

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd January 2018 at
The Limes, High Street 7.52pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Catherall, Cllr Robinson, Cllr Woodhouse, Cllr Oakley, Cllr Rincón

District Cllr Cathcart, District Cllr McCraith

Members of Public: 0

1. APOLOGIES FOR ABSENCE

Cllr Freeman, Cllr Spenceley, Cllr Dixon, Cllr Hull, Cllr Geraghty, County Cllr van de Ven

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 5th December 2017

Minutes of the meeting held on Tuesday 5th December 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman following amendment to Item 4.3.2 last paragraph to read –After further discussion it was proposed by Cllr Robinson, seconded by Cllr Hull, that this item be removed from the agenda and the scope of the working group. Any further questions to CAPALC would be to ensure compliance with rules and regulations for the Working Group. All Councillors in agreement.

4. MATTERS ARISING

4.1 Park Close Play Area –Update on Formal Offer from SCDC

The District Council Leasehold and Housing Purchase Officer, Maria Toombs, had asked if the paperwork should be sent to the Parish Council Solicitor or to the Parish Council direct. The Clerk advised that in the past the Parish Council had used Limbach Banham Solicitor in Royston. It was noted that they had since changed their trading name to Tees Law. It was agreed that as this was a legal document a Solicitor should be used. The Clerk was asked to liaise with Tees Law and Mrs Toombs.

-Clerk

4.2 Request to South Cambridgeshire District Council to install a flagpole

There was no update available.

4.3 Village Voice

4.3.1 Update on Bank Account

Cllr Catherall reported that he had been carrying out some investigations on being a signatory for the Bank Account and some concerns were raised over any potential claims which he believed the signatories would be liable for. It was recognised that the newsletter had been running for a number of years without any problem but that did not mean that something might happen in the future. It was agreed that the working group would be asked to meet to discuss indemnity insurance, and also the draft constitution, and to recommend a basis for moving the bank account forward.

-Cllr
Catherall

5. CORRESPONDENCE

5.1 LHI 2018/19 Invitation to Panel Meetings

The South Cambridgeshire District Council Local Highway Improvement Panel were meeting during February 2018 to discuss the applications. Councillors were invited to attend to represent their submission. Cllr Catherall had offered to attend on behalf of the Parish Council and he would discuss the submission with the Traffic working group beforehand.

The Clerk reminded Councillors that when the notification of the new process for applications was received in October 2017 it was stated that the Parish Council would be contacted by an officer to look at the feasibility of the application in more detail before the presentation to the Panel. Cllr Hallett suggested that this may not have happened for this Parish Council as the officers should have enough information from recent site meetings.

-Cllr
Catherall

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE

7.1 Payment of Accounts

The Invoices were checked by Cllr Hallett

BUCHANS LANDSCAPES

Grounds mtce November 2017 (inc. £273.32 VAT)	£1639.92	
Cut back 5 trees on North End (inc. £10.00 VAT)	£ 60.00	
Cut Clunch Pit Path (inc. £5.00VAT)	£ 30.00	
Grounds mtce December 2017 (inc. £273.32 VAT)	£1639.92	£3369.84

BASSINGBOURN URC

Hire of Church Room for Recreation Ground meetings 2017 6 x £10 £ 60.00

CAMBRIDGESHIRE ACRE

Renewal of membership 2018 (inc. £9.25VAT) £ 55.50

HALES PRINTERS

Newsletters £740.00

THE POST OFFICE

SCDC Cemetery Lodge Council Tax £325.00

SLCC

Renewal of membership 2018 £128.00

MRS S WALMESLEY

Clerks salary and expenses 1/12/17 –31/12/17 £854.73

HMRC

PAYE October 2017 –December 2017 £99.62

PLAYDALE PLAYGROUNDS LTD 104039 13/12/17 £16200.00

TOTAL £21832.69

AGREED. PROPOSED Cllr McNulty SECONDED Cllr Douglass

7.2 Budget/Precept 2018/19

Draft proposals had been circulated to Councillors for consideration. A discussion took place on the projects for the next financial year, Section 106 proposed funding and reserves. Play area and recreation ground expenditure was discussed and it was proposed by Cllr Robinson, seconded by Cllr Sams that additional funding for play equipment would be made available to replace the Elbourn Way equipment currently being removed. Cllr Douglass asked for a budget of £1500 for the 2018 Christmas event and a donation for the Mobile Warden Scheme.

Some concerns were raised over the amount of planned expenditure for 2018/19 and the reduction of the General Fund. Councillors were reminded that the Parish Council did not need to hold excessive reserves. After further discussion it was proposed by Cllr Robinson, seconded by Cllr Douglass to recommend a precept for 2018/19 of £70,000 to the full Parish Council meeting on the 23rd January 2018. This was agreed by all Councillors.

8. VILLAGE MAINTENANCE

8.1 Grasscutting

8.1.1 Verge Proposal

The Conservation Group had arranged a meeting with Cllr Hirtzel to discuss her proposal but she was unable to attend.

8.2 Repairs to Benches

The repairs were in hand with the contractor.

8.3 Repair to Village Finger Post

The repairs were in hand with the contractor.

9. REVIEW OF PARISH COUNCIL INSURANCE SCHEDULE

Cllr Dixon and the Clerk were checking the values of the existing play equipment with the Asset Register. Once done the Clerk would arrange for an update to the insurance schedule. *-Clerk*

10. DEFIBRILLATOR ISSUES

10.1 Access to equipment

Cllr Hallett reported that the Traffic Working Group had looked at the possibility of a bollard to stop parking beside the kiosk door. This would not be possible due to a dropped kerb. One way to get around this would be to turn the door around to face the road. Cllr Catherall stated that this would be technically possible. The Clerk to ask for a quotation from the Handyman. *-Clerk*

There had been an incident at the village market before Christmas where a resident had tried to obtain the defibrillator cabinet code. It was believed that a 999 call had been made but the code

was not provided by the supplier of the cabinet.

Cllr Douglass had since spoken to the representative of the company who confirmed that all information had been registered when the defibrillator was installed and could not understand why this had happened. It was agreed that the code should be made available to the local pharmacy and shops. The Chairman would also circulate the code to Councillors for their information.

It was agreed that the Clerk would send a letter to the company asking for an explanation of why there had been this breakdown in communication and request confirmation that this would not happen again.

-Clerk

10.2 Defibrillator for Kneesworth

It was noted that two of the defibrillators in Royston had been sponsored and it was suggested that in future local companies could be approached.

The Chairman advised that the first step in providing a defibrillator in Kneesworth was to find a location. The YUVA restaurant was suggested but it was felt that as this was a listed building planning consent may be required. It was suggested that as the base of the removed telephone kiosk was still in place another kiosk could be purchased to house the equipment. Outside the dress shop on the A1198 was also suggested as a location. Investigations would continue.

11. AGREEMENT OF PARISH COUNCIL TERMS OF BUSINESS POLICY

A draft policy had been distributed to Councillors. This would be an internal document but could be sent to external bodies if a query arose. It was recognised that in some cases payment for goods in advance would be needed but not for services. A discussion took place on the wording which was amended. It was then proposed by Cllr Robinson, seconded by Cllr Douglass, that the Parish Council Terms of Business Policy be adopted. All Councillors in agreement.

12. UPDATE ON PAVILION PROJECT

There was no further update.

13. UPDATE ON VILLAGE CHRISTMAS CELEBRATION 9TH DECEMBER 2017

Cllr Douglass advised that the celebration had been a success although the working group intended to change the format slightly for 2018. As the Royston Round Table Christmas sleigh had only stayed in one location, and therefore there were some disappointed children, Cllr Douglass was investigating the purchase of a sleigh for the village.

Cllr Robinson advised that he had now taken down the Christmas tree from the village green.

14. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

14.1 Replacement Laser Printer

The Clerk reminded Councillors that they had agreed to purchase a replacement printer for her use a few months ago but, as the existing printer was still working at the time, she continued to use that one. She added that she was now having problems getting the printer to print efficiently and asked that she now place an order for a replacement which was agreed.

-Clerk

13. DATE OF NEXT MEETING

Tuesday 5th February 2018

The Chairman closed the Meeting at 9.15pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th February 2018 at
The Limes, High Street 8.20pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Catherall, Cllr Robinson, Cllr Woodhouse, Cllr Oakley, Cllr Freeman, Cllr Dixon, Cllr Hull, Cllr Geraghty

District Cllr Cathcart, District Cllr McCraith

Members of Public: 0

1. APOLOGIES FOR ABSENCE

Cllr Rincón Cllr Hirtzel, County Cllr van de Ven

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 2nd January 2018

Minutes of the meeting held on Tuesday 2nd January 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Update on Lease

The Clerk confirmed that details of the lease agreement had been forwarded to Solicitor, Tees Law, who had agreed to advise the Parish Council on their costs to represent the Parish Council.

4.2 Request to South Cambridgeshire District Council to install a flagpole

There was no update available.

4.3 Village Voice

4.3.1 Update on Bank Account

A discussion again took place on how to progress this as members of the working group were concerned over their personal liability. A discussion took place on a proposed disclaimer statement which Cllr Catherall read to the meeting. He suggested that a statement be compiled to represent the working group on which CAPALC (NALC) advice on the statement could then be sought. A discussion took place on the loss of advertising revenue this financial year. After further discussion it was proposed by Cllr Robinson, seconded by Cllr Sams, that as an interim arrangement, while the bank account was being investigated and the publication became completely independent invoices would be sent out by the working group and the money received would be banked by the Parish Council. In the meantime Cllr Catherall would prepare a disclaimer statement which would be referred to CAPALC for their advice on use. All Councillors in agreement.

*-Cllr
Catherall*

4.4 Kneesworth Defibrillator Purchase

The Chairman reported that he had not had the chance to follow this up.

Cllr Douglass advised that she had received e-mail confirmation that the Community Heartbeat Trust was following up the issues raised at the last meeting regarding access to the code for the defibrillator. The Clerk confirmed that she had also sent a letter and had recently urged a reply. Cllr Robinson suggested that the ambulance service be contacted directly to make sure that they held all the details but the Chairman pointed out that the Parish Council had a support contract with CHT and they should ensure that all the information was correct.

4.5 GDPC Workshops

The Clerk had circulated information relating to CAPALC workshops which would be held on the 15th and 16th March 2018.

5. CORRESPONDENCE

5.1 Mill Lane Trees

An e-mail had been received from a resident of Mill Lane expressing concern at the cutting of the hedges along the lane where a tree from his garden had also been trimmed. As the tree was an old Yew tree then the resident felt any cutting should have been carried out professionally.

Councillors agreed that the Clerk reply advising that this cutting was not carried out by the Parish Council contractors and therefore the Parish Council was unable to help.

-Clerk

5.2 Tree on South End verge

Councillors were advised that over 30 years ago the Parish Council was given a number of saplings to plant throughout the village. One of these saplings, an Ash tree, was planted on the verge opposite 84 South End. The tree now needed attention and the resident asked for permission to get work carried out. He also welcomed a contribution towards the cost of the work.

As the tree was on the verge it was recognised that the tree should be the responsibility of County Highways. Cllr Hallett added that the tree was also within the village conservation area and therefore permission would need to be sought from South Cambridgeshire District Council for any work. Cllr Robinson stated that as the tree was originally planted by the Parish Council some responsibility should be taken. After further discussion it was agreed that the Clerk advise the resident that the Parish Council had no objection to the tree work providing that all necessary permissions were first obtained from County Highways and South Cambridgeshire District Council. Once these were obtained, and the cost of the work known, then the Parish Council would consider a nominal contribution to the cost.

