

**Bassingbourn-cum-Kneesworth Parish Council**  
**PARISH COUNCIL MEETING**  
**Minutes of Meeting held on Tuesday 22<sup>nd</sup> January 2019,**  
**at The Limes, High Street- 8.01pm.**

PRESENT: Cllr Douglass (Chairman), Cllr Leith, Cllr McNulty, Cllr Spenceley, Cllr Dixon, Cllr Sams,

Members of Public 3

**01. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Prentice, Cllr Freeman, Cllr Ridsdale, Cllr Hirtzel, Cllr Catherall, Cllr Oakley, District Cllr Cathcart, County Cllr van de Ven

**02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no interests declared.

**03. AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS**

3.1 Parish Council Meeting 20th November 2018

It was agreed the minutes of the Parish Council Meeting held on Tuesday 20<sup>th</sup> November 2018, copies previously distributed, were a true record and signed by the Chairperson.

3.2 Parish Council Extraordinary Meeting 28th November 2018

It was agreed the minutes of the Parish Council Meeting held on Wednesday 28<sup>th</sup> November 2018, copies previously distributed, were a true record and signed by the Chairperson.

**04. MATTERS ARISING**

4.1 Website Server Migration

Cllr Hallett reported that the website domain had finally transferred manually. He reminded Councillors that they had agreed a while ago to transfer to more secure hosting. There were free e-mails associated with the old website but these would cease once the site was moved. Cllr Hallett had investigated options and explained the specifications. He proposed that the Parish Council use Proton mail and asked for authorization to spend \$674 per year to provide e-mail addresses for all Councillors and the Clerk. This was seconded by Cllr McNulty with all Councillors in agreement. Cllr Spenceley raised a query over what would happen to the e-mail address when a Councillor resigned from the Parish Council. Cllr Hallett agreed to find out. He would also ask the website host to set the e-mail accounts up initially as he had the domain registration.

*-Cllr Hallett*

4.2 Update on Community Speedwatch

Cllr Spenceley reported that checks continued on The Causeway where the minority of vehicles was still exceeding the speed limit. The Community Speedwatch signs at the entrances to the village were now in place.

4.3 Update on Defibrillator

There had been no further news on delivery since the Parish Council was advised that the equipment was being rebuilt following an issue with the solar panel. The Parish Council was number 1, out of 10, for delivery. Cllr Sams agreed to follow up with Community Heartbeat.

*-Cllr Sams*

**05. CORRESPONDENCE**

5.1 CCC Street Lighting Energy October 2017-September 2018

A letter had been received with an inventory of the 9 street lights, ahead of the invoice. The letter stated that the invoice would be calculated on the energy used by the inventory plus a 15% fee to cover County Council cost. For information the costs for the next financial year. October 2018 –September 2019, would be 12.5% higher.

**06. OPEN FORUM**

6.1 Bassingbourn Village College

Students from the Village College advised that they had held a party before Christmas for residents aged over 60. Thirty people had attended and mixed with the younger members of the school. The feedback from the event had been very good.

The students were pleased that they had successfully achieved the aims of getting the two generations together. They hoped to expand on this success and hold another event in the future.

The Chairperson advised that the Primary School had also received really good feedback following the children's involvement in the Remembrance events. She congratulated all involved which was echoed by Councillors.

The Chairperson thanked the students for attending this meeting and added that future plans would be discussed at the next Bassingbourn Practical Solutions Group meeting.

## 07. FINANCES

### 7.1 Payment of accounts

Invoices were checked by Cllr Hallett

HM COURTS AND TRIBUNALS SERVICE

Cemetery Lodge arrears cheque for second tenant claim £205.00

E-ON

Pavilion electricity (inc. £4.93 VAT) £103.50

INFORMATION COMMISSIONER

Renewal of data protection registration £ 40.00

THE ROYAL BRITISH LEGION

Additions for Remembrance Service Poppy wreath/poppy cross £ 85.00

CHRIS HOLCROFT

Labour charge for removal of plaque screws £146.25

TOTAL £579.75

PROPOSED Cllr Douglass SECONDED Cllr Hallett Agreed

**The following payments were made at the Finance & General Purposes committee meeting on 4th December 2018 and 9th January 2019**

