



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Emily Pacey

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Annual Meeting

Minutes

24th May 2023.

Bourn Parish Council's annual meeting was held on 24th May 2023 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 G Smith.

Emily Pacey – Clerk and Financial Officer for Bourn PC.

25/05/2023

- 01/05/2023** **Election of Chairman and Declaration of acceptance of Office.**
Cllr S Jagers proposed Cllr D O'Brien as Chairman, Cllr G Smith seconded, and **ALL** were in favour. Cllr D O'Brien thanked members of the PC and signed his declaration of acceptance of office.
- 02/05/2023** **Election of Vice Chairman and Declaration of acceptance of Office.**
Cllr G Smith proposed Cllr L Rolfe as Vice Chairman, Cllr S Jagers seconded, and **ALL** were in favour. Cllr L Rolfe thanked members of the PC and signed his declaration of acceptance of office.
- 03/05/2023** **Public Participation.**
No public attended this meeting.
- 04/05/2023** **To receive declaration of interest.**
No members declared any interest on this agenda.
- 05/05/2023** **To receive and approve apologies for absence.**
Cllr S Jones, Cllr B Jaques, Cllr N Stutchbury, Cllr H Heginbotham & Cllr A Emerson sent their apologies.

06/05/2023 Reports from County & District Councillors.

Report from Cllr T Hawkins was received and emailed to members of the council prior to the meeting.

07/05/2023 To receive and approve minutes of the previous meeting held on 19th April 2023.

It was agreed to approve the minutes of the previous meeting held on the 19th of April 2023, Cllr L Rolfe proposed, Cllr S Jagers seconded, and **ALL** were in favour.

08/05/2023 To approve accounts for payment.

PAYEE	Description	Amount
SCDC	Charge for waste collection - April 2021	£182.00
SCDC	Charge for waste collection - April 2022	£465.50
Hay + Rice	Website support	£140.00
Buchan's	Grass Cutting - invoice 3263	£842.06
David Bracey	Annual playground inspection	£360.00
Highlights	Floodlights - tennis courts	£9,616.80
EDF	April Electricity Bill	£125.00
E Pacey	One month – Zoom	£15.59
E Pacey	May Payroll	£983.30
HMRC	May Payroll	£31.09
OPUS	May Electricity Bill	£67.45
EDF	April Electricity Bill	£34.00
Viking	Stationery / Ink	£60.66
Canalbs Ltd	Internal Audit 2022-2023	£71.25
	Total	£12,994.70

It was agreed to pay the above schedule of payments, Cllr G Smith proposed, Cllr L Rolfe seconded, and **ALL** were in favour.

09/05/2023 Financial Officers Report.

Appended is a budgetary control statement for the Revenue (Precept) Account as at 18/05/2023 showing expenditure of £15,993.73 and income of £28,089.94 compared with budgets, along with a bank reconciliation statement.

It was agreed to approve the Financial Officers Report, Cllr G Smith proposed, Cllr L Rolfe seconded, and **ALL** were in favour.

The clerk advised members of the PC the internal audit report for 2022-2023 was completed on 12th May and there were no issues raised. She advised all documents for the end of year 2022-2023 will be sent to the external auditor PKF Little John and will also be published on the website.

10/05/2023 Planning Applications and Tree Works update.

- 23/01016/FUL - Land and Buildings at Fairways Toft Road Bourn - Conversion of former B8 Storage and Distribution Barns into 2no. dwelling houses (part retrospective). – Bourn PC object to this planning application on the basis it is an overdevelopment of the site. Bourn PC also feel this application seems to be

trying to bypass the previous application for converting holiday lets to residential even though the original planned holiday lets have never been completed.

11/05/2023 Sports Pavilion update.

Cllr S Jagers advised she has received initial ideas for the sports pavilion refurbishment from DT Architect. They have provided three options: 1) modifications to the existing building only, 2) existing building modifications with extension, 3) existing building modifications with large extensions. She advised herself, Cllr D O'Brien and Cllr L Rolfe are having a meeting with Leon to discuss these plans and what the next steps are. An update will be given at the next PC meeting.

12/05/2023 Annual Playground Inspection.

David Bracey completed Bourn PC annual playground inspections on 19th April 2023. From the report there were no serious issues raised. It was agreed for the PC to review works on the playgrounds in the near future.

13/05/2023 Merrybourn Grant.

It was agreed to approve the Merrybourn Grant of £240.00, Cllr L Rolfe proposed, Cllr S Jagers seconded, and **ALL** were in favour.

14/05/2023 Debit Card – Bourn PC.

It was agreed to approve the application for Bourn PC to apply for a debit card for their Lloyd's bank account. Cllr D O'Brien and Cllr L Rolfe signed the application form.

15/05/2023 Community Orchard.

Cllr L Rolfe advised members he has received an email from South Cambs District Council advising there has been vandalism at the Community Orchard. S P Landscapes have already had to replace six watering bags. It was agreed the PC would monitor this situation and would review this in three months.

16/05/2023 Bourn Neighbourhood Plan Update.

Cllr G Smith advised members he has been investigating how Bourn PC can set up a Neighbourhood Plan. He advised he will be looking into grants / funding for the PC and will be speaking with Neighbourhood Plan Consultations. He advised he will give an update at the next PC meeting.

17/05/2023 Parish Council Meeting Dates Review.

At the last PC meeting Cllr H Heginbotham queried if the PC meeting dates could be reviewed. It was agreed the PC meeting dates could potentially be changed to the first Wednesday of the month and could start from September. This will be discussed at June's PC meeting.

18/05/2023 Correspondence & Communications.

- Bourn to Run – 17th September 2023 – there were no objections for the road closure.

- Update on works on FP 18 (the stile) – The clerk advised members, Peter Gaskin from CCC has advised this work has been delayed and should now be completed in the Autumn / Winter.
- Zoom Membership – it was agreed to cancel Bourn PC zoom membership due to it no longer being used.

19/05/2023 **Items for next agenda.**

- Ideas for LHI 2024/2025
- Update on Neighbour Hood Plan
- Update on Sports Pavilion
- Bourn PC Planning Committee

20/05/2023 **Bourn PC achievements.**

Closure of meeting – 21:00

Proposed date for next Parish Council meeting – 21st June 2023