-Clerk

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE

7.1 Payment of Accounts

The Invoices were checked by Cllr Douglass

HALES PRINTERS	
Newsletters	£643.00
REYNOLDS CLEANING SERVICES	
Cemetery Lodge clean before new tenants	£415.00
MR M HALLETT	
Reimb for Speedwatch equipment expenses (inc. £1.17VAT)	£ 91.40
COMMUNITY HEARTBEAT TRUST	
Annual support 1/1/18 -1/1/19 (inc £25.20VAT)	£ 151.20
HM COURTS AND TRIBUNALS SERVICE	
Court claim for outstanding Cemetery Lodge rent	£ 205.00
BASSINGBOURN PCC	
Hire of Church room for Neighbourhood Plan meetings 11/1/18 & 7/2/18 2@£16	£ 32.00
MRS S WALMESLEY	
Clerks salary 1/1/18 –31/1/18	£793.33
(£770.00 paid Standing order £23.33 Cheque)	
BUCHANS LANDSCAPES	
Grounds mtce January 2018 (inc. £273.3.2VAT)	£1639.92
TOTAL	£3970.85

AGREED. PROPOSED Cllr McNulty SECONDED Cllr Douglass

7.2 Agreement of expenditure for Elbourn Way Play Area Shrubbery removal

Quotations had been sought in 2017 for the removal of the shrubbery but at the time there was no funding left in the recreation ground budget. There would be an allocation in the budget for 2018/19. The preferred contractor had advised that due to time restraints they would need to carry out the work before the grasscutting season started if they were successful with their tender for the work. The contractor would also delay sending out the invoice for the work until the new financial year. The quotation provided was for £766.00 plus VAT (to remove the trees and shrubs within the play area back to the original chain link fence, grub out the surface roots and clear the debris. Prepare and level the area for seeding –seed and make good the area). On a proposal by Cllr Freeman, seconded by Cllr McNulty, the quotation was agreed. The Clerk to ask the contractor to proceed.

-Clerk

7.3 Agreement of expenditure for Play Area replacement fence

Cllr Dixon had obtained three quotations for the work but as these exceeded the £3,500 that the Finance and General Purposes Committee was authorised to agree, an extraordinary Parish Council meeting would be held on the 21st February 2018 before the scheduled Recreation Ground Committee meeting.

7.4 Agreement of donation towards Mobile Warden Scheme 2017/18

The Clerk advised that there was currently three members on the scheme from Bassingbourn-cum-Kneesworth. The Trustees asked that all of the four villages on the scheme contribute £500 each per year. Cllr Douglass added that the service was for anyone that needed help and not just for the elderly. It was proposed by Cllr Robinson, seconded by Cllr Freeman to approve a

donation of £500 for the current financial year. This was agreed by all Councillors. It was suggested that details of the scheme could be advertised in the Village Voice.

8. VILLAGE MAINTENANCE

8.1 Grasscutting

8.1.1 Verge Proposal

Cllr Hallett reported that the Conservation Group had met but Cllr Hirtzel was unable to attend the meeting.

8.2 Repairs to Benches

The repairs were in hand with the contractor and would be carried in the better weather.

8.3 Repair to Village Finger Post

The handyman had quoted a maximum of £150 for the repair which was agreed.

8.4 Repositioning of Defibrillator kiosk door

The handyman had advised that he was concerned about the work as there was not enough information available relating to the structure of the kiosk. He declined to quote for the work. Cllr Catherall advised that British Telecom had details of the kiosks and their components. He agreed to contact the handyman himself to discuss further. Clerk to provide the contact details to Cllr Catherall.

*-Clerk &
Cllr
Catherall*

8.5 Purchase of village lawnmower

Councillors agreed at their October 2017 meeting that this should be revisited in Spring 2018. Cllr Robinson would obtain details of the cost for a second hand sit-on mower for the next meeting.

*-Cllr
Robinson*

9. REVIEW OF PARISH COUNCIL INSURANCE SCHEDULE

Cllr Dixon to provide an update on replacement costs of existing play equipment which would then be compared to the insurance schedule and asset register.

*-Cllr
Dixon*

10. UPDATE ON PAVILION PROJECT

Cllr Catherall confirmed that he had provided an update on the project in the latest Village Voice and had a meeting with the Planning Officer, Alison Twyford, planned in the near future to see if the current proposal for a knock down and rebuild would be possible. There had been some good returns on costings and all the sports clubs were now on board.

11. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

11.1 Pavilion Management Committee

Cllr Freeman reported that he had found the committee cheque book which had been missing. He had been able to discuss the bank account with Barclays Bank who advised that the account was closed in 2015. The Bank Clerk was unable to provide any details of the closed account and suggested that a new account be applied for. The current Pavilion Management Committee were urged to meet and pursue this.

*-Cllr
Freeman*

11.2 Fly Tipping

Cllr Dixon reported that Park Close residents had complained about fly tipping in the nearby woods. Cllr Hallett agreed to advise the landowner.

*-Cllr
Hallett*

11.3 Election May 2018

The Clerk had received the election packs and asked Councillors to study the process and timetable. Further packs were available from the Clerk.

12. DATE OF NEXT MEETING

Tuesday 6th March 2018

The Chairman closed the Meeting at 9.20pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th March 2018 at
The Limes, High Street 8.00pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McInulty, Cllr Douglass, Cllr Catherall, Cllr Robinson, Cllr Woodhouse, Cllr Oakley, Cllr Freeman, Cllr Spenceley, Cllr Hull

District Cllr Cathcart, District Cllr McCraith

Members of Public: 0

1. APOLOGIES FOR ABSENCE

Cllr Rincón Cllr Hirtzel, Cllr Dixon, Cllr Geraghty, County Cllr van de Ven

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 6th February 2018

Minutes of the meeting held on Tuesday 6th February 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Update on Lease

The Solicitor had now advised that the matter appeared to be straightforward so the costs should be in the region of £400 plus VAT if searches were not required. They could be even lower if South Cambridgeshire District Council dealt with the matter quickly. The costs would be more if local and other searches were required.

This information had been circulated to Councillors. It was agreed that the Solicitor be asked to progress the paperwork. Additional searches would not be required. Clerk to advise.

-Clerk

4.2 Request to South Cambridgeshire District Council to install a flagpole

There was no update available.

4.3 Kneesworth Defibrillator Purchase

The Chairman reported that he had not had the chance to follow this up. A discussion took place on a kiosk which had been removed. It was suggested that BT could be asked to supply another. Cllr Spenceley advised that there had been a visibility issue for vehicles leaving the driveway beside. A suggestion of installing a defibrillator cabinet the shared car park of the Yuva restaurant and barn shop was made. Investigations would continue.

The Clerk had circulated a response from Community Heartbeat regarding the issue with the High Street kiosk code. She was advised that the letter was sent to the National Secretary and they were awaiting ambulance service confirmation of their investigation request.

The Chairman agreed also to contact Community Heartbeat, advise them that the Parish Council was considering purchasing a second defibrillator, and urging a satisfactory response.

-Cllr Sams

4.4 Churchyard Gate

Cllr Hallett stated that the gate had still not been repaired. The Grounds maintenance contractors had agreed to carry out the repair in January. Cllr Hallett reminded Councillors that the Parish Council was responsible for this and proposed that if the contractors were unable to carry out the work then another contractor could be asked and the cost could be claimed back out of the contractors ground maintenance payments. This action was agreed. The Clerk to advise the contractors of this and give them a seven day deadline. Cllr Freeman would also speak to them.

*-Cllr
Freeman
& Clerk*

4.5 Village Voice

Cllr Hallett reminded Councillors that it had been agreed that the Parish Council would look after the newsletter until it became independent. Cllr Hallett and Cllr Catherall had met with an Editor of a similar publication in which there was a disclaimer. Both Councillors agreed that a disclaimer could be added and it was suggested that legal advice be sought, either NALC or independent.

Cllr Catherall stated that progress was being made towards simplifying matters and there were a number of options. The working group was meeting on the 12th March. Cllr Hallett added that the printing costs would also be looked at as full colour printing would not cost a lot more than black and white. The publication would though have to be kept to multiples of 16 pages.

Cllr Douglass advised that money was starting to be sent in. Cllr Robinson suggested that the working group have a policy for non-payment of advertising. Cllr Douglass confirmed that this would be discussed by the working group.

5. CORRESPONDENCE

5.1 Policy for Data Protection

An e-mail had been received from a visitor to the village who was concerned over a group of people taking details of car number plates. Reference was made to a hand held device which was pointed at cars. The Parish Council was asked if the survey was being carried out on their behalf and if so referred to the Data Protection Act.

Councillors believed that this may be related to the Community Speedwatch team, who worked with the Police, but they did not think they used hand held devices. Any data received was forwarded to the Police. The Parish Council was not involved. Cllr Robinson, as Chairman of the Parish Council, agreed to formulate a reply.

-Cllr
Robinson

The Clerk reminded Councillors of the change to the General Data Protection Regulations from May 2018. She was to attend a CAPALC training session on the 16th May. The Data Protection Policy would be on the agenda for discussion at the next meeting.

Cllr Hull stated that 30mph repeater signs were needed on The Causeway. Cllr Catherall advised that the Traffic working group was investigating signage as displayed on Royston Road in Litlington. There were a number of agencies that had to be involved before signage could be erected.

5.2 Barrington Parish Council

The Clerk to Barrington Parish Council, Val Tookey, referred to the number of development including Barringtons former cement works, in the local area and the impact on the Doctors practices. Within the Section 106 there was an allocation towards healthcare ring-fenced for surgery improvements at Harston. Following discussion with the Doctors it had been confirmed that an extension, or satellite provision, would not be possible. Their view was that the area would benefit from a new health centre. A similar response was received from the Melbourn practice. Mrs Tookey advised that Barrington Parish Council was of the opinion that provision of healthcare was a statutory right of both existing and new residents. This was being threatened by housing developments that had either gained approval or were in the pipeline.

Barrington parish Council welcomed Bassingbourn-cum-Kneesworth Parish Council, and other local councils, to join forces in order formulate a request to the NHS England/CQC to review the service in the area.

Cllr Douglass stated that there were long waiting times for appointments also at the Bassingbourn surgery and expressed interest in representing the Parish Council on a working group as suggested. Cllr Robinson also expressed his interest. The Clerk to advise Ms Tookey.

-Clerk

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE

7.1 Payment of Accounts

The Invoices were checked by Cllr Hallett

MRS S WALMESLEY

Clerks salary and expenses 1/2/18 –28/2/18	£788.35
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MR M FREEMAN

Provisions for Pavilion (inc. £4.07VAT)	£ 24.45
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SADDLEBACK LANE ALLOTMENT SOCIETY

Grant as agreed at Parish Council meeting 20/1/18	£ 890.00
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BUCHANS LANDSCAPES

Grounds maintenance February 2018 (inc. £273.32 VAT)	£1639.92
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TOTAL	£3342.72
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AGREED. PROPOSED Cllr Robinson SECONDED Cllr Douglass

7.2 Agreement of Expenditure for Recreation Ground weedkilling

Cllr Freeman advised that the ground had not been sprayed for two years. A quotation had been received from the Grounds maintenance contractor for £198.00 plus VAT. It was agreed that this be approved. Clerk to advise the contractor.

-Clerk

7.3 Conservation Group

Cllr Hallett advised that the Conservation Group had asked for £80 from their budget to replace an Owl box. This was agreed.

8. VILLAGE MAINTENANCE**8.1 Grasscutting****8.1.1 Verge Proposal**

There was no update.

8.2 Repairs to Benches

The repairs were in hand with the contractor and would be carried in the better weather.

8.3 Repair to Village Finger Post

The handyman had picked up the Post and would be making the repair.

8.4 Repositioning of Defibrillator Door

Cllr Catherall had been liaising with the contractor who would be providing a quotation for the door.

8.5 Knutsford Road Verge

The litter bin on the verge had been repositioned.