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

THE POST OFFICE

Recreation Ground bin emptying (inc. £343.20VAT) £2059.20

VIKING

Stationery (inc £28.97VAT) £113.12 to be reclaimed from other Councils £ 173.80

UNLIMITED LOGOS

Replacement sign for Fortune Way play area (inc. £8.00VAT) £ 48.00

HALES PRINTERS

Newsletters £875.00

BASSINGBOURN PAVILION COMMITTEE

Funds for running costs 2018/19 £ 250.00

DAVID OGILVIE ENGINEERING LTD

Seat for war memorial area (inc. £169.80VAT) £1018.80

SLCC

Contribution towards membership 2019 £ 136.00

MRS S WALMESLEY

Clerks salary & expenses December 2018 £853.47

HMRC

PAYE October –December 2018 £107.49

BASSINGBOURN PCC

Hire of Church Room for NHP meetings July-November 2018 £ 80.00

WORBOYS FARM PARTNERS

Allotment land rent July 2019-June 2018		£400.00
BUCHANS LANDSCAPES		
Grounds maintenance December 2018 (inc. £278.79VAT)		£1672.72
AGREED AT RECREATION GROUND COMMITTEE MEETING 12/9/18		
MR C HOLCROFT		
Labour charge for bench installation	£300.00	
Labour charge for plaque installation	£398.00	£698.00

#### 7.2 Agreement of Budget/Precept 2019/20

The Finance and General Purposes Committee had discussed the draft budget/precept requirement at meetings over the past couple of months. Cllr Sams stated that traffic and play areas were high on the list of projects. There was also a lot of projects, where expenditure had been agreed and allocated, held up by other authorities. It was agreed that residents needed to be aware that actions were being taken and this would be publicised in the Village Voice. After further discussion Cllr Sams proposed an increase to the precept for 2019/20 to £85,000. This was seconded by Cllr Hallett who added the agreement of the draft budget. All Councillors in agreement. The Clerk to make the demand to South Cambridgeshire District Council.

**-Clerk**

A discussion on other suggestion for projects took place which included improvements to the A1198/Causeway junction and a play area in Kneesworth .

#### 7.3 Purchase of SCRIBE accounts package

A discussion took place on the package and how/whether to progress. There had been various feedback from other Parish Council users. The Clerk advised that she was in communication with the SCRIBE sales team and was to arrange a demonstration. It was suggested that a good time to change to the package would be when the new Clerk/RFO took over at the beginning of the new financial year. Cllr Hallett advised that the license fee, based on the Parish Council precept, was £347 or for a multi user license £583. He proposed that the Parish Council agree the multi user fee so that all Councillors would be able to use the package. This was agreed by all Councillors.

### **08. PROCEEDINGS OF COMMITTEES**

Councillors had received the minutes of the committee meetings, excluding the Finance and General Purposes Committee meeting held on the 16<sup>th</sup> January which the Clerk would circulate. No questions were raised.

**-Clerk**

### **09. COUNTY AND DISTRICT COUNCILLOR REPORTS**

#### 9.1 District Council

Cllr Cathcart was not in attendance at this meeting.

#### 9.2 County Council

Cllr van de Ven had circulated a report to Councillors.

### **10. WORKING GROUPS**

#### 10.1 Bassingbourn Practical Solutions Group

The Chairperson reported that she and Cllr Dixon had attended the last meeting of the group. A report was made by students of Bassingbourn Village College under Item 6.1. Another meeting would be arranged by Cllr van de Ven in February.

#### 10.2 Pavilion Project

There was no further update made.

#### 10.3 Conservation

Cllr Hallett reported that the working group had met the previous evening and planned the work for the Clunch pit and also the village tidy. He would advise of the dates.

The Chairperson advised that she had been approached by a member of the working group concerned over the overgrown brambles by the bench on Brook Road which the Parish Council contractors had been asked to clear. The Chairperson had also discussed the work needed at the Cemetery and there had been a positive response. She asked Cllr Hallett to discuss further with the group adding that more volunteers from the village would be asked to help with this in the warmer weather. The session could end with a community get together.

#### 10.4 Affordable Housing

There was no further update. It was noted that the action was with South

Cambridgeshire District Council Planners.

