



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Emily Pacey

Telephone – 07701339765 / Email parish.clerk@bourn.org.uk

Annual General Meeting

MINUTES

18th May 2022.

A meeting of Bourn Parish Council was held on 18th May 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 H Heginbotham, Cllr N Stutchbury, Cllr B Jaques, Cllr S Jones (via zoom), Cllr M Howell (County) & David MacDonald (Bourn Country Club Manager)

Clerk & Financial Officer – Mrs Emily Pacey

24/05/2022

01/05/2022 Election of Chairman and Declaration of acceptance of Office.

Cllr Jagers proposed Cllr O'Brien to stand for chairman, Cllr Stutchbury seconded, and all were in favour of Cllr O'Brien to accept the position of Chairman of Bourn PC. Cllr O'Brien accepted and thanked members accordingly and has signed his declaration of acceptance of office.

02/05/2022 Election of Vice Chairman and Declaration of Office.

Cllr O'Brien proposed Cllr Rolfe to stand for vice chairman, Cllr Jaques seconded, and all were in favour of Cllr Rolfe to accept the position of vice chairman of Bourn PC. Cllr Rolfe accepted and thanked members accordingly and has signed his declaration of acceptance of office.

03/05/2022 Members declaration of Office.

Cllr Jagers, Cllr Jaques, Cllr Stutchbury & Cllr Heginbotham have signed their declaration of office.

04/05/2022 Appointment of roles and responsibilities.

1. **Allotments liaison** – Cllr Rolfe
2. **Cambourne Town Council liaison** – Cllr O’Brien
3. **Code of Conduct** – Parish Clerk and SCDC Monitoring Officer
4. **Environment** –
 - i) **Bourn Flood Group liaison & Brook maintenance** – Cllrs Jaques & Cllr O’Brien
 - ii) **Tree Warden/s** – Cllrs Jones, Cllr Jaques and Hilary Gretton
5. **Finance overseeing** – Cllr O’Brien and Cllr Rolfe
6. **Highways** – Cllrs O’Brien, Cllr Jagers & Cllr Rolfe
7. **Traffic Monitoring and Speed watch liaison** - Cllr Rolfe & Cllr Heginbotham
8. **Human Resources** - Cllr Jagers, Cllr Rolfe and Cllr O’Brien
9. **Keyholder (including Sports Pavilion, except noticeboards)** – Cllr Rolfe
10. **Neighbourhood Watch liaison** – Cllr Jagers
11. **Newsletter, quarterly and Annual Report** - Clerk edits and distributes and all councillors for creating content
12. **Noticeboards** – Cllr Rolfe
13. **Planning** – Cllrs Jones (convenor), Cllr O’Brien, Cllr Stutchbury and Cllr Rolfe
14. **Police liaison** – Cllr Jagers
15. **Public Rights of Way** -
 - i) **Bridleways & Footpaths**– Angela Marcham and Graham Bruce, liaison Cllr Jaques & Cllr Stutchbury.
16. **Recreation Grounds (Jubilee Playing Fields, Hall Close Play Area and Broadway Play Area, including all play equipment)** – Frank Haxton (as operational inspector), Cllr Heginbotham liaising with Parish Clerk
17. **Sports Club liaison** – Cllrs Jagers and Cllr O’Brien
18. **Village Hall** – Cllrs Rolfe & Cllr Stutchbury (as trustees)
19. **Website** – Cllr Rolfe, Cllr Stutchbury & Clerk
20. **Community Liaison officer** – Cllr Heginbotham
21. **Wildflower/Trees/No Mow** – Cllr Jagers
22. **Defibrillators** – Cllr Stutchbury
23. **Climate Change** – Cllr O’Brien, Cllr Stutchbury & Cllr Jaques.

05/05/2022 Appointment of committees, working groups or any other offices deemed necessary by the Council.

- **Sports Pavilion Working Group** – Cllr D O’Brien & Cllr S Jagers
- **Gypsy & Travellers Working Group** – Cllr D O’Brien, Cllr S Jones & Cllr H Heginbotham.