8.6 Purchase of village lawnmower

Cllr Robinson advised that he had second thoughts about purchasing a lawnmower, feeling that there could be problems, so asked for this to be removed from the agenda.

9. REVIEW OF PARISH COUNCIL INSURANCE SCHEDULE

All the details were now up to date. The Chairman confirmed that he was in the process of updating the Asset Register. The Clerk to advise the Insurance Company.

-Clerk

10. UPDATE ON PAVILION PROJECT

Cllr Catherall reported that he had received two quotations which, as far as he could see, looked good. The time was approaching for the decision to be made on whether to continue with an extension to the existing building or a total knock down and rebuild. Cllr Catherall suggested either an agenda item at the next Parish Council meeting on the 20th March or an extraordinary Parish Council meeting before then. Once a decision was made the ground works could be progressed to be in place by the end of May. A discussion took place on the proposal and footing requirement. Concern was raised over whether the existing footings would be adequate for the timber frame. This would be checked. Cllr Hallett reminded Councillors that there would be an additional budget of £10,000 in the new financial year which could be used as contingency.

Cllr Douglass advised that £170 had been raised through a quiz at The Belle and a Golf day was being arranged. She added that there were a lot of positive comments and felt the village was getting behind the project.

Cllr Spenceley asked about security of the building. Cllr Catherall advised that the working group had spoken about security cameras/lighting but this was well beyond the current position. He reiterated that the Parish Council first needed to make a decision on which option to progress.

11. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**11.1 Parish Council Meeting 20th March 2018**

Cllr Robinson advised that he would not be available to attend the meeting as he was away. In his absence the meeting would be chaired by Cllr Hallett.

11.2 First World War Remembrance

Cllr Douglass referred to the working group set up by Mr Vic Nickson to commemorate the 100 year anniversary since the end of the war. She suggested ways the primary school could be involved. Cllr Catherall reported that he had attended a meeting which Mr Nickson had arranged with representatives from the schools church and Parish Council. Mr Nickson had agreed to co-ordinate the arrangements and there was some work already in progress.

An update would be made at the Parish Council meeting on the 20th March 2018.

12. DATE OF NEXT MEETING

Tuesday 3rd April 2018

The Chairman closed the Meeting at 9.00pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th April 2018 at
The Limes, High Street 8.00pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Catherall, Cllr Robinson, Cllr Geraghty, Cllr Hirtzel, Cllr Hull

District Cllr Cathcart, District Cllr McCraith

Members of Public: 0

1. APOLOGIES FOR ABSENCE

Cllr Dixon, Cllr Douglass, Cllr Freeman, Cllr McNulty, Cllr Woodhouse, Cllr Oakley, Cllr Spenceley, County Cllr van de Ven

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 6th March 2018

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4. MATTERS ARISING

4.1 Park Close Play Area –Update on Lease

The Solicitor had confirmed that she would liaise with South Cambridgeshire District Council on behalf of the Parish Council.

4.2 Request to South Cambridgeshire District Council to install a flagpole

There was no update available.

4.3 Kneesworth Defibrillator Purchase

The Chairman had asked for advice regarding a power supply to a box from Community Heartbeat. He was yet to hear back. Cllr Hallett suggested that the Barn Shop be approached. Cllr Robinson offered to approach the owner.

*-Cllr
Robinson*

4.4 Repair to Churchyard Gate

The repair had been carried out by Buchans Landscapes.

4.5 Village Voice

Cllr Catherall reported that the working group was making progress. He would circulate an update to Councillors.

*-Cllr
Catherall*

4.6 Parish Council Insurance

The Clerk had submitted details of the existing play equipment to the insurance company. The sum insured was slightly less. Information on increasing the fidelity guarantee cover had also been received. Councillors were reminded that it had been recommended that this should be increased due to the high reserves at the time of the insurance renewal. The reserves had since reduced. It was agreed to wait to see the financial position once all the end of year accounts had been completed. A review on Fidelity cover would take place then.

4.7 Policy for Data Protection

Cllr Robinson had prepared a draft Policy to take into account the current Data Protection legislation. The Clerk and Cllr Spenceley had attended a CAPALC workshop on the General Data Protection Regulations which would become legislation on the 25th May 2018. The Clerk advised that a process needed to be put in place and she was keen to receive any advice. Cllr Robinson advised that he had a contact who might be able to help with advice. The investigations would continue.

5. CORRESPONDENCE

Correspondence received was discussed under agenda items.

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE**7.1 Payment of Accounts**

The Invoices were checked by Cllr Hallett

BUCHANS LANDSCAPES

Grounds maintenance March 2018 (inc. £273.32 VAT) £1639.92

MR B HUNT

Clunch Pit work with Conservation group £ 400.00

THE POST OFFICE

Cemetery Bin emptying 2018/19 £884.00

CAMBRIDGESHIRE COUNTY COUNCIL

Street lighting 01/10/16-30/09//17 £2301.85

CAMBRIDGESHIRE COUNTY COUNCIL

Rent for Rouses land 2018/19 £ 55.00

VIKING

Stationery (inc £26.17VAT) £100.23 to be claimed from other councils £157.04

MRS S WALMESLEY

Clerks Expenses March 2018 £ 48.99

HILLPLANT AND GROUNDWORKS LTD

First stage payment for Pavilion groundworks (inc. £179.66VAT -£384.41 to pay) £3000.00

TOTAL £8486.80

PROPOSED Cllr Hallett SECONDED Cllr Robinson –Agreed.

7.2 Appointment of Internal Auditor 2017/18

It was agreed that LGS Services be used as in previous years.

8. VILLAGE MAINTENANCE**8.1 Grasscutting****8.1.1 Verge Proposal**

Cllr Hallett reminded Cllr Hirtzel that she was tasked to make a recommendation to the conservation group on areas of the verge which could be left uncut. Cllr Hirtzel advised that she would have to carry out a survey and show areas on a map. The Clerk had previously forwarded the County Council verge maps to Cllr Hirtzel and agreed to do so again.

*-Cllr
Hirtzel &
Clerk*

8.2 Repairs to Benches

The repairs were in hand with the contractor and would be carried in the better weather. Cllr Hull reported that there was an upturned bench on the recreation ground by the play area. The Clerk advised that the contractor was aware of additional work on benches. Cllr Catherall suggested that the Pavilion ground works crew may be able to help reinstate the bench whilst on site. He agreed to look at what work needed to be done.

*-Cllr
Catherall*

8.3 Repair to Village Finger Post

The contractor had reported that the repair was nearing completion and the sign could then be reinstated.

8.4 Repositioning of Defibrillator Door

The contractor had agreed to see if the door could be repositioned but as he was unsure of how long the work would take could not give a firm quotation. Assuming that it would take one days labour he had estimated £175.00. Councillors agreed that he proceed.

9. UPDATE ON PAVILION PROJECT

Cllr Catherall reported that the contractors were due on site the following day with the Building Control visit on Thursday 5th April. He had advised that the Parish Council would not agree a payment ahead of the work but was aware the contractors would want a 30% payment once the work was underway. A discussion took place on the payment and the limit of expenditure, £3,000, the Finance and General Purposes committee could authorise. After further discussion it was proposed by Cllr Robinson, seconded by Cllr Sams, that a payment of £3,000 be made on receipt of invoice. This was agreed by all Councillors. Payment of the balance of the invoice would be made at the next meeting.

10. ANNUAL PARISH MEETING ARRANGEMENTS

The Clerk confirmed that the Village College hall was booked, and refreshments ordered, as in previous years. The Chairman had revamped the poster. The Clerk to send out invitations to village groups and organisations.

-Clerk

11. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

11.1 Knutsford Road Properties

Cllr Cathcart advised that the properties built for the Papworth Trust had been empty now for over a year adding that they were a significant public asset. South Cambridgeshire District Council was looking for an alternative use for them. It was suggested that they could be used for respite but Addenbrookes had stated that they were not interested.

11.2 First World War Remembrance

Cllr Catherall expressed his concern over the plans for the commemorative event stating that the different village organisations were working individually. There did not appear to be any co-ordination. The Parish Council had budgeted some money for the event and needed to know that it would be spent wisely. It was agreed that Cllr Catherall would prepare an appeal on behalf of the Parish Council for the Village Voice.

Cllr McCraith advised that there was going to be a network of beacons throughout the county and lots of events nationally.

12. DATE OF NEXT MEETING

Tuesday 1ST May 2018

The Chairman closed the Meeting at 8.40pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st May 2018 at
The Limes, High Street 8.10pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Catherall, Cllr Robinson, Cllr Douglass, Cllr Hirtzel, Cllr Dixon, Cllr Freeman, Cllr McNulty, Cllr Oakley, Cllr Spenceley

District Cllr Cathcart, District Cllr McCraith

Members of Public 1

1. APOLOGIES FOR ABSENCE

Cllr Hull, Cllr Geraghty, Cllr Woodhouse and County Cllr van de Ven

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Cllr Hallett declared a non pecuniary interest, under Item 7.2, as a member of the Book Cafe Committee.

3. MINUTES OF LAST MEETING

3.1 3rd April 2018

Minutes of the meeting held on Tuesday 3rd April 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Update on Lease

The Solicitor had confirmed that she would liaise with South Cambridgeshire District Council on behalf of the Parish Council. There was no further update at this time.

4.2 Request to South Cambridgeshire District Council to install a flagpole

There was no update available.

4.3 Kneesworth Defibrillator Purchase

The Chairman had been in correspondence with the Community Heartbeat Trust. Because of the issues relating to mounting the cabinet on a building a free standing unit had been investigated. This could be linked to mains power or a recently new idea a solar panel. The approximate cost for the basic unit plus a post would be £2250 and if the solar panel option was agreed this would cost an additional £1000. Although this would exceed the budget figure for the equipment there was funding for 'other projects' which could be allocated to make up the difference. A discussion took place on the two options. It was noted that County Highways would need to give their permission if the post was to be sited on the highway.

The Chairman agreed to continue with the investigation.

4.4 Policy for Data Protection

The Clerk had attended a training session arranged by LCPAS and had copied the notes to Councillors. Cllr Spenceley had also attended a CAPALC workshop. Cllr Robinson advised that he had a contact willing to come out and speak to Councillors about the requirements if needed.

As this affected the whole Council the Clerk asked if an informal meeting with her and a couple of Councillors could take place to go through an action list of requirements so that these could be reported to Councillors at the AGM. Cllr Spenceley suggested the checklist provided by CAPALC would help. Cllr Hallett, Cllr Douglass and Cllr Spenceley offered their help. The Clerk reminded Councillors that a DPO would need to be appointed by the Parish Council. CAPALC would be offering a county wide scheme for an annual cost, which would provide a DPO to cover all of Cambridgeshire and Peterborough Association of Local Council member councils.

-Cllr Sams

5. CORRESPONDENCE

5.1 Kneesworth Speed Limit Signage

It had been advised that there was some speed signage left in Wellington Place following the change to the speed limit which was part of the LHI project 2016/17. It was noted that County Highways had been notified by various residents.

6. OPEN FORUM

There were no issues raised.

7. FINANCE**7.1 Payment of Accounts**

The Invoices were checked by Cllr Spenceley

WAR MEMORIALS TRUST

Renewal of subscription £ 20.00

LOCAL COUNCIL PUBLIC ADVISORY SERVICE

GDPR Course 24/4/18 £ 40.00

HALES PRINTERS

Newsletters £789.00

E-ON

Pavilion electricity (inc. £3.83VAT) £ 80.51

CHRIS HOLCROFT

Repair to finger post £195.00

MRS S WALMESLEY

Clerks salary & expenses 1/4/18 –30/4/18 £795.27

INVOICES APPROVED AND PAID SINCE LAST MEETING**HILLPLANT & GROUNDWORKS LTD**

Outstanding VAT for invoice INV-205 £ 384.41

HILLPLANT & GROUNDWORKS LTD

Second stage Pavilion footings (inc. £564.07) £3384.41

MR P CATHERALL

Reimburse for Drainscall payment for blocked foul system (inc. £37.00 VAT) £ 222.00

TOTAL

£5910.60

PROPOSED Cllr Freeman SECONDED Cllr McInulty.