#### 10.5 Traffic

Cllr Hallett circulated an update prepared by the Traffic And Travel working group. He updated Councillors on the projects in hand relating to the LHI 2018/19 Hoops build out, where costings were with the County Council, and the application for bollards made under the privately funded highway improvement (PFHI).

#### 10.51 Speedwatch Signs

The speedwatch signs were in place at the entrances to the village.

#### 10.5.2 LHI Panel Meeting 2019/20

Cllr Hallett had attended the panel meeting on the 16<sup>th</sup> January to support the LHI application for 2019/20. The outcome of the bid would be known in the Spring.

#### 10.5.3 Projects 2019/20

There were three projects requiring the authorization of the Parish Council.

Cllr Hallett referred to the purchase of a multi vehicle activate sign (MVAS) which could be located in various positions around the village and collected traffic statistics. The cost of this equipment was approximately £3,000 per unit.

On a proposition by Cllr Hallett, seconded by Cllr Sams it was agreed that an application be submitted for a PFHI to Cambridgeshire County Council.

Cllr Leith then reported on bell bollards for Kneesworth. The installation of these on both sides of the road would prevent HGVs mounting the pavement at the junctions. He proposed that the installation of the bell bollards be progressed which was seconded by Cllr Sams and agreed by Councillors.

The third project was for the installation of a speed table at the Kneesworth junction. A discussion took place on how this would help to slow the traffic down. It was noted that this would be a major project which would need more County Highway officer involvement. After further discussion it was proposed by Cllr Leigh, seconded by Cllr Douglass that this project also be progressed.

#### 10.7 HR

The Chairperson, Cllr Hallett and Cllr Spenceley would meet to discuss the way forward for the recruitment of a new Clerk.

#### **11. THE LIMES –SCDC OFFER OF SHELTERED HOUSING ROOM**

Cllr Cathcart had been asked to urge a response from the South Cambridgeshire District Council officers.

*-Cllr  
Cathcart*

#### **12. VILLAGE REMEMBRANCE SERVICE 2019**

It was noted that there were funds in the budget for 2019/20 for commemorative plaques for the second world war fallen. The Chairperson stated that this needed to be progressed as the work for the 2018 service took a long time.

#### **13. COUNCILLOR VACANCY**

The vacancy, as a result of the resignation of Rob Woodhouse, was being progressed with South Cambridgeshire District Council and the Clerk was now waiting to be advised by the Returning Officer that the statutory period had passed and co-option of another Councillor could take place.

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

##### 14.1 Village Bonfire

Cllr Dixon suggested that as there was no longer a bonfire event at the Primary School in November, this could be resurrected and run by volunteers with a financial contribution from the Parish Council. A discussion took place on past events and locations for the bonfire. It was suggested that local businesses could also be asked to contribute. The Clerk would add this suggestion to the next agenda for discussion. The Chairperson also requested that the Practical Solutions group be made aware of the suggestion as they may wish to be involved.

##### 14.2 Signs for Play Areas

Cllr Dixon asked that signs for the play area gates, similar to that on Fortune Way play area gate, be purchased. This request would be an agenda item for the next Recreation Ground Committee meeting on the 20<sup>th</sup> February.

##### 14.3 Cemetery Lodge

Cllr Leith offered to liaise with the electrical contractors who had expressed an

*-Clerk*

interest in quoting for the work on The Lodge. The Clerk to forward details to him.

14.4 Brook Road Parking

Concern was raised over parents parking on Brook Road where there were no double yellow lines. It was suggested that there had been lines there in the past before the road was resurfaced but this was not thought correct. The Chairperson advised that the children at the Primary School had designed posters and were putting them out on the fencing to try and stop people parking around the school.

**15. DATE OF NEXT MEETING**

Tuesday 19<sup>th</sup> March 2019

The meeting was closed at 9.25pm.

**Bassingbourn-cum-Kneesworth Parish Council  
Extraordinary PARISH COUNCIL MEETING  
Minutes of Meeting held on Tuesday 5<sup>th</sup> March 2019, at Bassingbourn  
Village College 8pm.**

PRESENT: Cllr Douglass (Chairperson), Cllr Hallett, Cllr Dixon, Cllr Spenceley, Cllr Hirtzel, Cllr McInulty, Cllr Freeman, Cllr Leith, Cllr Catherall, Cllr Sams, Cllr Ridsdale, Cllr Oakley  
County Cllr van de Ven  
District Cllr Cathcart

Members of Public: 138

**01. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Prentice and Cllr Geraghty.

**02. DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA AND DISPENSATIONS**

There were no declarations made.

