



Bourn Parish Council

Parish Clerk/Financial Officer – Mrs Emily Pacey

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MINUTES

18th October 2023.

Bourn Parish Council's meeting was held on 18th October 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 G Smith, Cllr N Stutchbury, Cllr B Jaques, Cllr P Winch-Furness and one member of the public.

Emily Pacey – Clerk and RFO for Bourn PC

20/10/2023

01/10/2023 Public Participation.

A member of the public attended the meeting to discuss footpath 31, Bourn. She advised there was an application for this footpath to be made from a permissive footpath into a public footpath back in 2012. The County Council made a Definitive Map Modification Order on 11 January 2023. However, during the 6-week consultation period, they received an objection to the making of the order from the landowner. As a result, the matter will need to be sent to the Planning Inspectorate to be considered. This may be done at a public inquiry, public hearing or by an exchange of written representations.

As there is a backlog the County Council do not have the resources to follow this up, so it has therefore now been placed on hold.

The member of the public asked if Bourn Parish Council would write to Cambridgeshire County Council to see if things can be progressed.

02/10/2023 Reports from County & District Councillors.

Cllr T Hawkins October's report was circulated to members of the PC prior to the meeting.

03/10/2023 To receive and approve apologies for absence.

Cllr S Jagers and Cllr L McClure sent their apologies.

04/10/2023 To receive declaration of interest.

No members declared an interest on this agenda.

05/10/2023 To receive and approve the minutes of the meeting held on the 27th of September 2023.

It was agreed to approve the minutes of the meeting held on the 27th of September, Cllr B Jaques proposed, Cllr L Rolfe seconded, and **ALL** were in favour.

06/10/2023 Finance.

6.1 – It was agreed to approve the schedule of payments for October 2023.

Cllr B Jaques proposed, Cllr G Smith seconded, and **ALL** were in favour.

Payee	Details	Payment Method	Total
o2	Clerk mobile	DD	£14.08
E Pacey	October Payroll	SO	£943.97
HMRC	October Payroll	BACS	£31.09
NEST Pension	Employer Contribution (5%)	DD	£39.33
NEST Pension	Employee Contribution (5%)	DD	£39.33
Buchans	Grass Cutting - 3439	BACS	£842.06
EDF	September electricity bill	DD	£125.00
E Pacey	Microsoft - annual subscription	BACS	£59.99
Smart Testing	Legionella Testing Kit	Card	£52.50
	Total		£2,147.35

6.2 – It was agreed to approve the NEST pension scheme for Emily Pacey, (employer’s contribution will be 5% and employee’s contribution will be 5%), Cllr D O’Brien proposed, Cllr L Rolfe seconded, and **ALL** were in favour.

6.3 – November Finance meeting with start 7:00PM on the 15th of November, this is before the monthly PC meeting.

07/10/2023 To approve CCTV quotation from Advanced Security.

A quotation to install CCTV at the pavilion was received from Advanced Security. The quote provided two different options – Option 1 was a standard HD system using Day/Night cameras which are colour during the day and black and white at night this cost was £1,272 plus VAT. Option 2 was using ColorVu HD cameras, which are colour both day and night, this cost was £1,514 plus VAT.

It was agreed by members of the PC to go ahead with option 2.

08/10/2023 Sports Pavilion Refurbishment Update.

As Cllr S Jagers was not present at the PC meeting a full report will be given at November’s meeting.

Cllr D O’Brien advised following on from the submission of the interest form for the Cambridgeshire priorities capital fund application, Bourn Parish Council are now eligible to make a full application. The deadline date for this submission is 15th December.

Cllr D O'Brien advised members we have now received the Arb report for the subsidence claim at the pavilion, the report confirms the below tree works needs to be completed.

Tree No.	Species	Ht (m)	Dia (mm)	Crown Spread (m)	Dist. to building (m)	Age Classification	Ownership
TG1	Hornbeam	12.5 *	250 Ms *	12 *	5.5 *	Similar Age to Property	Policy Holder
	Management history			No recent management noted.			
	Recommendation			Remove (fell) to near ground level and treat stump to inhibit regrowth.			
TG2	Willow x2, Holm Oak, alders, White beams and birch.	16 *	600 *	14 *	7.2	Similar Age to Property	Policy Holder
	Management history			No recent management noted. Subject to past management/pruning.			
	Recommendation			Remove the two willows and treat stumps. Maintain all other species within the group at approximately their current dimensions.			

It was agreed by members of the PC for the above tree works to be completed.

09/10/2023 Bourn Neighbourhood Plan Update.

It was agreed by members of the PC for Bourn's Neighbourhood Plan to include Bourn Airfield's proposed development. Cllr G Smith advised he will submit the appropriate forms which is the first stage of the Neighbourhood Plan.

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

- 23/00991/HFUL - 167 Caxton End Bourn Cambridgeshire - Conversion of existing outbuildings, gym, stores, woodshed to form an annex, renovation of part of existing outbuildings to form two new carports and one enclosed garage, updating and works to existing stores. – **Appeal in process.**

11/10/2023 Speedwatch.

Cllr L Rolfe advised he now has the speed watch equipment. It was agreed for the clerk to advertise for new volunteers for the Speed Watch group on Bourn PC Website and in the newsletter.

12/10/2023 DMMO Public Footpath no.31 Bourn.

Following on from the comments from the member of the public, it was agreed for the clerk to follow this up with Cambridgeshire County Council and to see if Cllr M Howel (County Councillor) can assist in anyway.

- 13/10/2023 Correspondence & Communications.**
- Planning application - 23/02752/OUT - Land North of Davids Lodge Old North Road Bourn has been referred to the planning committee.
 - It was agreed to purchase a new padlock for the gate to the Broadway play area.
- 14/10/2023 Items for next agenda.**
- Draft Budget 2024-2025
 - Sports Pavilion Refurbishment Update
 - Planning Working Group Update
 - Neighbourhood Plan Update
 - LHI 2024/2025.
- 15/10/2023 Bourn PC achievements.**

Closure of meeting – 20:45

Proposed date for next Parish Council meeting – 15th November