7.2 Agreement of Book Cafe Donation

A request had been made for the annual donation to be paid. It was advised that for the past couple of years the donation was £1250. It was proposed by Cllr Freeman, seconded by Cllr Douglass, that the donation remain the same for 2018/19. All Councillors in agreement.

8. VILLAGE MAINTENANCE**8.1 Grasscutting****8.1.1 Verge Proposal**

Cllr Hirtzel reported that she had been in discussions with the village conservation group and they had put a proposal together for three areas of the village, end of Spring Lane and South End plus a strip on North End. The proposal was to reduce the grasscutting in the areas and plant some seeds. The cost of these would be £91.20 plus VAT.

Cllr Hirtzel advised that she was trying to get in touch with the grasscutting contractors to discuss the proposal and see if there would be any additional costs. Cllr Freeman offered to arrange a date for Cllr Hirtzel to meet the contractors.

A discussion took place on the proposed areas and clarification was sought on the exact area on North End.

Once further details and costs were known, and with Parish Council approval, the project would need to be advertised to parishioners, through a plaque and Village Voice, so that they were aware of why the grass was not being cut.

8.2 Repairs to Benches

The repairs were in hand with the contractor.

8.3 Repair to Village Finger Post

The finger post repair had been completed and reinstated. It was noted that the post looked good.

8.4 Repositioning of Defibrillator Door

The Clerk was advised that the contractor was waiting confirmation to proceed with the work. She would contact him.

*-Cllr
Freeman
& Cllr
Hirtzel*

-Clerk

9. UPDATE ON PAVILION PROJECT

Cllr Catherall reported that the groundworks were complete and the contractor was tidying up the site. The final account would be arranged. Cllr Oakley confirmed that the contractor was on site with a roller. The next step was for the working group to meet and discuss the options to progress this. It was noted that there was a lot of work which needed to be carried out to get to the next stage. Cllr Freeman expressed urgency as the Football Club fixtures were due out in August and the club needed to know what was happening.

The Chairman thanked the working group for their progress to date.

10. RECREATION GROUND SIGNAGE

It was advised that a lot of the original signage for the recreation areas was missing. This signage had been custom made and was fairly expensive. It was agreed that investigations be made into over the counter signage which could be personalised.

-Clerk

11. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

11.1 District Cllrs McCraith and Cathcart

The District Councillors were standing against each other in the District Council elections on the 3rd May 2018. Cllr McCraith stated that, as this might be the last meeting he attended, he wished Councillors the best of luck especially Cllr Cathcart. He added that he was proud of working with him for the past 14 years. It had been good for the village that the two District Councillors worked so well together. Cllr Cathcart echoed the comments. The working partnership had been extremely successful.

Councillors wished both District Councillors luck in the election.

12. DATE OF NEXT MEETING

Tuesday 5th June 2018

The Chairman closed the Meeting at 8.55pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th June 2018 at
The Limes, High Street 8.40pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Catherall, Cllr Douglass, Cllr Hirtzel, Cllr Dixon, Cllr Freeman, Cllr McNulty, Cllr Spenceley, Cllr Woodhouse, Cllr Prentice

District Cllr Cathcart

Members of Public 1

1. ELECTION OF CHAIRMAN

Cllr Douglass, the Parish Council Chairperson, opened the meeting and asked for nominations for Chairman. Cllr Spenceley proposed Cllr Sams which was seconded by Cllr Hallett. There were no other nominations. All Councillors in agreement. Cllr Sams accepted the position of committee Chairman.

2. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Freeman, Cllr Oakley and County Cllr van de Ven

3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

4. MINUTES OF LAST MEETING

3.1 1st May 2018

Minutes of the meeting held on Tuesday 1st May 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

5. MATTERS ARISING

5.1 Park Close Play Area –Update on Lease

The Clerk had urged an update from the Solicitor. She was waiting to hear.

5.2 Request to South Cambridgeshire District Council to install a flagpole

There was no update available. Cllr Cathcart offered his help in pursuing with South Cambridgeshire District Council. The Clerk would copy him in on the correspondence so far.

*-Cllr
Cathcart
& Clerk*

5.3 Kneesworth Defibrillator Purchase

As reported at the AGM the Chairman had obtained quotations for a mains and solar powered unit. County Highways had also given their permission for the equipment to be installed on the grass verge by Nightingale Avenue. This would be in Kneesworth but not too close to the A1198. The equipment would be provided by Community Heartbeat the same provider as the High Street defibrillator. The solar powered equipment was a higher specification. The Chairman did not have the costings with him but stated that the cost was around £3000 for the solar unit. After discussion it was agreed that the solar powered defibrillator be purchased with expenditure agreed up to £3500. The Chairman would circulate the details to Councillors. Cllr Douglass reminded Councillors that the equipment once installed would have to be checked on a weekly basis.

*-Cllr Sams
& Clerk*

Cllr Leith stated that he was unaware of a defibrillator in the village. The Chairman stated that there had been training sessions widely advertised through notices and the Village Voice, when the equipment was first installed, and then a later session was held due to a request at the Annual Parish Meeting in 2017.

The Chairman and Clerk to liaise on the purchase.

5.4 Policy for Data Protection

Cllr Spenceley stated that the Clerks personal computer should not be used for Parish Council business. There was a list of questions which needed to be progressed. He referred to Item 8 on the agenda which related to this.

5.5 Recreation Ground Signage

The Clerk advised that she had looked at websites for signage but there was nothing similar to the previous custom made notice. A discussion took place on getting quotations from companies for a sign standard sheet as close to 1metre x ½ metre, using the existing wording, but made of different materials. The Clerk was asked to progress this.

-Clerk

6. CORRESPONDENCE

6.1 Request to install a memorial bench

A discussion took place on possible locations for a bench which included The Causeway, North End, Clunch Pit and Keith Wood. It was agreed that the Clerk would ask for a specification of the bench to be forwarded so that this request could be discussed further. -Clerk

7. OPEN FORUM

7.1 Conservation Group Request for Funds

Councillors were asked to release some funds to enable wild flowers to be planted on an area of the village. The conservation group had agreed that the best place to start a wildflower area was between the Church and the War Memorial under the trees. This had been discussed with the grasscutting contractors who agreed they would cut the area twice a year. A mown strip would be kept around the edge to enable visibility.

The Chairman stated that the Parish Council was likely to get a lot of feedback over the overgrown grass and suggested signage to explain. The cost of the signs would also need to be taken into account with funding this project. Cllr Catherall asked for a map of where the planting was taking place. He added that there was a tree planted right in the middle of the site where the village market was held. It was noted that this was planted by the WI with permission. It was pointed out that as this area of the village was County Council land then they would need to give permission for this project. The Clerk would contact the officer concerned.

It was then proposed that expenditure of up to £300 be approved for the seeds and signage subject to permission from County Highways to progress this project. All in agreement. Cllr Hallett offered to provide a sketch for the Clerk to submit to the Highway Officer. -Cllr
Hallett &
Clerk

8. FINANCE AND GOOD GOVERNANCE

Cllr Spenceley had circulated examples of Melbourn Parish Council practices which were constructed with the help of CAPALC and NALC. He advised that Melbourn Finance and General Purposed Committee was reformed as 'Finance and Good Governance'.

Cllr Hallett stated that he basically supported the suggestions made by Cllr Spenceley but did not feel that accountability for Governance could be delegated to a committee. This was a Parish Council responsibility. He added that there was a lot of detail which was best considered at a Finance and General Purposes committee including village maintenance. -Cllr
Spenceley
& Clerk

Cllr Spenceley had also circulated details of the IT system used by Melbourn Parish Council and he would be going to the Melbourn office with the Clerk to see how this worked.

9. AGREE COMMITTEE TERMS OF REFERENCE

The previously adopted Terms of Reference had been circulated to Councillors. Cllr Hallett advised that the latest NALC model Financial Regulations suggested that the committee expenditure level be £5000. As more expenditure was now having to be referred to the Parish Council for approval he proposed the limit, previously £3,500, be increased. Cllr Spenceley also proposed that a Recommendation to Parish Council on Governance be added and also a heading of Review of Processes and Risk Management. All changes were agreed and the Committee Terms of Reference agreed.

10. ADOPTION OF STANDING ORDERS

At the AGM Cllr Hallett had agreed to update the new NALC model using the values adopted by the previous Council. He had circulated these to Councillors ahead of the meeting. On a proposal by Cllr Hallett, seconded by Cllr Spenceley the Standing Orders were agreed.

11. ADOPTION OF FINANCIAL REGULATIONS

Cllr Hallett had also updated the Financial Regulations using the previous adopted values. Cllr Leith queried whether a credit check should be carried out on anyone spending Council funds. Cllr Hallett advised that no expenditure occurred without Parish Council approval, cheques had to be signed by two Councillors. Any emergency expenditure had to be agreed by the Clerk and one Councillor. There were always two people involved.

It was proposed by Cllr Douglass, seconded by Cllr McNulty that the Financial Regulations as circulated be agreed.

12. FINANCE**12.1 Payment of Accounts**

The Invoices were checked by Cllr Hallett

D McKEE

Owl nest box for conservation group £ 50.00

PLAYSAFETY LTD

RoSPA play inspection 2018 (inc. £40.60VAT) £243.60

MRS S WALMESLEY

Clerks salary & expenses 1/5/18 –31/5/ £796.17

MR R STANFORD

Reimburse for purchase of gazebo for Neighbourhood Plan working group (Mayhem) £ 48.00

INVOICES APPROVED AND PAID SINCE LAST MEETING

HILLPLANT & GROUNDWORKS LTD

Extra work on Pavilion footings (inc £243.76VAT) £1462.56

TOTAL

£2600.33

PROPOSED Cllr Douglass SECONDED Cllr McInulty Agreed.

12.2 Internal Audit Report 2017/18

The Clerk reported that the report had just been received and would be circulated for discussion at the next meeting. There were no major issues raised.

12.3 Agreement of Expenditure for Recreation Ground Tree

Three quotations had been received for the removal of the tree on safety grounds. The District Council Tree Officer had given permission for removal. Cllr Hallett pointed out that there was a requirement to plant a mature replacement tree within 30 metres. It was noted that this would be expensive but Councillors were reminded that this tree had to be removed as it was dangerous.

A discussion took place on three quotes received. Two included the removal of the main root which was not included on the cheapest quote. Following discussion it was agreed that the Clerk would obtain the cost to remove the main root, as per the other quotes, for the cheapest. Councillors authorised expenditure of up to £3000 for the removal of the tree and root using the cheapest contractor. Clerk to arrange an updated quote.

-Clerk

13. VILLAGE MAINTENANCE**13.1 Grasscutting****13.1.1 Verge Proposal**

This had been discussed under Item 7.1.

13.2 Repairs to Benches

The repairs were in hand with the contractor.

13.4 Repositioning of Defibrillator Door

This was with the contractor.

14. UPDATE ON PAVILION PROJECT

The Clerk had received a telephone call about the fencing around the Pavilion building site. The person had asked about the building project adding that the fencing belonged to him.

A discussion took place on where the fencing had come from as it was around before the footing work was carried out. It was originally put there to protect the open excavations. Cllr Catherall stated that it could be a scam and he would make enquiries.

A discussion took place on whether the fencing was still needed now that the footings had been completed and holes filled in.

-Cllr

Catherall

15. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**15.1 Papworth Trust Care Centre**

Cllr Cathcart referred to the buildings on Knutsford Road. He advised that he was seeing if he could get the facility up and running again.