**03. OPEN FORUM**

3.1 East West Rail Consultation

The Parish Council Chairperson opened the meeting and welcomed all in attendance. She invited Mr Brian Bell, a representative of the CAMBED RailRoad group, to make a presentation to the meeting.

Mr Bell advised that the deadline for the consultation, which was currently underway, was the 11<sup>th</sup> March 2019. He gave a history of the original routes and the formation of the CAMBED Rail Road group to determine a coordinated, communal, best fit transport plan for the Central Section as the group believed that the original proposal did not serve or sustain the high density of new and existing settlements along the East West expressway. An alternative route from Bedford to Cambridge North, via St Neots and Cambourne, was proposed. Mr Bell advised that on the 7<sup>th</sup> July 2018 a presentation was made to East West Rail by the group but there was no sign of the CAMBED Rail Road proposal in this consultation.

East West Rail were now asking for comments and if they were right to focus on routes from the south of the County. If new evidence came forward which suggested a northern approach would be better the CAMBED proposal may be revisited. Guidance on completion of the consultation forms was available on the CAMBED website.

The Chairperson then invited District Cllr Cathcart to speak to the meeting. He advised that as a District Councillor his concern was the housing side to the proposals adding that the East West rail link had been talked about for a number of years. The proposed scale of development in this case dwarfed anything else in South Cambridgeshire adding that he felt that the rail link would happen but questioned the best location. Housing development in the district would only be supported if a number of conditions were met and this proposal satisfied none of those. If the line went through Bassingbourn the village would cease to exist as a separate community and he could see no benefit to having a railway station. A report was going to the South Cambridgeshire District Council Cabinet with a view, at this stage, stating that one of the northern routes were preferred but there was still a lot of work to be done. Cllr Cathcart stated that this could move quite quickly as a recommendation to Central Government was due to be made before the Summer parliamentary recess.

The Chairperson invited questions.

A reference was made to the planned metro through Cambridge and how this would relate to the rail route. Cllr Hallett advised that he had attended a briefing with East West rail for Parish Councillors the previous evening. It was stated at the meeting that this could be a cost saving so as not to duplicate both which would be a benefit to the Cambourne route.

Members of the CAMBED Railroad group were in attendance. It was pointed out that the metro would be a local service with the East West line a national service. Another member of the working group expressed concern over the Parish Council briefing, which they also attended, stating that they felt it was bias and a lot of information was being held back. The East West Rail representatives were not open about proposed housing numbers.

It was questioned why East West Rail was pushing for housing on Bassingbourn Barracks. Cllr van de Ven advised that she and the Chairperson had attended a meeting at the Barracks, to introduce themselves. They had been told that no contact had been made by East West Rail directly. There was clearly investment in the Barracks with it being an important training site for UK troops being deployed overseas. If the site was to be used for housing there would need to be a deal reached for relocation of the troops. A discussion took place on the MOD and Department of Transport funding and budgets.

Cllr Hirtzel asked if communities to the north of Cambridgeshire had been consulted on these options which was not known.

The Parish Council was asked if the area had been considered for a new town in the past. Cllr Hallett stated that the East West representatives made it very clear that the railway and housing went together. He explained the Local Development Plan, where there was limited development allowed in the village, adding that there was likely to be no change when the Plan review took place.

The East West consultation held at the Primary School on the 16<sup>th</sup> February was discussed. Concern was raised over the discussion of corridors, with no defined routes, which was not very helpful. The Chairperson advised that their representatives had been invited to attend a Parish Council meeting to discuss options but they declined stating that there were too many parishes.

The infrastructure was then discussed where the Parish Council were asked to make the point that there would have to be a significant upgrade if a southern route was decided. Cllr van de Ven confirmed that she would be making that point in her response. Major housing expansion in the area had never been part of the South Cambridgeshire District Council Development Plan and therefore no plans for upgrading had been made. Cllr Cathcart added that this was one of the arguments in the District Council proposed response.

