



# Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Emily Pacey

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## MINUTES

20<sup>th</sup> October 2021 – 19:30pm

A meeting of Bourn Parish Council was held on 20<sup>th</sup> October 2021 at 19:30pm at The Village Hall, Short Street, Bourn, CB23 2SG

Present: Cllr O’Brien (chairman), Cllr Rolfe (vice chairman), Cllr Jagers, Cllr Heginbotham, Cllr Jones (via zoom) Cllr T Hawkins (via zoom).

Emily Pacey – Clerk and Financial Officer

02/11/2021

**01/10/2021 Public Participation.**

No members of the public joined in the meeting.

**02/10/2021 Reports from County & District Councillors.**

- Covid 19 cases are rising within the area and South Cambridgeshire cases are at the highest level since the pandemic began. Primary and secondary schools have reverted to social distancing and mask wearing. Cllr Hawkins advised there is no change to public recommendations at this time.
- Kate Poyser from Greater Cambridgeshire is working closely with Countryside regarding the Broadway footpath and cycle way to Bourn.
- Proposals to draw-up plans to improve the way illegal parking is tackled has moved a step closer. In South Cambridgeshire, the work to draw-up these plans will be funded by the Greater Cambridge Partnership and a formal update on this funding arrangement will follow later this year. A consultation process would be part of the developing plans, allowing residents and businesses to have their say. All civil parking enforcement schemes need to generate enough income to pay for themselves, which will inform how the scheme is developed for South Cambridgeshire.

- South Cambs is moving forward with its commitment to be Zero Carbon with the purchase of two more electric bin lorries. These vehicles are expensive but the savings that are made on fuel together with the environmental benefits means that they pay for themselves in a relatively short period of time.
- Our Business Support team is organising a Christmas market in Cambourne on Sunday 5 December 3PM to 8PM to help support local businesses and communities recover from the pandemic.

**03/10/2021 To receive and approve apologies for absence.**  
Cllr Stutchbury and Cllr Jaques sent their apologies.

**04/10/2021 To receive declaration of interest.**  
No Members of the Council declared any interest on this agenda.

**05/10/2021 To receive and approve minutes of the previous meeting held on 22<sup>nd</sup> September 2021.**

All were in favour, and it was **RESOLVED** to approve the minutes of the 22<sup>nd</sup> September 2021.

**06/10/2021 To approve accounts for payment.**

Payee	Description	Amount £
E Moore	Reimbursement for the replacement of the electric door @ the pavilion	£45.75
E Moore	Reimbursement for Microsoft office	£59.99
E Moore	Reimbursement for 4x iron bollards	£732.00
Glasdon	2x gateways and 1 1/2 gateway	£2,104.53
Glasdon	Picnic bench for pavilion	£653.57
Buchans	Grass cutting - Invoice 2717	£749.75
PKF Little John	AGAR year end March 31st 2021	£360.00
SSE	Amended invoice 8th Jun - 24th Aug	£128.69
Opus	Electric bill 28th Aug - 26th Sep	£66.73
South Cambs DC	Landscaping/ preparation of bank surface at the pavilion	£320.52
E Moore	October payroll	£837.62
HMRC	October payroll	£5.54
O2	Clerk mobile	£9.73
	Total	£6,074.42

All were in favour, and it was **RESOLVED** payments would be made.

**07/10/2021 Financial Officers Report.**

Members had before them a budgetary control statement for the Revenue (Precept) Account as at 16/10/2021 showing expenditure of £35,671.49 and income of £37,041.82 compared with budgets, along with a bank reconciliation statement.

It was **RESOLVED** that the Financial Officers report was approved, and **ALL** were in favour.

**08/10/2021 Planning Application and Tree Works update.**

Ref 21/04316/HFUL – 15 Kingfisher Close, Bourn CB23 2TJ – Single storey front and two storey rear extension. – no comment

Ref 21/04324/HFUL – 44 Caxton End, Bourn, CB23 2SS – Single storey entrance porch to the front of the balcony, modernisation of the property with new cladding materials and the erection of a single storey pool house to the pool area. – no comment

Ref 21/1331/TTCA – 38 Caxton End, Bourn - no comment

**09/10/2021 Health and Safety update.**

- The second gate has now been installed at Jubilee play area.
- Dog fouling is continuing in Hall Close playground, it was agreed to move the dog bin in hope it will encourage dog walkers to use it.
- It was raised in the annual playground inspection that the open ditch running through Hall Close playground has an open culvert (this is required by Highways Regulations to have a guard to prevent entry by children). There are also deep-water areas in the ditch invert that should be adjusted to general invert level. The clerk advised she will email South Cambs District Council to clarify when the last time a health and safety report was completed on the ditch and culvert.

