



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Emily Pacey

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MINUTES

20th April 2022

A meeting of Bourn Parish Council was held on 20th April 2022 at 19:30pm at The Village Hall, Short Street, Bourn, CB23 2SG

Present: Cllr D O'Brien (chairman), Cllr L Rolfe (vice chairman), Cllr S Jagers, Cllr N Stutchbury, Cllr H Heginbotham and four members of the public.

Clerk and Financial Officer – Emily Pacey

21/04/2022

01/04/2022 Public Participation.

- A member of the public gave his reasons as to why Bourn PC should support planning application - 22/00027/FUL - Land Adj 133 Caxton End Bourn Cambridge Cambridgeshire.
- Barbara Cooper (Chair of Longstowe PC) advised that Longstowe PC are considering changing the parish boundaries and wishes to work with Bourn PC to combat any issues that might affect Bourn PC and Longstowe PC.
- The owner of Durham Magneto Optics Ltd gave his reasons as to why Bourn PC should support planning application - 22/01409/S73 - Brooklands Farm Caxton End Bourn Cambridgeshire. He advised his company specialises in advanced scientific equipment and they are not open to the public. He advised all his deliveries are received in a standard size van and he only receives 20-30 delivers per year.

02/04/2022 Reports from County & District Councillors.

- South Cambs District offices are now open to the public but by appointment only. To book an appointment please visit - <https://www.scambs.gov.uk/your-council-and-democracy/contact-us/book-an-appointment/>

- South Cambs continues to support not just local people suffering homelessness, but also refugees who have come to the UK. It has helped 3 Syrian refugee families and 8 Afghan families to find and settle into homes in this area.
- South Cambridgeshire District Council is now welcoming applications for its discretionary COVID-19 Additional Relief Fund (CARF). To apply please visit <https://www.scambs.gov.uk/additional-financial-support-for-south-cambridgeshire-businesses-impacted-by-covid-1/>
- The support guidance for Ukrainian refugees is on the webpage at <https://www.scambs.gov.uk/community-safety-and-health/support-for-ukraine/>

03/04/2022 To receive and approve apologies for absence.

Cllr S Jones, Cllr B Jaques and Cllr T Hawkins (district) sent their apologies.

04/04/2022 To receive declaration of interest.

No members of the PC declared any interest on this agenda.

05/04/2022 To receive and approve minutes of the previous meeting held on 16th March 2022.

All were in favour, and it was **RESOLVED** to approve the minutes of the meeting held on the 16th of March 2022.

Matters arising from 16th March minutes –

- Cllr O’Brien advised he still hasn’t had an update regarding the installation of the speed cushions on Alms Hill. (Minute number 16/03/2022)
- The clerk advised members UK power network will be attending the site to see what works would need to be completed regarding the wildflower verges. (Minute number 18/03/2022)

06/04/2022 To approve accounts for payment.

Payee	Description	Amount £
E Pacey	Payroll April	£913.19
HMRC	Tax & NI - April payroll	£39.20
E Pacey	Reimbursement of filing cabinet	£150.00
Opus Energy	Electricity Bill - April	£84.75
South Cambs DC	Weekly collection of general waste - Pavilion	£465.40
CAPALC	2022-2023 Annual Membership	£373.78
SSE	Sports Pavilion Electric Bill - April	£57.21
Buchans	Grass cutting - Invoice 2860	£225.59
South Cambs DC	Allotment Lease	£50.00
O2	Clerk mobile April	£10.49
	Total	£2,369.61

All were in favour, and it was **RESOLVED** to approve the schedule of payments for April 2022.

07/04/2022 Consideration and approval of Annual Governance Statement Part 1 (AGAR 2021/2022)

The Annual Governance Statement sets out the assurances that Members are required to attest to in Section 1 of the Annual Governance & Accountability Return 2021/22 (otherwise known as the AGAR), together with qualification of each section to enable the Council to provide the required assurance over the signatures of the Chairperson and the Clerk.

This was considered and approved in advance of the Accounting Statements- Section 2 of the AGAR.

It was **RESOLVED** that: -

The Annual Governance Statement as detailed was considered and approved by the Members for signature by the Chairman and the Clerk prior to the approval of the accounting statements.

08/04/2022 Consideration and approval of Accounting Statements Part 3 (AGAR 2021/2022)

The purpose of this report was to recommend approval of the Accounting Statements -Section 3 of the Annual Governance & Accountability Return for 2021/22 (otherwise known as the AGAR 2021/22)

The Accounting Statements (Section 2 of the AGAR) was to be considered and approved after the approval of The Annual Governance Statement (Section 1 of the AGAR).

It was **RESOLVED** that: -

[i] The detailed accounts and analyses for 2021/22, as submitted, was approved.

[ii] The Accounting Statements Section 3 of the AGAR was certified by the Financial Officer and endorsed by the Chairman on approval after the approval of the Annual Governance Statement Section 1 of the AGAR.

09/04/2022 Planning Applications and Tree Works update.

- **22/01133/FUL: Bourn Airfield** – Temporary change of use of part of the former runway for external storage, to include but limited to, the siting of plan, machinery, and vehicles for up to 2 years (retrospective). – Bourn PC wish to make the following comments - 1. Reduced use of lighting out of operating hours, 2. Limited operating hours 8am -5pm / Mon - Fri, 3. No access or egress through Bourn Village
- **22/00954/HFUL: Meadowcroft, Fox Road, Bourn** – Dropped kerb to provide access at front on the property. Bourn PC wish to support this application only if it meets the standards of Highways health and safety guidance.
- **22/01409/S73: Brooklands Farm Caxton End Bourn Cambridgeshire** - Proposal: S73 variation of condition 10 (Use of land) of planning permission S/0582/96/F (Use of buildings for the storage/maintenance of agricultural and

grass cutting machinery with ancillary sales) to allow use of the building to Class E (former B1 light industrial) and Class B2 (General industrial) – Bourn PC wish to support this application.