A resident expressed concern over the lack of advertising of this important meeting. CAMBED Railroad members stated that they were disappointed that the Parish Council did not arrange a meeting for them to make a presentation of their proposals to the village. The representative offered to speak to attendees outside of the meeting.

A discussion then took place on how to move forward with the consultation response. The majority of attendees agreed that the three Bassingbourn options should be rejected. CAMBED Railroad proposal. A show of hands by parishioners was taken to support the pursuing of the alternative route.

The Chairperson thanked the members of the public for giving their views.

#### **04. PARISH COUNCIL RESPONSE TO EAST WEST RAIL CONSULTATION**

Councillors discussed the feedback from parishioners. The Chairperson stated that there was a huge negative response to the Bassingbourn options but she was aware that some parishioners wanted the route through the parish with a station at the Barracks. It was noted that less than 1% of residents had been in attendance. Cllr Leith was aware of the costings, with the Bassingbourn routes being the cheaper, and suggested that the Parish Council should include details of the impact and consequences of having the route through the parish, which could carry more weight.

Cllr Hallett had prepared a discussion document which was circulated to Councillors. A discussion took place on how points raised at the meeting could be included. Cllr Hallett agreed to prepare a response to the consultation, taking into account comments made, which would be circulated to Councillors before submission.

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

There were no issues raised.

**06. DATE OF NEXT MEETING –Tuesday 19th March 2019**

The meeting closed at 10.00 pm



**Bassingbourn-cum-Kneesworth Parish Council**  
**PARISH COUNCIL MEETING**  
**Minutes of Meeting held on Tuesday 19th March 2019,**  
**at The Limes, High Street- 8.30pm.**

PRESENT: Cllr Douglass (Chairman), Cllr Hallett, Cllr Freeman, Cllr Spenceley, Cllr Catherall, Cllr Sams, Cllr Oakley

Members of Public 1

**01. CO-OPTION OF COUNCILLOR**

There had been two applications for co-option and details had been circulated to Councillors for information ahead of the meeting. A paper vote took place with the majority vote awarded to Mr Jack White who was then co-opted onto Bassingbourn-cum-Kneesworth Parish Council.

Mr White would be asked to sign the Declaration of Acceptance of Office before the next scheduled meeting. The unsuccessful application would be advised of the outcome, by the Clerk, who would encourage that a further application be made at the time of the next Parish Councillor vacancy.

**02. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Prentice, Cllr Leith, Cllr Ridsdale, Cllr Hirtzel, Cllr Dixon, Cllr Geraghty, District Cllr Cathcart, County Cllr van de Ven

**03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

Cllr Hallett declared a non pecuniary interest under Item 6.1 as a member of the PCC.

**04. AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS**

3.1 Parish Council Meeting 22<sup>nd</sup> January 2019

It was agreed the minutes of the Parish Council Meeting held on Tuesday 22<sup>nd</sup> January 2019, copies previously distributed, were a true record and signed by the Chairperson.

3.2 Parish Council Extraordinary Meeting 5<sup>th</sup> March 2019

It was agreed the minutes of the Parish Council Meeting held on Tuesday 5<sup>th</sup> March 2019, copies previously distributed, were a true record and signed by the Chairperson.

3.3 Parish Council Extraordinary Meeting 13<sup>th</sup> March 2019

It was agreed the minutes of the Parish Council Meeting held on Wednesday 13<sup>th</sup> March 2019, copies previously distributed, were a true record and signed by the Chairperson.

**05. MATTERS ARISING**

5.1 Website Server Migration

Cllr Hallett advised that the Webmaster, Andy Jenkins, now had the website domain registration. Mr Jenkins had proposed that the e-mail migration should take place before the website. A recommendation of Zoho was made for the e-mail service.

Due to the delay in setting up another on-line bank account Cllr Hallett agreed to fund the setup and reclaim the cost from the Parish Council. He added that the existing Bassingbourn.org e-mail had less than a 1mg mailbox. Zoho was offering 30mg.

Cllr Spenceley expressed his interest in the migration and asked to work with Cllr Hallett on this change.