06/05/2022 To receive declaration of interest.
Cllr D O’Brien – Bourn Country Club

07/05/2022 To receive and approve apologies for absence.
Cllr T Hawkins sent her apologies.

08/05/2022 Public Participation.

David Macdonald from Bourn Country Club gave his reasons as to why Bourn PC should support planning application 22/01954/PRIOR – Fairways, Toft Road, Bourn -: Change of use from Commercial, Business and Service (Use Class E) to 3 No. three bedroom Dwellinghouses (Use Class C3). He advised residential permission has already been granted and there would be no impact on the traffic volume. He wishes to work with Bourn PC to instal a footpath from the main development to Bourn village.

09/05/2022 Reports from County & District Councillors.

Cllr M Howell advised he is pushing for more cycleways and footpaths within Cambridgeshire. He advised he will support Bourn PC with up coming projects. He advised he is now on the committee for villages to change their speed limit to 20mph however this is becoming a problem as the police are not in agreement due to no resources.

10/05/2022 To receive and approve minutes of the previous meeting held on 20th April 2022.

It was agreed to approve the minutes of the meeting held on 20th April 2022. (Cllr D O'Brien proposed and Cllr L Rolfe seconded, and all were in favour)

11/05/2022 To approve accounts for payment.

Payee	Description	Amount £
E Pacey	Payroll May	£913.19
HMRC	Tax & NI - April payroll	£39.20
Alarm Maintenance	Annual Service - fire alarm (pavilion)	£116.40
Buchans	Grass cutting - Invoice 2901	£779.75
Hay + Rice	Website Support - Invoice 00355	£140.00
David Bracey	Annual playground inspection	£360.00
Viking	Stationery / Ink	£89.54
Opus Energy	Electric Bill - May	£72.46
	Total	£2,510.54

It was agreed and approved for the above schedule of payments to be made. (Cllr D O'Brien proposed and Cllr L Rolfe seconded, and all were in favour)

12/05/2022 Financial Officers Report.

Appended is a budgetary control statement for the Revenue (Precept) Account as at 12/05/2022 showing expenditure of £5,240.05 and income of 16,500.00 compared with budgets, along with a bank reconciliation statement.

It was agreed for the Financial Officers report to be approved. (Cllr D O'Brien proposed and Cllr S Jagers seconded, and all were in favour.)

13/05/2022 Planning Applications and Tree Works update.

- 22/01564/FUL - 161A Caxton End Bourn Cambridgeshire - Demolition of existing barn and erection of replacement barn. – **Bourn PC support this planning application.**
- 22/01954/PRIOR – Fairways, Toft Road, Bourn - : Change of use from Commercial, Business and Service (Use Class E) to 3 No. three bedroom Dwellinghouses (Use Class C3). - **Bourn PC support this planning application.**
- 22/01701/HFUL - 66 High Street Bourn Cambridgeshire - Demolition of existing extension and erection of replacement single storey side/rear extension. **Bourn PC support this planning application.**
- 22/01672/FUL – 23 High Street, Bourn, Cambridgeshire, CB23 2SQ – Change of use from a hairdressers to a habitable dwelling. – **Bourn PC have no comment on this planning application.**

14/05/2022 Bourn Platinum Jubilee Festival.

Cllr B Jaques advised the following update –

- Just under a £1000 worth of prizes have been donated.
- The sports club have provided a programme for the games that will take place.
- There will be entertainment from a dance group.
- Music will be provided.
- Raffle tickets will be sold.
- There will be a tea & cake stall.
- 6 tractors will be arriving.
- A temporary event notice has been issued but needs clarification as this notice is only for club members.

The clerk advised members Bourn PC were unsuccessful in their grant to the National Lottery Awards however Bourn PC were successful in their grant for £400 from the Community Chest Grant to plant trees for the Queens Platinum Jubilee.