15.2 Council House Building

Cllr Cathcart reported that he had been speaking the Leader of South Cambridgeshire District Council, Cllr Bridget Smith, about building council housing. She had advised that public land in the villages needed to be identified and referred to the garage blocks.

15.3 Footpath on Chestnut Lane

Cllr Spenceley asked Cllr Cathcart if funding for a footpath still existed. He agreed to investigate.

-Cllr

Cathcart

15.4 CAPALC Membership

The Clerk confirmed that the membership fee had been returned to the CAPALC office but she had not yet received the log in details for the new website.

Cllr Spenceley advised of a new project, enhancing the role of the Parish Councils, which would enable more input. As a CAPALC committee member he asked for feedback on CAPALC/NALC. *-Cllrs*

16. DATE OF NEXT MEETING

Tuesday 3rd July 2018

The Chairman closed the Meeting at 10.00pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 3rd July 2018 at
The Limes, High Street 9.05pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Douglass, Cllr Hirtzel, Cllr Dixon, Cllr Oakley, Cllr McNulty, Cllr Spenceley, Cllr Prentice

District Cllr Cathcart

Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Freeman, Cllr Hirtzel, Cllr Woodhouse and County Cllr van de Ven

3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

4. MINUTES OF LAST MEETING

3.1 5th June 2018

Minutes of the meeting held on Tuesday 5th June 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

5. MATTERS ARISING

5.1 Park Close Play Area –Update on Lease

The Parish Council Solicitor had returned a copy of the lease with comments which had been passed on to the District Council Solicitor. The Clerk had urged an update.

5.2 Request to South Cambridgeshire District Council to install a flagpole

There was no update available. Cllr Cathcart offered his help in pursuing with South Cambridgeshire District Council. The Clerk would copy him in on the correspondence so far.

-Clerk

5.3 Kneesworth Defibrillator Purchase

The Chairman to forward details to the Clerk so that the order could be progressed.

*-Cllr Sams
& Clerk*

5.4 Policy for Data Protection

The working group arranged to meet again before the Parish Council meeting to discuss progress. The Clerk advised that she had spoken to the Webmaster about Councillor e-mail addresses through Bassingbourn.org which was possible.

5.5 Recreation Ground Signage

The Clerk was awaiting quotations as requested at the June meeting.

6. CORRESPONDENCE

6.1 South End Recreation Ground Tree Complaint

A complaint had been made about a tree overhanging the Tanyard causing concerns for a resident. It was agreed that this communication would be referred to the next Recreation Ground Committee meeting.

6.2 Recreation Ground Behaviour

A complaint had been made about the behaviour of youngsters on the recreation ground. A request was made for the Parish Council to contact the Police. Councillors agreed that the most effective solution would be for the resident to report the incidents on 101 and persevere with a request for police presence. Clerk to advise the resident.

-Clerk

6.3 Request for War Memorial Clean

A request had been made for the memorial to be cleaned as the anniversary of the end of WW1 approached. The Chairman reminded Councillors that the Parish Council had made an application for cleaning, through the War Memorials Trust, who stated that cleaning was not needed at this time. The Clerk to advise the resident.

-Clerk

7. OPEN FORUM

There were no members of the public in attendance.

8. FINANCE AND GOOD GOVERNANCE

8.1 Report of meeting with Melbourn Parish Council

Cllr Spenceley, Cllr Hallett and the Clerk had met with Melbourn Clerk, Simon Crocker, to discuss their processes and systems. A report on the meeting had been circulated to Councillors for information.

Mr Spenceley had made several recommendations and suggested that a working group be set up to progress these. Included in the recommendation was the suggestion of a Parish Computer system with projector, re-evaluation of the accounts spreadsheet system with the possible requirement for a separate Responsible Financial Officer (RFO).

Cllr Hallett stated that he agreed a review on processes should take place but expressed concerns over the large number of working groups currently in existence adding that caution should be taken as there would be too much to do.

A discussion took place on the existing spreadsheets used for the Parish Council accounts and it was suggested that these should be reviewed so that they provided more useful, and in depth, information. It was noted that the way the information was currently recorded was adequate for the Internal and External audit requirement.

This would be discussed further at the next meeting.

9. FINANCE

9.1 Payment of Accounts

The Invoices were checked by Cllr Douglass

BUCHANS LANDSCAPES		
Grounds mtce May 2018 (inc. £278.79 VAT)	£1672.72	
Grounds mtce June 2018 (inc. £278.79 VAT)	£1672.72	£3345.44
THE POST OFFICE		
Uncontested election 3/5/18		£225.00
BASSINGBOURN PCC		
Hire of Church room for Neighbourhood Plan meetings 4x£16		£ 64.00
NALC		
Local Council Review subscription 2018/19		£ 17.00
HALES PRINTERS		
Newsletters		£740.00
CHRIS HOLCROFT		
Repair to finger post		£184.00
MR G ROGERS		
Repair to Churchyard wall		£1200.00
MR S SAMS		
Reimbursement for Neighbourhood plan expenses (inc £19.26VAT)		£135.73
J JOBBINS		
Reimbursement for Neighbourhood Plan expenses		£ 9.00
MRS S WALMESLEY		
Clerks salary & expenses 1/6/18 –30/6/18		£842.89
HMRC		
PAYE April –June 2018 Tax £32.20 NI £68.78		£101.98
CAPALC		
Councillor Training sessions 3/6,27/6,11/7		£1050.00
CAPALC		
CAPALC Event 29/6/18 attended by Cllr Catherall & Clerk		£ 60.00
TOTAL		£7975.04

Agreed. PROPOSED Cllr McNulty SECONDED Cllr Douglass

9.2.2 Internal Audit Report 2017/18

The Clerk had circulated to Councillors. The contents were noted.

9.3 Agreement of Expenditure for Recreation Ground Tree

The Clerk had received an updated quote for the removal of the Horse Chestnut tree to include the grinding out of the stump. The total cost would be £2000. It was agreed that the contractor, Top Tree Fellas, be asked to proceed with the felling of the tree as soon as possible.

-Clerk

9.4 Transfer of Funds to Cambridge Building Society

It was agreed that a transfer of funds from Barclays Bank, to reduce the amount kept in the one bank account, be made. £84,000 to be transferred. A cheque would be issued at the next meeting. In the meantime Cllr Hallett would arrange to collect a change of signatory form to add

the Parish Council Chairperson.

10. VILLAGE MAINTENANCE

10.1 Grasscutting

10.1.1 Verge Proposal

The Clerk reported that the County Highway Officer had no issues with the planned wild flower verge on North End. She had also advised the contractors, Buchans, of the Parish Council decision to support this.

10.2 Repairs to Benches

The repairs were in hand with the contractor and would be urged.

10.4 Repositioning of Defibrillator Door

The defibrillator door had been moved to the front of the kiosk.

11. UPDATE ON PAVILION PROJECT

It had been agreed at the extraordinary Parish Council meeting, held earlier, to support the knock down and rebuild of the Pavilion. The decision would be put back to the Pavilion Working Group to progress with the appointment of a Project Manager.

12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

12.1 Chairman's Training

Cllr Douglass reported that she had been on a CAPALC training course which was very helpful.

12.2 Tower Close

Cllr Dixon reported that complaints had been received about residents of Tower Close accessing their driveway from a dropped kerb over the footpath. When challenged the resident had become aggressive. It was suggested that this was a Police matter.

12.3 School Crossing

Cllr Dixon reported that from October 2018 there would be a full time crossing officer.

12.4 Churchyard Grasscutting

Cllr Hallett expressed concern with the grasscutting and would ask for this to be discussed at the next Recreation Ground Committee meeting.

13. DATE OF NEXT MEETING

Tuesday 7th August 2018

The Chairman closed the Meeting at 9.37pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th August 2018 at
The Limes, High Street 9.05pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Dixon, Cllr Oakley, Cllr McNulty, , Cllr Prentice, Cllr Freeman, Cllr Woodhouse, Cllr Catherall

District Cllr Cathcart

Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Douglass, Cllr Hirtzel, Cllr Ridsdale, County Cllr van de Ven.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 3rd July 2018

Minutes of the meeting held on Tuesday 3rd July 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Update on Lease

Following the July Parish Council meeting the Clerk had queried the change of use to be classified as open space when the area was previously a play area. The District Council Officer was now investigating this.

4.2 Flagpole Suggestion of alternative site

It had been suggested that the flagpole would be better suited to the War Memorial area. Cllr Catherall advised that this would need planning consent. He had already submitted an application for the area in relation to the commemorative plaques and bench and did not want this to be held up. It was agreed that as a location could not be found for a flagpole this item would be removed from the agenda.

4.3 Defibrillator Update

The Clerk confirmed that the order was being processed. The supplier had also confirmed that an electricity supply was not needed as this equipment was solar powered. The Clerk was reminded to warn the handyman about the imminent installation.

4.4 Draft Policy for Data Protection

A draft policy would be circulated ahead of the next Parish Council meeting.

-Clerk

4.5 Recreation Ground Signage

Two quotations had been received with different specifications although the same request was made by the Clerk. Both companies recommended signs made with aluminium composite materials. After discussion it was agreed that four signs 1m x 500mm at a cost each of £68.00 plus VAT be purchased. This price did not include for mounting and it was agreed that mounting would be carried out by the handyman. The wording to be agreed before the order was placed.

*-Cllr Sams
& Clerk*

6. CORRESPONDENCE

6.1 High Street Green

Concern was raised by the neighbouring resident over the area by the stream where there were self set trees and brambles growing. The stream was not maintained and weeds smothered it.

Cllr Hallett advised that this area was included in the Parish Council Asset Register and was included on the contractors grass cutting schedule but not for additional works. A discussion took place on the history of the land. It was suggested that the Conservation Group could be asked to look after the area but it was stated that the Group had plenty of other tasks.

-Clerk

After further discussion it was agreed that the grass cutting contractors would be asked to quote for tidying the area.

6.2 Grassed area by Doctors Surgery

The South Cambridgeshire District Council Senior Estates Officer, Lesley Dyer, had asked if the Parish Council would consider taking over the overgrown grassed area on Spring Lane. In the past the Parish Council had assumed that the area was part of the Doctors Surgery and had made

requests to the Practice Manager for the grass to be cut. Cllr Hallett had since looked at the land registry records and confirmed that the Surgery did not own the land. He suspected that it might be part of County Highways but the land was not showing up on their maps. Cllr Woodhouse confirmed that the land was unregistered by checking on-line records. Cllr Cathcart suggested that as this was a small parcel of land the Parish Council could take it over to maintain either as grass or for wild flowers. After discussion it was agreed that the grass cutting contractors would be asked to cut the area with their next scheduled cut of the verges. As a possible future project Cllr Hirtzel would be asked to investigate whether another wild flower area would be supported. -Clerk

7. OPEN FORUM

7.1 Centenary event 2018

The organiser of the event, working with Cllr Catherall, was in attendance. Councillors were advised that originally the project was set up to commemorate the 100 years since the end of World War One and everything had been planned around this. A dilemma had recently been identified when assembling the programme of the day's events. To date the organisers had only regarded the research and programme of events as WWI orientated. The War Memorial had both WWI and WWII fallen. There were 42 names of the fallen from WWI but also had eleven names from WWII. There were no plans to include plaques etc for the eleven WWII fallen but it was recommended that 12 additional plaques were purchased for a later date. The Remembrance service as always would include reference to those fallen in all the conflicts.

