet printing	Digital Printing,co,uk	75.57	0.00	75.57
07/05/2021	bollards & dog bins	Glasdon UK Ltd	513.08	102.62	615.70
12/05/2021	Street Lighting Electricity charge	Opus Energy	7.12	0.36	7.48
12/05/2021	Street Lighting Electricity charge	Opus Energy	4.20	0.21	4.41
12/05/2021	Street Lighting Electricity charge	Opus Energy	161.28	8.06	169.34
12/05/2021	Street Lighting Electricity charge	Opus Energy	0.00	0.00	0.00
12/05/2021	Street Lighting Electricity charge	Opus Energy	0.00	0.00	0.00
12/05/2021	Street Lighting Electricity charge	Opus Energy	0.00	0.00	0.00
19/05/2021	leaflet distribution	D2D Distribution Ltd	235.00	47.00	282.00
19/05/2021	Grass Cutting	Buchans	404.36	80.87	485.23
20/05/2021	bollards & dog bins post concrete	Basil Jaques	11.98	0.00	11.98
28/05/2021	Clerk's salary	Michele Hutton	750.19	0.00	750.19
		<b>Total</b>	<b>2,162.78</b>	<b>239.12</b>	<b>2,401.90</b>

Clerk, Michele Hutton

tel: 07701339765 email: bournpcclerk@gmail.com

Note: Late-arriving planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making recommendations to the District Council. For more information please see the current planning application consultations on <http://plan.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>

**Bank Reconciliation:-**

**Bourn Parish Council**

Prepared by: M Hutton/Clerk

Date:  
30/04/2021

*Name and Role (Clerk/RFO etc)*

Approved by: M Hutton/RFO

Date:  
30/04/2021

*Name and Role (RFO/Chair of Finance etc)*

**Bank Reconciliation at 30/04/2021**

Cash in Hand 01/04/2021 72,575.86

**ADD**

Receipts 01/04/2021 - 30/04/2021 17,500.00

90,075.86

**SUBTRACT**

Payments 01/04/2021 - 30/04/2021 1,795.52

**A Cash in Hand 30/04/2021 88,280.34**  
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2021 0.00

Nationwide B/Soc 30/04/2021 27,756.71

Lloyds Bank 30/04/2021 60,667.51

**88,424.22**

Less unrepresented payments 143.88

88,280.34

Plus unrepresented receipts 0.00

**B Adjusted Bank Balance 88,280.34**

**A = B Checks out OK**

Clerk, Michele Hutton

tel: 07701339765 email: bournpcclerk@gmail.com

Note: Late-arriving planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making recommendations to the District Council. For more information please see the current planning application consultations on <http://plan.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>

### Payments List:-

Date	Description	Supplier	Net	VAT	Total
01/04/2021	Allotment Lease	SCDC	50.00	0.00	50.00
12/04/2021	Street Lighting Electricity charge	Opus Energy	198.30	9.92	208.22
12/04/2021	Street Lighting Electricity charge	Opus Energy	4.31	0.22	4.53
12/04/2021	Street Lighting Electricity charge	Opus Energy	8.36	0.42	8.78
15/04/2021	Clerk's mobile phone	O2	8.11	1.62	9.73
26/04/2021	Tax & NI for Clerk's salary	HMRC	69.36	0.00	69.36
26/04/2021	Tax & NI for Clerk's salary	HMRC	69.40	0.00	69.40
26/04/2021	Tax & NI for Clerk's salary	HMRC	69.40	0.00	69.40
26/04/2021	Affiliation fee	CAPALC	370.38	0.00	370.38
27/04/2021	Zoom membership	Zoom Video Communications	119.90	23.98	143.88
30/04/2021	Clerk's salary	Michele Hutton	791.84	0.00	791.84
06/05/2021	leaflet printing	Digital Printing,co,uk	75.57	0.00	75.57
07/05/2021	bollards & dog bins	Glasdon UK Ltd	513.08	102.62	615.70
12/05/2021	Street Lighting Electricity charge	Opus Energy	7.12	0.36	7.48
12/05/2021	Street Lighting Electricity charge	Opus Energy	4.20	0.21	4.41
12/05/2021	Street Lighting Electricity charge	Opus Energy	161.28	8.06	169.34
12/05/2021	Street Lighting Electricity charge	Opus Energy	0.00	0.00	0.00
12/05/2021	Street Lighting Electricity charge	Opus Energy	0.00	0.00	0.00
12/05/2021	Street Lighting Electricity charge	Opus Energy	0.00	0.00	0.00
19/05/2021	leaflet distribution	D2D Distribution Ltd	235.00	47.00	282.00
19/05/2021	Grass Cutting	Buchans	404.36	80.87	485.23
28/05/2021	Clerk's salary	Michele Hutton	750.19	0.00	750.19
		<b>Total</b>	<b>3,910.16</b>	<b>275.28</b>	<b>4,185.44</b>

### Receipts List:-

Date	Description	Supplier	Net	VAT	Total
14/04/2021	Precept	SCDC	17,500.00	0.00	17,500.00
		<b>Total</b>	<b>17,500.00</b>	<b>0.00</b>	<b>17,500.00</b>

### 10.1 Correspondence re The Willow Tree

I'm writing with increased worry over the parking in the above location.

I have no doubt you are aware of the issue; risk assessment would clearly indicate imminent danger to life on a regular basis.

I would like to know what action the Parish Council are currently taking please?

Furthermore, I note the public house has advertised a cinema evening in June, taking place on the meadow to the rear of the premises. Permission must have been granted for such an event I would be grateful if you would send a copy of the risk assessment.

Clerk, Michele Hutton

tel: 07701339765 email: bournpcclerk@gmail.com

Note: Late-arriving planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making recommendations to the District Council. For more information please see the current planning application consultations on <http://plan.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>