It was agreed by members of the PC that Bourn PC would donate £350.00 to purchase platinum jubilee commemorative coins for Bourn village children.

15/05/2022 Tree Planting – Hall Close, Bourn.

An email had been received from Luke Waddington (Climate & Environment Team at SCDC) advising he is working with Geoff Clarke (Housing for SCDC) to identify areas on Housing land that could benefit from tree planting. They wish to apply for a grant to plant trees on the recreation ground at Hall Close, north of the ditch. This will be funded through the Local Authority Treescapes Fund from UK Gov. It was agreed that Bourn PC would support this project.

- 16/05/2022 Sports Pavilion update.**
Cllr Jagers advised herself, Cllr D O'Brien and Cllr L Rolfe met on 17th May to discuss the future plans of the Sports Pavilion. She advised she is meeting with Cambourne Town Council to seek further advice in how they run their sports pavilion. A full report and update will be published at June's PC meeting.
- 17/05/2022 Annual Playground Inspection.**
Bourn PC received their annual playground inspection from David Bracey. Members of the PC agreed to complete the works that have been recommended in the playground report. The clerk advised she will contact David Bracey to see if he could recommend any contractors to complete the work.
- 18/05/2022 Changes in airspace management and aircrafts flying over Bourn.**
Cllr S Jones presented a power point presentation regarding the changes of the airspace management and aircrafts over Bourn. This presentation will be published on Bourn PC website. It has been agreed that Bourn PC wish to liaise with other parish councils on this issue and wish to work closely with District and County Councillors. A member of Bourn PC will attend the public meeting in Little Gransden Village Hall on Tuesday, July 5, at 7:30 pm.
- 19/05/2022 New Resident Welcome Letter.**
A final version of the new resident welcome letter was sent to members of the council prior to this meeting. It was agreed and approved for the final version to be sent to new residents moving into the village.
- 20/05/2022 4th Round of the Zero Carbon Communities Grant Scheme.**
Cllr D O'Brien advised he has asked Hattie Cook (Climate Change Group) to suggest projects for which Bourn PC could make an application.
- 21/05/2022 Merrybourn Grant.**
It was agreed and approved to grant Merrybourn £70.00 for the hire of the community centre from September 2021 – March 2022. (Cllr D O'Brien proposed and Cllr B Jaques seconded, and all were in favour.)
- 22/05/2022 Local Highways Improvement Update 2022/2023.**
- Bourn PC Local Highways Bid 2022/2023 (to redesign the Junction of the B1046 and Fox Road) has been unsuccessful.
 - The speed cushions on Alms Hill should be installed mid-June.
- 23/05/2022 Review of Heavy Goods Vehicle.**
Cllr O'Brien advised he will follow this up with Cllr M Howell and give an update at June's meeting.
- 24/05/2022 Widen footpath – Broadway.**
Cllr O'Brien advised he will follow this up with Cllr M Howell and give an update at June's meeting.

25/05/2022 Correspondence & Communications.

- **Bourn to Run road closure on 25th September 2022** – Part of Alms Hill, CB23 2SH & Caxton End, CB23 2ST will be closed on 25th September 2022 for the Bourn to run race. – Bourn PC have no objections to this road closure.
- **Ukraine Support Groups** – an email has been received from Emma Dyer (Development Officer SCDC) advising she is looking to create a list of Ukraine Support Groups in each PC. – It has been agreed to respond to Emma advising Bourn PC have two Ukrainian families in the village but there are no official support groups within the PC.

26/05/2022 Items for next agenda.

- Wildflower Seeds Update.
- Longstowe Parish Boundary.
- Broadway Playing Field Rename.
- Local Highways Initiative 2023/2024.
- Review of Heavy Goods Vehicle.
- Widen footpath – Broadway.

27/05/2022 Bourn PC achievements.

- A new dog bin has been installed at Church Street.
- 6 trees have been planted.

Closure of meeting – 21:45

Proposed date for next Parish Council meeting – 15th June 2022