5.2 Update on Community Speedwatch

Cllr Catherall reported that the latest Speedwatch check on The Causeway identified a 25% increase in speeding vehicles, from Kneesworth to The Hoops, which was very discouraging. The check was carried out between 8,30am and 9,00am which was recognised to be one of the worst times. The Chairperson suggested trying to make this a larger project with more volunteers including the Village College and Primary School. A discussion took place on the temporary signage purchase for the Remembrance Service which could be adapted for other purposes for example to warn drivers of the Causeway speed limit.

-Cllr Hallett

The Clerk was asked to add the proposed project to the agenda for the Finance and General Purposes committee so that a plan of action involving the community could be put together,

#### 5.3 Update on Defibrillator

Cllr Catherall advised that one of the contractors currently working in the village had agreed to dig a hole for the pole which he had collected from Cllr McNulty. There were no instructions with the pole regarding height so this would need to be worked out to enable access including disabled access.

### **06. CORRESPONDENCE**

#### 6.1 Upkeep of St Peter & St Paul Churchyard

Following the letter sent by the Clerk to the issues raised with Churchyard maintenance at the November Parish Council meeting, the Churchwardens had pointed out the responsibilities of the Parish Council to maintain the churchyard in a satisfactory condition. It was noted that the Church could not be asked to fund any additional cuts.

A discussion took place on a standard of grasscutting for the whole village which would be part of the review of specifications from 2020. It was thought that a comparison of the Churchyard and Cemetery was made by the Churchwardens but it was stated that the War Graves Commission maintained a large part of the Cemetery to a very high standard themselves. It had been noticed that even though the contractors had been seen cutting in North End, during the previous season, this had not followed through to the Churchyard.

It was agreed that the Clerk reply to the Churchwardens reiterating the review of specifications from 2020 when a village standard of cut would be introduced. In the meantime the Churchyard would be monitored and the contractors urged to be dutiful and not leave the Churchyard out of its cutting schedule.

-Clerk

#### 6.2 Homestart Royston –Request for funding

A reference was made to the donation of £250 which had been contributed in the past. The Chairperson read a letter asking for the Parish Council to consider a donation again.

Councillors were reminded that a funding policy, to set out the parameters for applications, was in the process of being compiled.

It was proposed by Cllr Catherall, seconded by Cllr Oakley, that a £250 donation be paid with a view to revisiting the request once the funding policy had been adopted. This was agreed by all Councillors.

### **07. OPEN FORUM**

There were no issues raised.

### **08. FINANCES**

#### 8.1 Payment of accounts

Invoices were checked by Cllr Hallett

BUCHANS LANDSCAPES

Grounds mtce February (inc. £278.79VAT) £1672.72

NPOWER

Cemetery Lodge electricity (inc. £4.14.VAT) £ 86.86

CHRIS HOLCROFT

Repair to village green bench £ 388.00

CAMBRIDGESHIRE ACRE

Neighbourhood Plan Support (inc, £400.00VAT) £2400.00

MR A J COLLINS

Cemetery Lodge electrical work £ 850.00

MRS S WALMESLEY

Clerks salary & expenses March 2019 £783.63

HMRC

PAYE January –March 2019 Tax £27.60 NI £79.89 £107.49

TOTAL £6288.70

PROPOSED Cllr Freeman SECONDED Cllr Spenceley Agreed

**The following payments were made at the Finance & General Purposes committee meeting on 5<sup>th</sup> February 2019 and 5<sup>th</sup> March 2019**

THE POST OFFICE

Cemetery Lodge Council Tax		£303.00
BUCHANS LANDSCAPES		
Grounds mtce January 2019 (inc £278.79VAT)	£1672.72	
Ditch bramble clear (inc. £23.40VAT)	£ 140.40	
Brook Road bench bramble clear (inc. £20.40 VAT)	£ 122.40	£1935.52
VIKING		
Stationery envelopes (inc £2.07VAT)		£ 12.44
PROLUDIC LTD		
Play area equipment (inc. £5060.01 VAT)	£30360.01	
Fortune Way Play area (inc, £939.99VAT)	£ 5639.99	£36000.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Contribution towards LHI project Chestnut Lane/Causeway		£ 2000.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Street lighting October 2017 –September 2018		£2488.41
CURRIE AND BROWN		
Pavilion Survey fee –second stage (inc £200.00 VAT)		£1200.00
TEES		
Legal fees for Park Close play area transfer to PC		£ 901.60
COMMUNITY HEARTBEAT		
Defibrillator annual support (year 3) inc £25.20VAT)		£151.20
BASSINGBOURN URC		
Hire of schoolroom for meetings 6 @£15		£ 90.00
LITLINGTON & MORDENS MOBILE WARDEN SCHEME		
Donation 2018/19		£500.00
ALEX COLLINS		
Electrical inspection of Cemetery Lodge		£110.00
CHRIS HOLCROFT		
Installation of Fortune Way play area sign and Xmas tree		
man-hole cover	£208.00	
Renovation of War Memorial bench	£425.00	£633.00
BASSINGBOURN VILLAGE COLLEGE		
Hire of main school hall 5 <sup>th</sup> March 2019 for meeting		£ 90.00
BRUNEL ENGRAVING		
Amendments to WW1 plaques		£ 82.92
MRS S WALMESLEY		
Clerks salary & expenses January 2019		£798.75
MRS S WALMESLEY		
Clerks salary & expenses February 2019		£797.43