10/04/2022 Bourn Platinum Jubilee Festival.

Cllr Heginbotham advised the following update -

- A temporary event notice has been applied for.
- A health and safety application has been completed and no road closures will be issued.
- An event schedule for the day will hopefully be put in place.

Cllr O'Brien advised it would be a good idea for Bourn Parish Council to have a stand for this event. It would be a great way to show the residents of Bourn what the parish council have achieved.

11/04/2022 Update on Roles & Responsibilities for Bourn PC.

Agenda item has been deferred to May's meeting.

12/04/2022 Playground Inspection / Annual Playground Inspection.

It was agreed and approved to appoint David Bracey to undertake Bourn PC annual playground inspection. The cost of this will be £300.00 + VAT.

13/04/2022 Sports Pavilion update.

The clerk advised members she is trying to set up a meeting with John Vickery (Clerk of Cambourne Town Council) Cllr O'Brien and Cllr Jagers to discuss how Cambourne Town Council manage their sports pavilion and other buildings. The clerk advised she will also find out when the fire alarm at the Sports Pavilion is due for its annual service.

14/04/2022 Approve quotation for tree works at the Jubilee Playing Field.

It was agreed and approved for the quotation of £650.00 + VAT from S.P. LANDSCAPES for the works of the removal of the dead willow at the Jubilee Playing Field and the removal of four limbs that are over hanging the stream on the Poplar Tree.

15/04/2022 Bourn Parish Boundary.

An email has been received from Barbara Cooper (Chair of Longstowe PC) advising Longstowe Parish Council have recently set up a Neighbourhood Planning Steering Group. This group are considering developing a Community Plan or Neighbourhood Plan. Alongside these discussions taking place there has been a request from several residents to consider moving the Parish boundaries. Bourn Parish boundary extends to the white centre line of the Old North Road, many of the residents of the Old North Road have already indicated that they feel to be part of Longstowe and have asked if consideration could be given to having the boundary moved. This would particularly pertain to those residents that live along the Old North Road A1198 and those close to the A1198 on Fox Road. With Bourns agreement Longstowe would like to survey the residents up to Wysing Arts to ascertain whether this view is representative of all living on the boundary.

It has been agreed for members of Bourn PC to set up a working group to establish what impact it would have on Bourn PC if the parish boundary was moved. This will be on June's agenda for more discussion.

16/04/2022 No Mow May.

Bourn PC wish to support No Mow May

17/04/2022 Update on County Broadband meeting.

Cllr O'Brien advised himself, Cllr Rolfe and Cllr Stutchbury had a meeting with Craig Larter (Stakeholder Manager from County Broadband) on the 13th of April. He advised Craig was very apologetic regarding the complaints they had received from residents. He advised County Broadband has nearly completed the first phase of the fibre broadband installation in Bourn. All construction work on the main roads is completed and they have installed a hub near the surgery, which is now connected to the national fibre spine. The next phase is to connect those households who signed up and this will start in June and should take about 4-6 weeks to complete. For more information, please visit <https://www.bourn.org.uk>.

Craig advised he can offer free fibre installation and free broadband to any PC building. It was agreed and approved to go ahead for the free installation service to the Sports Pavilion. The reason for this is it has no Broadband connection and the PC plans to extend the pavilions use for various activities including an online games club and the Cub Scouts.

18/04/2022 Dog Waste Bins.

An email has been received from Buchan's and residents regarding the amount of dog waste around Church Street. It has been agreed and approved for a dog waste bin to be installed on Church Street. Cllr Rolfe advised he will discuss this with the church as to which entrance to the churchyard they would like the dog waste bin to be placed.

19/04/2022 Changes in airspace management and aircrafts flying over Bourn.

Agenda item has been deferred to May's meeting.

20/04/2022 New Resident Welcome Letter.

Cllr Heginbotham has drafted a welcome letter for new residents moving into the village. This will be issued monthly to all new residents along with a welcome pack.

21/04/2022 4th Round of the Zero Carbon Communities Grant Scheme.

South Cambridgeshire's community groups can now bid for a share of more than £120,000 from the District Council's Zero Carbon Communities Grant scheme. The closing date for the application is 1st June 2022.

Agenda item has been deferred to May's meeting.

22/04/2022 Correspondence & Communications.

- An email had been received from a resident regarding the damaged footpath at the junction of Alms Hill. The clerk advised she will report this to Highways.
- An email had been received requesting for Bourn PC to consider adding the winter pruning of the Buddleia and Dogwood (cornus) shrubs in the island beds at the Jubilee grounds to their financial budget. The financial budget for 2022/2023 was

agreed and approved in November 2021. The PC did agree to obtain a quote for the works from Buchan's.

- Cllr Stutchbury raised his concerns about the width of the footpath and the overhanging branches on Broadway. It was agreed for members of the PC to dig a small hole to where the original footpath began and to request for Buchan's to cut the overhanging branches once bird nesting season is over.

23/04/2022 **Items for next agenda.**

- Review of heavy goods vehicle.
- Changes in airspace management and aircrafts flying over Bourn.
- 4th Round of the Zero Carbon Communities Grant Scheme.
- Update on Roles & Responsibilities for Bourn PC.
- Widen footpath – Broadway.

24/04/2022 **Bourn PC achievements.**

Closure of meeting – 21:45

Proposed date for next Parish Council meeting – 18th May 2022.