8. FINANCE AND GOOD GOVERNANCE

8.1 Purchase of Projector

It was noted that the projector used in the recent CAPALC training session was good and would be suitable, attached to a laptop, for Parish Council use. Cllr Hallett advised that the cost would be around £500. It was agreed that this model be purchased. Cllr Hallett would provide the details to the Clerk. -Cllr Hallett & Clerk

9. FINANCE

9.1 Payment of Accounts

The Invoices were checked by Cllr Hallett

BUCHANS LANDSCAPES

Extension of South End play area fence (inc. £301.62VAT)	£1809.73	
Installation of Elbourn Way play are gates (inc. £160.80 VAT)	£ 964.60	£2774.33
VIKING		
Stationery (inc. £25.46VAT) £100.71 to claim from other PCs		£ 152.78
MRS S WALMESLEY		
Clerks salary & expenses 1/7/18 –31/7/18		£826.57
MRS J DAMANT		
Refreshments -Councillor Training sessions 3/6,27/6,11/7		£ 30.00
TOTAL		£3783.68

AGREED Proposed Cllr Hallett Seconded Cllr Dixon

10. VILLAGE MAINTENANCE

10.1 Repairs to Benches

The repairs were in hand with the contractor and would be urged. -Clerk

10.2 Gate Closure Mechanism

Cllr Dixon advised that the new gate on the Fortune Way play area had a drop bolt which nobody used and therefore the gate was left open. A quotation had been sought for a self closing mechanism would cost around £100. The Contractor had agreed to install it.

It was agreed that expenditure of £100 be authorised for a suitable mechanism which would avoid finger entrapment. Cllr Dixon to liaise with the contractor. -Cllr Dixon

10.3 Fortune Way Board

Cllr Dixon advised that the board was overgrown with shrubbery and offered to cut this back with the assistance of Cllr Prentice. This was agreed. -Cllr Dixon & Prentice

11. UPDATE ON PAVILION PROJECT

Cllr Catherall reported that the working group were ready to submit plans for planning consent although before this happened confirmation was needed that there were no covenants preventing the Pavilion extension, path etc. The Clerk advised that she had contacted the Charity

Commission and requested copies of the Charity Scheme which should give more detail on what was allowed.

12. SCDC THE LIMES –MEETING WITH SCDC TO DISCUSS OFFER OF SHELTERED HOUSING ROOM

The Clerk reported that a meeting had been arranged for the Parish Council Chairperson to meet with the Officer to discuss the offer. An update would be made at the next meeting.

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

12.1 Recreation Ground Trees

Concerns had been raised by a parishioner over a tree which Cllr Hallett had since inspected. He advised that there were two trees of concern and that both appeared to be dead. It was noted that it would be expensive to take the trees down. Cllr Freeman agreed to obtain some quotations for the Recreation Ground Committee meeting on the 22nd August 2018.

*-Cllr
Freeman*

12.2 Papworth Trust Buildings

Cllr Cathcart reported that Cllr van de Ven had met with Papworth representatives who were intending to return the buildings to be used by people with learning and physical disabilities. HE added that there should be more information available by the end of the month.

12.3 Village Handyman

Cllr Catherall expressed his concern over the increasing number of jobs the handyman was being asked to carry out in addition to his own workload. The handyman had obtained a price for jobs relating to the War Memorial but the contractor was very busy. The Chairman stated that it was always the intention of the Parish Council to have more than one preferred contractor. He suggested an appeal be put in the Village Voice.

12.4 Additional Signage request for the 11th November 2018 Remembrance Service

Cllr Catherall referred to the cost of road closures and suggested signage be erected at each end of the village to pre warn drivers of the service which this year should see 350 plus attendees. He suggested that the signage could be used annually. It was agreed that signs be purchased.

*-Cllr
Catherall*

14. DATE OF NEXT MEETING

Tuesday 4th September 2018

The Chairman closed the Meeting at 9.45pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th September 2018 at
The Limes, High Street 7.55pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Dixon, Cllr Oakley, Cllr McNulty, Cllr Douglass, Cllr Freeman, Cllr Ridsdale, Cllr Leith

District Cllr Cathcart

Members of Public 1

1. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Prentice, Cllr Catherall, Cllr Spenceley, County Cllr van de Ven.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 7th August 2018

Minutes of the meeting held on Tuesday 7th August 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Update on Lease

The Parish Council Recreation Ground Committee had agreed at their recent meeting to fund one of the notices for the transfer of land.

4.2 Defibrillator Update

The defibrillator had been ordered and would not need an electrical supply as it was solar powered. The Handyman would be warned that a post would need to be installed for the equipment.

4.3 Draft Policy for Data Protection

A draft policy would be circulated ahead of the next Parish Council meeting.

4.4 Recreation Ground Signage

The Chairman was working on making the signs more pictorial and was experiencing difficulty obtaining templates. The Clerk agreed to see if South Cambridgeshire District Council could help. Cllr Dixon asked for play area signage relating to age restrictions as she had received communications regarding children falling off some equipment. She added that the equipment complied with the safety standards but not all children were supervised and therefore were using equipment meant for older children. It was noted that play area signage was easier to create and expenditure of an additional £200 was agreed for these. Cllr Hallett also referred to activities in Clunch Pit wood and suggested that a sign may be needed there as well. The Chairman agreed that he would prepare a draft parish template which could be adapted as needed.

-Cllr Sams

4.5 Update on Centenary Event

The Clerk had ordered a memorial bench as requested by the working group. Cllr Dixon advised that she was trying to find somewhere to hold a children's party. She was currently trying to contact South Cambridgeshire District Council regarding the hire of The Limes. Conversations were also taking place with the Church.

4.6 Additional Handyman Advertisement

It was noted that the handyman was being given so much work in addition to his own business. It was felt that another handyman should also be sought to relieve some of the pressure. Before the request was publicised Cllr Douglass agreed to update the handyman on the Parish Council intention.

*-Cllr
Douglass*

6. CORRESPONDENCE

Correspondence received was discussed under agenda items.

7. OPEN FORUM

There were no issues raised.

8. FINANCE AND GOOD GOVERNANCE**8.1 Update on Projector**

Following the decision at the last meeting, to purchase a projector, the landlord of The Hoops had offered a similar model, which had been given to him as part of a promotion, to the Parish Council in return for a donation of £100 for his charity bottle. Details had been circulated to Councillors who all agreed that it was very generous of the Landlord and his offer was accepted.

Cllr Hallett had the projector with him at the meeting. It was agreed that a Parish Council laptop would need to be purchased to support the projector and also somewhere to store the equipment would be needed. It was suggested that a locked cabinet at The Limes would be suitable. It was agreed that the Clerk would make enquiries.

*-Clerk***9. FINANCE****9.1 Payment of Accounts**

The Invoices were checked by Cllr Douglass

THE POST OFFICE

Hire of Meldreth sheltered housing room for Cllr training June/July 18 £ 45.00
W CROTTY

Removal of Horse Chestnut tree on recreation ground £2000.00

MR P CATHERALL

Reimb for Pavilion planning application submission £ 231.00

MR M HALLETT

Reimburse for projector donation £ 100.00

ROBERT JOBBINS

Neighbourhood Plan printing expenses £ 149.00

MRS S WALMESLEY

Clerks salary and expenses 1/8/18 –31/8/18 £806.77

PAYMENTS MADE 22/10/18

LANDLORD ACTION

Trace on former tenant £132.00

MR P CATHERALL

Reimb for War memorial planning application £231.00

TOTAL

£3694.77

AGREED Proposed Cllr Hallett Seconded Cllr Dixon

9. VILLAGE MAINTENANCE**9.1 Repairs to Benches**

It was noted that the bench on the Causeway, outside the Cemetery was nearing completion. There was still a bench on the village green needing attention.

9.2 Replacement litter bins for recreation areas

Cllr Dixon suggested that as the majority of rubbish collected in the litter bins on the recreation grounds was recyclable the existing bins could be replaced with attractive recycling bins.

Councillors agreed that this was a good idea but referred to the weekly collection of general rubbish from the recreation ground. There was no provision from the collection for recycling. Cllr Cathcart advised that South Cambridgeshire District Council had been asked about recycling collection from recreation grounds in the past with no conclusion. Cllr McNulty reminded Councillors that in the past the bins had been replaced with concrete versions as there had been issues with the previous plastic bins being set on fire.

Cllr Cathcart agreed to make enquiries regarding recycling with South Cambridgeshire District Council officers as the processes had moved on.

*-Cllr Cathcart***9.3 Agreement of quotation for High Street stream tidy**

The contractors had been asked for a quotation to clear the stream and brambles following the complaint made at the last meeting. She would urge.

*-Clerk***9.4 Reinstatement of Causeway litter bin**

The handyman would be asked to reinstate.

*-Clerk***10. UPDATE ON PAVILION PROJECT**

Cllr Hallett had downloaded the governing documents from the Charity Commission website. The Clerk advised that she had not yet receive a response from them regarding the scheme and whether there had been any amendments. They had given a timescale of 30 working days.

Cllr Freeman added that the last amendment he was aware of was relating to Sunday football.

11. SCDC THE LIMES –UPDATE ON MEETING WITH SCDC TO DISCUSS OFFER OF SHELTERED HOUSING ROOM

Cllr Douglass reported on a meeting with the District Council Leasehold Service Team Leader, Kate Swan, and the Housing Director, Anita Goddard, she had attended with Cllr Hallett, Cllr Cathcart and the Clerk.

A series of questions had been prepared and these were discussed. The suggestion was that the property would be offered to the Parish Council to run as a community facility on a lease of 99 or 125 years. Cllr Douglass advised of some other points discussed.

Cllr Leith asked about the generation of income should the Parish Council take the building over. Cllr Douglass stated that she believed village groups could be attracted to use the premises. There were no running costs provided at the meeting.

Cllr Hallett advised that if the Parish Council decided not to take the building on then the District Council would try to sell it on the open market and therefore could be sold for private housing.

Cllr Ridsdale asked if there was the possibility of purchasing the freehold. Cllr Hallett confirmed that the District Council would not agree to this as there would be an opportunity for the Parish Council to dispose of the building should they decide it was not viable.

It was acknowledged that there was still questions to be asked but the feeling of the meeting was that Councillors were interested in taking on a lease. The Chairman stated that a decision on whether or not to progress the proposal would be an agenda item for the Parish Council meeting on the 19th September. Councillors were urged to think about this so that there were in a position to decide.

A discussion took place on whether the village should be given the opportunity to have their say. It was agreed that as the Parish Council had been elected to represent parishioners then Councillors should make the decision.

The Clerk was asked to contact the District Council officers and advise them there had been positive feedback from this committee meeting and further contact would be made following the Parish Council meeting on the 19th September.

-Clerk

12. COMPILATION OF VILLAGE EMERGENCY PLAN

South Cambridgeshire District council were in the process of updating their records for the Plans and urged Parish Councils to have a completed plan in case of an emergency. The Clerk had circulated a template . A discussion took place on possible scenarios where a Plan would be needed but it was not felt that putting an emergency Plan together at this time was necessary.

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

13.1 Play area maintenance gates

Cllr Dixon advised that the maintenance gates were being left open by users of the play areas. She suggested that padlocks be purchased for each of the areas. This was agreed. She would purchase and give a key to the contractors.

*-Cllr
Dixon*

13.2 Police Surgery

Cllr Douglass advised that PCSO Lynch had offered to arrange a surgery in the village. She was aware that there was recently a surgery held in Knutsford Road and referred to recent burglaries in the village. A discussion took place on the existing Neighbourhood Watch Scheme. It was agreed that a date would be arranged and advertised.

*-Cllr
Douglass*

13.3 Village Voice

Cllr Douglass feared that there may no longer be an Editor for the publication. The latest Editor had too much work to continue. She urged Councillors to think about how to move forward.

-Cllrs

13.4 Construction of house on High Street

Cllr Ridsdale expressed concern over a vehicle obstructing the footpath outside the property which was under construction. He queried the access from the High Street. Cllr Hallett confirmed that the house had planning consent and as far as he was aware the access was from the High Street. The Chairman suggested that photographs be taken of the vehicle and forwarded to the Police for action.