#### 8.2 Agreement of Expenditure on Recreation Ground signs

The Clerk had approached three companies for quotations for the signs. Two companies had responded with the cheapest wanting payment before the order was processed. It was agreed by all Councillors that the quotation for £114.80 per sign without posts be approved. The Clerk was asked to arrange payment so that the order for four signs could be progressed.

**-Clerk**

This would continue to be an agenda item for the Finance and General Purposes Committee so that arrangements could be made for the sign installation.

#### **09. PROCEEDINGS OF COMMITTEES**

Councillors had received the minutes of the committee meetings, No questions were raised.

#### **10. COUNTY AND DISTRICT COUNCILLOR REPORTS**

##### 10.1 District Council

Cllr Cathcart was not in attendance at this meeting.

##### 10.2 County Council

Cllr van de Ven had circulated a report to Councillors.

**11. WORKING GROUPS****11.1 Bassingbourn Practical Solutions Group**

The Chairperson reported that she and Cllr van de Ven had attended the recent meeting. Two PCSOs, in replacement of PCSO James Lynch, were in also in attendance. They advised that the white powder handed in to the Police by residents had tested inconclusive of any drug. The Chairperson had passed on the concerns of residents relating to drug use on the recreation ground. The PCSOs urged residents to report any suspicious activities to the Police.

The youngsters at the Village College reported at that meeting that they had received very good feedback from their party for the older residents of the village. They were now planning another event for the younger residents as they were keen to carry on with events which brought the village together.

**11.2 Pavilion Project**

Following the extraordinary Parish Council meeting on the 13<sup>th</sup> March Cllr Catherall had contacted the Project Manager for an update. There was no response to date on the completion of the tender evaluation.

Cllr Freeman reported that he attended a very good meeting with a representative of the Football Federation. He was aware that they had some funds which needed to be spent by the end of the financial year. He left the details relating to the project with them.

**11.3 Conservation**

Cllr Hallett reported that the Conservation group were looking to carry out some bramble clearance around the stream on the recreation ground. There was some old chicken wire, which was put there by the cricket club to stop balls falling into the stream, which would need to be removed if the group felt that the work wasn't too much. He was still to confirm with the group. He added that a lot of litter was caught up in the brambles so if they could clear them it would be an improvement.

Cllr Hallett concluded that the village tidy was to take place on the 6<sup>th</sup> April 2019.

**11.4 Affordable Housing**

There was no further update.

**11.5 Traffic****11.5.1 LHI Panel Meeting 2019/20**

The results of the Panel Meeting had been released earlier in the day and the application for work on Guise Lane had been one of the successful projects.

**11.6 HR**

The Clerk had been asked to progress the appointment with the SLCC Local Council Consultancy following the decision at the Finance and General Purposes Committee on the 5<sup>th</sup> March 2019. Their representative had asked for some dates to meet with the Clerk. As the end of the financial year was looming the Clerk was going to be busy with the end of year procedures for the next few weeks. Cllr Spenceley agreed to Liaise with consultancy representatives as the recruitment of a new Clerk needed to be progressed as soon as possible.

**12. THE LIMES –SCDC OFFER OF SHELTERED HOUSING ROOM**

The District Council Leasehold Service Team Leader Kate Swan had advised that the suggestion of taking over the freehold had been shared with the project board and she had asked the independent surveyor, who valued the building for lease purposes, to carry out a freehold valuation. The report was awaited.

