



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Emily Pacey

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MINUTES

21st June 2023.

Bourn Parish Council's meeting was held on 21st June 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 B Jaques, and Cllr G Smith.

Emily Pacey – Clerk and Financial Officer.

24/06/2023

- 01/06/2023** **Public Participation.**
No members of the public attended this meeting.
- 02/06/2023** **Reports from County & District Councillors.**
Cllr T Hawkins report was circulated to members prior to the meeting.
No report was received from Cllr M Howell.
- 03/06/2023** **To receive and approve apologies for absence.**
Cllr N Stutchbury, Cllr H Heginbotham and Cllr S Jones sent their apologies.
- 04/06/2023** **To receive declaration of interest.**
Cllr L Rolfe – Allotments (agenda item – 17/06/2023)
- 05/06/2023** **To receive and approve minutes of the previous meeting held on 24th May 2023.**
It was agreed to approve the minutes of the previous meeting, Cllr D O'Brien proposed, Cllr S Jagers seconded, and **ALL** were in favour.

06/06/2023 To approve accounts for payment.

It was agreed to approve the below schedule of payments, Cllr L Rolfe proposed, Cllr S Jagers seconded, and **ALL** were in favour.

PAYEE	Description	Amount
SCDC	Charge for dog poo bin collection	£1,200.00
Buchans	Grass Cutting - Invoice 3298	£1,303.14
EDF	May Electricity Bill	£125.00
E Pacey	June Payroll	£983.30
HMRC	June Payroll	£31.09
o2	May Clerk mobile	£14.08
A Ward	Flowers for War Memorial	£41.88
	Total	£3,698.49

07/06/2023 Financial Officers Report.

Appended is a budgetary control statement for the Revenue (Precept) Account as at 16/06/2023 showing expenditure of £19,961.49 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 B Jaques proposed, Cllr G Smith seconded, and **ALL** were in favour.

It was agreed and approved for the clerk's wages to be paid on the 28th of each month via standing order, Cllr L Rolfe proposed, Cllr S Jagers seconded, and **ALL** were in favour.

08/06/2023 Planning Applications and Tree Works update.

- 23/01918/HFUL - 32 Caxton End Bourn Cambridgeshire - Two storey extension to the front of the existing side extension. Upgrade and reposition the windows. Remove the existing rear conservatory and replace with a single storey extension and open porch. Construct a second storey on the existing single storey rear extension. Replace the garage roof.
Bourn Parish Council support this planning application.

09/06/2023 Sports Pavilion Refurbishment update.

Cllr S Jagers advised herself, Cllr D O'Brien and Cllr L Rolfe had a zoom meeting with Leon Delegate on the 9th of June 2023. She advised Leon has provided three options for the pavilion refurbishment. Following on from their meeting she advised there has now been some amendments to these options and they will be presented at July's PC meeting. Herself, Cllr D O'Brien, and Cllr L Rolfe are meeting again with Leon at the beginning of July. The clerk will set this up.

The clerk advised she has chased Subsidence regarding the subsidence claim for the pavilion, she advised this has now been passed over to a company called William Hunt and they are waiting for them to publish their report.

10/06/2023 CCTV – Sports Pavilion.

There have been incidents of vandalism reported at the Jubilee playing field. The clerk advised she will report this to the Police 101 online. It was discussed of the possibility of closing the carpark to the pavilion at 10.00pm to try and stop the vandalism. It was agreed to reinstate the CCTV, and to upgrade the system when the plans for the pavilion have been agreed, and when broadband has been installed.

Cllr B Jaques advised he has been asked from a resident of the possibility of installing a sandpit at the Jubilee play area. He advised he will seek quotes and report back at July's PC meeting.

11/06/2023 Sports Club Lease Agreement Review.

Cllr S Jagers advised Matt Gregory (Chairman of the Sports Club) has requested an update of the new lease agreement between the sports club and Bourn PC for the pavilion and tennis courts. She advised their current lease agreement ends in 2025. It was agreed for the clerk to contact CAPALC to see if they have any templates for lease agreements. It was discussed that the sports club would hold the lease for the tennis courts which would include the managing and maintenance of the courts and Bourn PC would deal with the maintenance and booking / hire of the pavilion.

12/06/2023 Quotation – Fence Repair works at the pavilion.

The clerk advised she has requested a quote for the fencing repair at the pavilion from Harry Roberts, Buchan's, and Cambourne Town Council maintenance team. She advised a quotation has been received from Harry Roberts and Cllr L Rolfe is meeting with Buchan's on Tuesday 27th June. She advised Cambourne Town Council did not want to quote.

Once a quote has been received from Buchan's then a decision will be made.

13/06/2023 Local Highways Initiative Ideas – 2024/2025.

Cllr D O'Brien advised he thinks for the LHI 2024/2025 application, Bourn PC application should be to instal speed calming measure on Gills Hill. These measures would be speed bumps.

It was agreed to move the MVAS to Gill's Hill so data can be gathered for this application.

Cllr L Rolfe raised there is only one 20mph sign on Alms Hill and there should be two (one on both sides of the road).

Cllr D O'Brien advised he will contact James Tombs (Highway Officer) regarding the LHI application for 2024/2025 and the 20mph speed sign on Alms Hill.

14/06/2023 Bourn PC Planning Working Group.

It was agreed to set up a Planning Working Group for Bourn PC. This will include Cllr D O'Brien, Cllr L Rolfe, Cllr G Smith, and Cllr S Jagers.

15/06/2023 Bourn Neighbourhood Plan Update.

Cllr G Smith advised he has been in contact with Andrew Tyre (Senior Planning Officer, CCC) and he has provided him with guidance and advice for the first stages of a Neighbourhood Plan. He advised there are two options either a Community Led Plan or a Neighbourhood Plan. Cllr G Smith advised he will seek costs from a specialist consultant that deal with these projects and then will complete a report for July's PC meeting.

16/06/2023 Parish Council Meeting Dates Review.

It was agreed for this to be reviewed in September.

17/06/2023 Correspondence & Communications.

- Allotments – correspondence has been received from Bourn Allotments Society regarding trespassing at the Allotments. It was agreed for the clerk to contact South Cambs District Council.
- Correspondence has been received regarding poor phone signal in Bourn, it was agreed for the clerk to investigate the cost for a signal booster box for the village.
- Cllr L Rolfe advised there has been more vandalism at the Community Orchard at Hall Close. He advised S.P Landscapes have had to replace a further 8 watering bags. Bourn PC will continue to monitor the situation.
- A resident has requested to replace the Box Elder tree on Church Street that has died with a Handkerchief tree that he has been growing in his garden. This will have to be approved by Cambridgeshire CC.
- Due to Civil Parking Enforcement being brought into the District of South Cambridgeshire the lines and signs in the village have been resprayed as they need to be in an enforceable condition. Cllr L Rolfe advised only half the lines have been resprayed. The clerk advised she will raise this with Andhika Caddy (Policy & Regulation Engineer, CCC)
- It was raised the vegetation from the property of 41 High Street is now blocking the public footpath and you now must walk onto the road to get past. This has now become dangerous to pedestrians. It was agreed for the clerk to write a letter to the owner asking if they would be able to cut this back.
- Cllr A Emmerson resignation as Councillor for Bourn PC was received, Bourn PC would like to thank Alistair for all his hard work and input he has put into the PC.

18/06/2023 Items for next agenda.

19/06/2023 Bourn PC achievements.

Closure of meeting – 21:15

Proposed date for next Parish Council meeting – 19th July 2023