14. DATE OF NEXT MEETING

Wednesday 26th September 2018

The Chairman closed the Meeting at 9.00pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Wednesday 26th September 2018 at
The Limes, High Street 7.55pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Dixon, Cllr Geraghty, Cllr McNulty, Cllr Douglass, Cllr Freeman, Cllr Prentice

District Cllr Cathcart

Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Oakley, Cllr Catherall, Cllr Leith, Cllr Ridsdale, Cllr Hirtzel, County Cllr van de Ven.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 4th September 2018

Minutes of the meeting held on Tuesday 4th September 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Update on Lease

There was no further update.

4.2 Defibrillator Update

It was stated that the delivery should have taken place by now. The Clerk was asked to find out the position. -Clerk

4.3 Draft Policy for Data Protection

The policy had been adopted at the Parish Council meeting on the 19th September 2018.

4.4 Recreation Ground Signage

The Chairman and Clerk were having difficulty sourcing standard vector symbols. Cllr Hallett strongly suspected that there wasn't a standard as there were different signs all over. Cllr Cathcart agreed to investigate as the SCDC Housing Department were always making signs. The Chairman advised that another option would be to give contractors the specification and ask them to make a sign up.

4.5 Update on Centenary Event

Cllr Douglass reported that Cllr Catherall was still looking at signs and this could mean a small overspend on the budget. Cllr Hallett added that Cllr Catherall was looking for six traffic signs to fix on existing and wanted authorisation to spend between £500 and £1000. Cllr Hallett advised that there was money within the Highway Improvement budget which was earmarked for specific projects. Not all of these projects would be going ahead this financial year. He proposed that £500 -£1000 be allocated to the purchase of the signs. This was seconded by the Chairman with all Councillors in agreement. Cllr Hallett to advise Cllr Catherall in his absence. -Cllr
Hallett &
Cllr
Catherall

4.6 Additional Handyman Advertisement

Cllr Douglass reported that she had spoken with the existing Handyman who agreed that it would be a good idea to get additional help. They could then work together. The Clerk would circulate the advertisement used previously to the Chairman, Cllr Hallett and Parish Council Chairperson and once agreed the advert could be displayed on the notice boards and website. -Clerk

4.7 The Limes Storage Request

The Clerk confirmed that she had made the request to South Cambridgeshire District Council but had not received a reply to date. Cllr Hallett advised that in addition to the projector a six foot screen was offered to the Parish Council by The Hoops. There was also a screen donated by Cllr Oakley. After discussion, on how the screen could be used, it was agreed to accept the offer from The Hoops. Cllr Hallett to follow up. -Cllr
Hallett

4.8 Date for Police Surgery

The Surgery had been discussed at the Parish Council meeting where it had been suggested that a weekend might be best. Cllr Freeman expressed his concern over this believing that people were more likely to attend a Surgery during a weekday evening. Cllr Douglass would pursue a weekday evening. -Cllr
Douglass

5. CORRESPONDENCE

5.1 Bassingbourn Community Primary School –Request for contribution towards outside play area

As advised at the Parish Council meeting the Primary School reported that a massive extension was underway at the primary school and as part of this the play area was being affected. There were no funds available to address this. A letter had now been received from the Head Teacher and PTA asking the Parish Council to consider a donation towards the £5000 shortfall.

Cllr Hallett had carried out some investigation and felt that there was scope with the Local Government Act 1972 where changes to the legislation of Part V11 Miscellaneous Section 137 stated that expenditure could be incurred towards the defraying of expenditure by another local authority. The Clerk suggested that she should get confirmation of this change to legislation and would consult CAPALC. -Clerk

It was then advised that there had been £6000 allocated towards Section 137 projects in the budget and was around £4750 left. Cllr Hallett explained the criteria adding that about 5% of the village population were of primary school aged.

A discussion took place on the amount of contribution that could be made if allowed. It was proposed by the Chairman, seconded by Cllr Freeman, that a contribution of £3,500 could be made if it was deemed legal. All Councillors in agreement.

This would be confirmed once advice on the legislation amendments had been received.

5.2 Hedgerows

Concerns were raised over the hedgerows which had recently been cut back alongside the footpaths. It was felt that they were cut back too vigorously without thinking about the consequences.

Councillors agreed that this was not a Parish Council matter and could be a District Council issue if the cutting back was too severe on a protected hedgerow. The Clerk was asked to advise the resident of this and also suggest that he contact the Farmer himself with his concerns.

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE AND GOOD GOVERNANCE

There was nothing to report.

8. FINANCE

8.1 Payment of Accounts

Due to the late circulation of the list of invoices, and the decision made at the Parish Council meeting on the 24th July 2018 that the details had to be circulated with the meeting agenda and paperwork three clear working days before the meeting, the invoices could not be paid at this meeting. The Chairman, Cllr Douglass and Cllr Hallett under Standing Order 7a asked for this to be an agenda item again for the next meeting as contractors terms were payment within 30 days, circulation of the invoice list so far ahead of the meeting excluded late receipts.

The Clerk asked for the HMRC PAYE cheque to be signed as this needed to be submitted otherwise the Parish Council would incur penalties. This was agreed.

8.2 Proposal for Donations Policy

The Clerk had circulated the 2002 Parish Council guidelines for donations and also guidelines used in another village. Cllr Cathcart suggested that the District Council grants policy for Community Chest grants also be looked at. The Chairman asked Councillors to look at the information circulated and note comments, for further discussion at the next meeting. -Cllrs

9. VILLAGE MAINTENANCE

9.1 Repairs to Benches

The bench on the village green still needed attention. Cllr Freeman advised that there were some benches on the recreation ground in need of repair and they would be an agenda item for discussion at the Recreation Ground Committee meeting on the 24th October 2018.

9.2 Replacement litter bins for recreation areas

Cllr Cathcart agreed to make enquiries regarding recycling with South Cambridgeshire District Council officers as the processes had moved on. He stated that there was a policy which was still being discussed adding that it was important to encourage young people to recycle. This would be an agenda item for discussion at the Recreation Ground Committee on the 24th October 2018. -Cllr
Cathcart

9.3 Agreement of quotation for High Street stream tidy

The Clerk was awaiting the quotation. She suggested that the contractors may not be aware of her e-mail address change.

9.4 Reinstatement of Causeway litter bin

The bin had been reinstated.

10. UPDATE ON PAVILION PROJECT

Cllr Catherall was currently away and had left the project in the hands of a working group member who had forwarded some questions posed by the Project Manager to the Clerk. She would be seeking advice from the Insurance Company. *-Clerk*

11. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

There were nothing further to report.

12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

12.1 Community Speedwatch Signs

Cllr Dixon asked why the village did not have the signage at the entrances to the village as in other villages. The Clerk advised that this was in hand and she was pursuing. Cllr Dixon then referred to the signage with a picture of a speed camera on it. It was advised that the Traffic Working Group was also pursuing this.

12.2 Quotation for Play Equipment

Cllr Dixon advised that she had received three quotations for play equipment which she wanted to move ahead on. It was agreed that as the next Parish Council meeting was not until mid November an extra ordinary Parish Council meeting would be held before the Recreation Ground committee meeting on the 24th October. Cllr Dixon would circulate the quotations to Councillors and the Clerk would arrange the meeting. *-Cllr Dixon*

12.3 Arrows

Cllr Douglass advised that she had found an arrow with a metal head in a hedge. She asked Councillors to keep a look out for more as these were not toy arrows.

13. DATE OF NEXT MEETING

Wednesday 6th November 2018

The Chairman closed the Meeting at 8.40pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Thursday 8th November 2018 at
The Chapel Schoolroom, South End 9.05pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Dixon, Cllr Douglass, Cllr Freeman, Cllr Prentice, Cllr Leith, Cllr Catherall, Cllr Oakley

Members of Public 1

1. APOLOGIES FOR ABSENCE

Cllr Woodhouse, Cllr Geraghty, Cllr McNulty, Cllr Ridsdale, Cllr Hirtzel, Cllr Spenceley, District Cllr Cathcart, County Cllr van de Ven.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 26th September 2018

Minutes of the meeting held on Wednesday 26th September 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Update on Lease

The notices advertising the new management of the land had been in the local press. Objections were requested by the 16th November.

4.2 Defibrillator Update

The Clerk had an action to chase the delivery of the defibrillator

-Clerk

4.3 Recreation Ground Signage

Cllr Cathcart had offered to see if South Cambridgeshire District Council could help with the vector symbols.

Cllr Dixon advised that she had been asked about the reinstatement of the age restriction sign on the play area of Fortune Way which had been removed with the old fencing. She added that the contractors did not know what had happened to the sign. It was agreed that a replacement sign, with expenditure up to £100, be purchased.

-Clerk

4.4 Update on Centenary Event

Cllr Catherall reported that the team organising the event were nearly there. The plaques had been delivered although there were some errors in the spelling. He asked for help putting out the traffic control signs on the 11th which Cllr Freeman agreed to do. It was noted that the traffic sign on North End had been vandalised although it was still serviceable. Cllr Catherall advised that the frames to the signs could be utilised for other village events.

*-Cllr
Freeman*

4.5 Additional Handyman Advertisement

The Clerk had received an e-mail from a resident who had offered his services. Councillors agreed that the Clerk accept his offer subject to him forwarding a copy of his insurance details.

-Clerk

4.6 The Limes Storage Request

There had been no reply from South Cambridgeshire District Council. The Clerk would urge.

-Clerk

4.7 Date for Police Surgery

Cllr Douglass advised that she had been very busy with other duties but would organise a village Surgery, with PCSO Lynch, in the New Year.

*-Cllr
Douglass*

4.9 Bassingbourn Community Primary School –Request for contribution towards outside play area

Following the last meeting where information had been presented to the Parish Council by Cllr Hallett, indicating that it would be possible to make a donation, the Clerk had contacted CAPALC. Their response stated that if approved a donation could be seen as double taxation as the play area was not for community use and the responsible authority was Cambridgeshire County Council.

Cllr Hallett stated that he believed the CAPALC advice was wrong adding that there were other places in the country where the Parish Council contributed to schools. He agreed to prepare a response to forward to CAPALC in answer to their advice.

*-Cllr
Hallett*

5. CORRESPONDENCE

5.1 Bus Route –The Fillance

A communication had been received through the website from a resident concerned over the bus route now going through The Fillance. It was felt that as there were a lot of young children in the area, and the road was very narrow, this was dangerous.

Councillors were aware that the 127 bus was no longer able to turn around at the Guise Lane junction and therefore a service was not being provided in that part of the village. The Parish Council had submitted a bid under the LHI scheme 2019/20 for modifications to the junction. It was agreed that the Clerk respond to the resident and advise of these reasons. -Clerk

5.2 Bus Parking

A complaint had been made about a bus parking outside a property on The Causeway which residents felt was dangerous. A discussion took place on the location, within the 30mph speed limit and with plenty of lighting. Councillors agreed that if the bus was to park anywhere else along the road it would create a greater hazard. . The Clerk to respond to the resident. -Clerk

5.3 CambsBeds Rail Road

The Cambs Bed Railroad working group had expressed their concerns over the lack of interest in the current campaign by Bassingbourn residents and had asked the Parish Council to arrange a meeting in the village so that a presentation of proposals could be made to residents. Councillors agreed that the working group should be responsible for arranging their own meeting. Contact details for The Limes and Village College hire would be forwarded to the group.

6. OPEN FORUM

6.1 The Limes –transfer to Parish Council

Councillors were asked if the village council tax was going to increase if the Parish Council took over The Limes. Cllr Douglass advised that there was likely to be an extra cost but until further information was received from South Cambridgeshire District Council, on their proposals, any cost was unknown.

7. FINANCE AND GOOD GOVERNANCE

There was nothing to report.