**10/10/2021 Update on Footpaths.**

No update – will be added to November's agenda.

**11/10/2021 Approval for flowers around the gateways.**

It was approved to purchase bulbs to plant around the gateways in Bourn.

**12/10/2021 Climate Change Working Group Update.**

A climate change survey will be published in November and it will be available till the end of the year. This survey will help identify different attitudes for zero carbon targets and help Bourn PC to adopt different policies and home changes. The next climate change working group meeting is scheduled for 10<sup>th</sup> November.

**13/10/2021 Community Gritting Volunteers.**

An email from South Cambs District Council has been received requesting for community gritting volunteers. The clerk advised she will advertise this on the Bourn PC website.

- 14/10/2021**     **AGAR – end of year accounts 2020-2021.**  
The clerk advised members she has received Part 3 of the AGAR for the year end 2020-2021 from PKF Littlejohn. She advised the audit has now been completed. The end of year accounts has been published on the website.
- 15/10/2021**     **Update on Telephone Kiosk.**  
The external painting of the Kiosk has been completed with two coats of paint. Bourn PC would like to thank British Coatings Foundation and PPG for the donation of the paint. The painting inside the kiosk still must be completed. The defibrillator has been installed and it will be registered with the Ambulance Trust. Bourn PC would like to give a special thanks to Carmen Robinson, Lynn Williams and Stuart Whitt for helping with the cleaning, preparation and painting of the kiosk.
- 16/10/2021**     **OxCam Arc Consultation.**  
Cllr Obrien advised he has shared his comments with the mayor and has been advised Bourn PC will be kept up to date. A report of the consultation will be published soon.
- 17/10/2021**     **Fox Road – Dragons Teeth update.**  
Cllr Rolfe advised members he has received confirmation that dragon’s teeth will be installed on Fox Road in the new year.
- 18/10/2021**     **Speedwatch update.**  
Speed watch group have been running two sessions per week, the data that was collected from when the group set up outside the doctor’s surgery was that 10% of cars were caught speeding. It was agreed to change the direction of the MVAS on Broadway.
- 19/10/2021**     **Local Highways Initiative Application.**  
Bourn PC Local Highways Initiative application for 2022-2023 is to redesign the Junction of the B1046 and Fox Road. This will help improve the safety of pedestrians and cars and should help reduce the traffic speed when entering Bourn village.
- 20/10/2021**     **Cambourne and Bourn Airfield Local Liaison Forum.**  
Louise Lord from South Cambridgeshire District Council had sent an email advising the first Bourn airfield /Cambourne West community forum will be held on the 24<sup>th</sup> of November. She has advised the reason for the joint forum is because SDC don’t have enough resources to separate the two. Members of the council raised their concerns of a joint forum, and it was agreed not to approve the concept of a combined Bourn airfield / Cambourne forum. Cllr O’Brien advised he will speak to Louise to set up another meeting with herself and other members of the council to raise their concerns.
- 21/10/2021**     **White gates and signage update.**  
The clerk advised members that the white gateways have been ordered and they should be delivered within 4-6 weeks.
- 22/10/2021**     **Update on Sports Pavilion review.**  
It has been confirmed that Bourn PC are not allowed to have a building within 5 meters of the bank. It has been agreed for a full architect report on the sports pavilion to go ahead.

**23/10/2021 Bourn Flood Group update.**

Bourn flood action group are drafting a protocol for flooding. This will help the PC to understand what role and support the parish council can offer to residents and who's responsibility it is if Bourn was to flood. This should be published in the new year.

**24/10/2021 Correspondence & Communications**

- The clerk advised members we were successful in our application for 6 trees, she advised 6 rowan trees will be delivered w/c 6<sup>th</sup> December.

**25/10/2021 Items for next agenda.**

- Budget

**26/10/2021 Bourn PC's achievements.**

- Bourn PC have installed a Defib on Broadway.
- The speedwatch group are now in full operation again.
- The area behind the Sports Pavilion has been cleared.
- Wildflower verges.

Closure of meeting – 21:30

*Proposed date for next Parish Council meetings – 17<sup>th</sup> November 2021*