8. FINANCE

8.1 Payment of Accounts

The invoices were checked by Cllr Hallett

LGS SERVICES

Internal Audit 2017/18 (inc. £35.00VAT)	£210.00
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TOM MARRIAGE

Hot water cylinder for Pavilion	£750.00
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MRS S WALMESLEY

Clerks salary and expenses 1/9/18 –30/8/18	£797.59
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HMRC

PAYE July-September 2018

Tax £35.40 NI £89.99 (Employer £48.13)	£125.39
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CAMBRIDGE WATER BUSINESS

Recreation Ground water 21/4/18-4/10/18	£102.01
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Cemetery Water	£ 12.66	£114.67
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THE POST OFFICE

Hire of The Limes 3/7/18 -26/9/18	£ 70.00
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MRS D ARTUS

Reimburse for conservation area seeds (inc. £16.90VAT)	£101.40
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NORTH HERTS SURFACING

Remembrance service signage (inc £28.80VAT)	£172.80
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CURRIE & BROWN

Pavilion Project Manager first stage payment (inc, £200,00VAT)	£1200.00
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E-ON

Pavilion electricity inc. £4.69VAT)	£98.55
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MRS S WALMESLEY

Clerks salary and expenses 1/10/18 –31/10/18	£795.43
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CAMBRIDGESHIRE ACRE

Neighbourhood Plan Inception meeting (inc £80.00VAT)	£480.00
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AGREED AT EXTRAORDINARY PARISH COUNCIL MEETING 24TH OCTOBER 2018

BRUNEL ENGRAVING COMPANY

Memorial Plaques (inc. £393.58) £2361.48

TOTAL £5394.23

8.2 Proposal for Donations Policy

Councillors were looking at proposals for a Policy. This would be discussed again at the next meeting. -Cllrs

8.3 Electronic Banking

Cllr Catherall expressed his concern over the way the Parish Council operated and felt that there should be a method to pay directly. He referred to expenditure on War Memorial plaques which he had to fund personally, and claim back, which involved a delay whilst the Parish Council cheque went through clearance.

The Clerk advised that in the past the Parish Council had set up an internet bank account with Unity Bank but the signatories at that time thought that the existing system, cheques approved and signed at meetings, was better as there was no requirement on the signatories to act outside of the meetings.

A discussion took place on the electronic banking process and it was agreed that this would be revisited as the signatories had changed since the last account was set up. -Clerk

Now that the signatories on the existing Barclays account had been changed the Clerk was asked to arrange for the transfer of £85,000 to the Parish Council Cambridge Building Society account. -Clerk

A cheque would be arranged for signature at the next meeting.

9. VILLAGE MAINTENANCE

9.1 Repairs to Benches

Cllr Freeman to confirm which benches on the Recreation Ground needed to be repaired. Cllr Douglass advised that she had spoken to the Handyman about a list of street furniture for annual maintenance. It was agreed that the list should be compiled by the Parish Council. -Cllr Freeman

9.2 Replacement litter bins for recreation areas

Cllr Cathcart agreed to make enquiries regarding recycling with South Cambridgeshire District Council officers about recycling of recreation ground litter. -Cllr Cathcart

9.3 Agreement of quotation for High Street stream tidy

The Clerk was awaiting the quotation. She had e-mailed the contractors a number of times without a response. Cllr Dixon stated that the contractors had also commented that they had no contact with the Clerk. The Clerk to pursue by telephone. -Clerk

10. UPDATE ON PAVILION PROJECT

The planning application had been considered at the earlier Planning Committee meeting. Cllr Catherall added that the tender information was out.

11. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

There were nothing further to report. The District Council Officers were investigating the questions put to them following the meeting in September and would respond once they had answers.

12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

12.1 Remembrance Service 2019

Cllr Catherall advised that it was likely that the £5,000 budget for the 2018 service would be under spent. He added that the planned storey board was still needed and further plaques. This was something that should be thought about in the budget 2019/20 discussions. Cllr Douglass stated that the Parish Council needed to take a bigger part in the organisation of the event in 2019.

12.2 Benches on Recreation Ground

Cllr Freeman reminded Councillors that the circular seating from around the tree which was removed was still lying on the ground. They needed to move the seating to the side of the recreation ground until a replacement tree was planted. He added that as the seating was heavy he was trying to get help from someone with lifting equipment. Cllr Catherall offered to also make enquiries. -Cllr Freeman
-Cllr Catherall

12.3 Bassingbourn Belle Half Marathon

Cllr Douglass advised that the half marathon was to be held at the end of November 2018 and an

appeal for stewards on the route had been made. Notices around the village were advertising this.

12.4 Dog fouling on Recreation Ground

Cllr Dixon had been advised by the Grasscutting contractors that there was a lot of fouling on the grass. It was acknowledged that this could be due to the lack of signage.

13. DATE OF NEXT MEETING

Tuesday 4th December 2018

The Chairman closed the Meeting at 10.00 pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th December 2018 at
The Limes, High Street

Cllr Douglass (Chairperson), Cllr Freeman, Cllr Hallett, Cllr Leith, Cllr Catherall, Cllr Oakley, Cllr Spenceley,
 Cllr McNulty, Cllr Dixon

District Cllr Cathcart
 Members of Public 1

In the absence of Cllr Sams the meeting was chaired by Cllr Douglass.

1. APOLOGIES FOR ABSENCE

Cllr Sams, Cllr Geraghty, Cllr Prentice, Cllr Ridsdale, Cllr Hirtzel, County Cllr van de Ven.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 8th November 2018

Minutes of the meeting held on Thursday 8th November 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Update on Lease

There was no update available.

4.2 Defibrillator Update

The Clerk reported that she had spoken to the Community Heartbeat representative who advised that there had been some issues with the solar units and they were now rebuilding them. This Parish Council was top of the list for distribution as soon as the equipment was ready.

4.3 Recreation Ground Signage

There was no further update. The Clerk advised that she had placed an order for the replacement sign on the Fortune Way play area gate as agreed at the last meeting..

4.6 The Limes Storage Request

The SCDC Senior Estate Officer had agreed to look where a cabinet could be kept in The Limes the next time she was in the building.

4.9 Bassingbourn Community Primary School –Request for contribution towards outside play area

Cllr Hallett reiterated his comments from the last meeting and gave examples of other local authorities making donations to precepting bodies. He would prepare a draft for submission to CAPALC pointing his findings out. In the meantime the Clerk was asked to write to the Primary School Governors to advise them of the situation.

*Cllr
 Hallett &
 Clerk*

5. CORRESPONDENCE

5.1 CCC Bikeability Cycle Training

Cambridgeshire County Council had advised that a grant previously made through the Department for Transport for cycle training in schools may no longer be available. Funding was in place for the current financial year but from April 2019 there may not be enough funding to ensure that every school is offered all of the training places needed. Currently the cost per pupil was £40 to participate.

Parish Councils were asked if they would be prepared to make a financial contribution towards cycle training in the area.

Cllr Hallett referred to the advice from CAPALC stating that this would be something again that the Parish Council could not contribute to. A discussion on cycle training took place where Councillors agreed that it was a good idea for the children. It was suggested that parents also be asked to contribute to the costs. After further discussion it was agreed that the Clerk would respond to the request advising that the Parish Council would consider a contribution once the financial position regarding the grant was known.

-Clerk

5.2 Complaint Regarding leaf deposits from War Memorial site

A parishioner had complained that the contractors had swept leaves collected from the war

memorial site towards her land. Cllr Catherall and Cllr Dixon both confirmed that the contractors had removed the leaves from the area. The leaves that had now gathered had probably been from a new leaf fall. It was agreed that the Clerk reply to the resident and advise her that the contractors had definitely removed the leaves from the War Memorial end of the road in preparation for the Centenary Service on the 11th November. -Clerk

6. OPEN FORUM

There were no issues raised.

7. FINANCE AND GOOD GOVERNANCE

There was nothing to report.

8. FINANCE

8.1 Payment of Accounts

The invoices were checked by Cllr Hallett

THE ROYAL BRITISH LEGION

Poppy wreath from Parish Council £ 25.00

BUCHANS LANDSCAPES

Weed spraying of Recreation Ground (agreed March 2018 inc.£39.00 VAT) £234.00

BUCHANS LANDSCAPES

Grounds mtce November 2018 (inc. £278.79VAT) £1672.72

THE POST OFFICE

Cemetery Lodge Council Tax £303.00

MRS E DOUGLASS

Expenses for Armistice Celebration Party £100.60

MRS T PRENTICE

Expenses for Armistice Celebration Party £106.01

MRS S WALMESLEY

Clerks salary & expenses 1/11/18 –30/11/18 £801.81

TOTAL £3243.20

8.2 Proposal for Donations Policy

Councillors were looking at proposals for a Policy. This would be discussed again at the next meeting.

8.3 Electronic Banking

The Clerk advised that she was aware of two banks offering a service to Parish Councils. These were the Unity Bank, which the Parish Council had set up an account with before, and Lloyds Bank. This would be discussed again at the next meeting.

8.4 Budget/Precept 2019/20

In the absence of Cllr Sams Cllr Hallett urged Councillors to think about village projects for the next financial year. He reminded them that this item would be discussed, with a budget and precept requirement hopefully agreed, at the next Finance and General Purposes Committee meeting. A precept amount could then be put before the Parish Council for ratification on the 20th January.

Cllr Catherall stated that the Pavilion should be given priority over funding rather than The Limes. Money had already been spent on the Pavilion and this project needed to be concluded. He added that there were rumours regarding plans for The Limes which he had heard around the village. Cllr Dixon suggested that funding be allocated to the Park Close play area as the lease on the land should soon be concluded. The Clerk advised that the Recreation Ground requirement would be discussed at the meeting on the 12th December with the proposal put forward for inclusion. Cllr Hallett had also some suggestions which he, and Cllr Sams, would circulate to all Councillors for comment so that there would be a proposal for consideration at the meeting on the 9th January. -all Cllrs

9. VILLAGE MAINTENANCE

9.1 Repairs to Benches

Cllr Freeman had prepared a map of the benches that needed attention. He explained that some had memorial plaques and there might be a donation of another bench.. All the benches were in a poor state of repair so it would have to be assessed whether to refurbish the existing or purchase new ones. Cllr Freeman asked the Clerk to advise the cost of the refurbished bench on the Causeway to give an idea of prices. This would be an agenda item for further discussion at the -Clerk

Recreation Ground committee meeting on the 12th December.

9.2 Replacement litter bins for recreation areas

Cllr Cathcart had confirmed that the District Council was investigating recycling for recreation ground litter. The Chairperson advised that she had received requests for more litter bins in the village plus additional recycling facilities.

9.3 Agreement of quotation for High Street stream tidy

A quotation had been received for the clearance of self set trees and brambles, from the grounds maintenance contractors, at a cost of #117.00 plus VAT. The quote was agreed by Councillors. Clerk to advise the contractors.

-Clerk

9.4 LHI 19/20 Panel Meetings January 2019

The Panel meetings had been arranged for the 14th and 16th January. This would give the Parish Council the opportunity to support their bid under the latest LHI scheme application. Cllr Hallett advised that the Traffic and Travel working group were aware of this. A session would be booked through them.

10. UPDATE ON PAVILION PROJECT

.Cllr Catherall stated that until the result of the planning application was known there was nothing further the working group could do.

11. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

There were nothing further to report. The District Council Officers were investigating the questions put to them, following the meeting in September, and would respond once they had answers.

12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

12 Village Christmas Celebration.

The Chairperson reported that the Christmas tree was up with the lights on the tree. She thanked Cllrs Catherall and Freeman for their help. She added that she was hoping to see as many Councillors as possible at the celebration on the 8th December. Volunteers for marshalling were also welcome.

13. DATE OF NEXT MEETING

Wednesday 9th January 2018

The Chairman closed the Meeting at 9.40 pm