Ms Swan asked for clarification that the Parish Council would be interested in taking on a lease rather than over a freehold. The Clerk had confirmed that the Parish Council was wanting to progress the offer.

**13. PROPOSAL FOR A VILLAGE BONFIRE**

Cllr Dixon had suggested a village bonfire be held. The Chairperson agreed that this was a brilliant idea but queried where the bonfire could be built. She was also concerned over volunteers to marshal an event as parents tended to want to be with their families. The last bonfire event in the village was a Primary School initiative and it was noted that there was not a PTA at the present time. A discussion on possible locations took place. It was suggested that the new community at Bassingbourn Barracks might be interested in resurrecting the event there.

It was agreed that this item remain on the agenda until the next meeting when Cllr Dixon should be in attendance to present her plan.

**14. ANNUAL PARISH MEETING 2019**

It was agreed that the format should be the same as in the past few years. The Clerk was asked to book a room at the Village College for Tuesday 30<sup>th</sup> April 2019 and arrange refreshments. It was confirmed that the meeting would start at 7.00pm. The Clerk to send out invitations to the village groups and organizations.

-Clerk

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

15.1 Bassingbourn Barracks Request

Cllr Freeman advised that the Major at the Barracks had asked for details of Parish Council meetings and times. The Chairperson added that she had also been asked and she would pass on the information and invite a representative to meetings.

15.2 Request for Grit Bin on Tower Close

The Clerk reported that she had received a telephone call from a resident expressing her concern over the increase in council tax and requesting that a grit bin is installed in Tower Close as the surfaces were dangerous in bad weather. The Clerk had asked for the request to be made in writing. It was agreed this be added to the Finance and General Purposes committee agenda.

**16. DATE OF NEXT MEETING**

Tuesday 21<sup>st</sup> May 2019 (AGM)

The meeting was closed at 9.50pm.

**Bassingbourn-cum-Kneesworth Parish Council  
Extraordinary PARISH COUNCIL MEETING  
Minutes of Meeting held on Wednesday 24<sup>th</sup> April 2019, at The Limes,  
High Street 7.25pm.**

PRESENT: Cllr Douglass (Chairperson), Cllr Dixon, Cllr Spenceley, Cllr Freeman, Cllr Leith, Cllr Catherall, Cllr Sams, Cllr Geraghty, Cllr Prentice, Cllr Oakley, Cllr Hallett, Cllr Ridsdale

Members of Public: 1

**01. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Hirtzel

**02. DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA AND DISPENSATIONS**

There were no interests declared.

**03. OPEN FORUM**

There were no issues raised.

**04. TO AGREE CEMETERY LODGE EXPENDITURE ALLOCATION OF UPTO £5,000**

The Chairperson reported that the Cemetery committee had discussed the refurbishment and agreed that expenditure of upto £5,000 should be agreed so that the work could progress as soon as possible so that a tenant could be found. As this amount exceeded the £1000 limit in the committee Terms of Reference the Parish Council would need to ratify the recommendation.

Cllr Hallett advised that there was only £5,500 in the budget for Cemetery Lodge expenditure in the current financial year. This proposed sum would use most of that up. Although the end of year accounts 2018/19 showed a lot of money in the Parish Council accounts the majority of this was allocated and the general fund was very low. He added that Councillors would have to stick very closely to the budget throughout the year.

Cllr Hallett then proposed that the £5,000 be agreed which was seconded by Cllr Leith. All Councillors in agreement. Cllr Sams stated that the Parish Council must try to get a top rent for the property to recover some of the expenditure. Cllr Leith confirmed that work on the Lodge would probably commence within the next couple of weeks once the order had been placed by the Clerk.

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

There were no issues raised.

**06. DATE OF NEXT MEETING –Tuesday 21<sup>st</sup> May 2019 (AGM)**

The meeting closed at 7.30 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**PARISH COUNCIL ANNUAL GENERAL MEETING**  
**Minutes of Meeting held on Tuesday 21<sup>st</sup> May 2019 at**  
**The Limes, High Street 8.00pm.**

Cllr Douglass(Chairperson), Cllr Hallett, Cllr Prentice, Cllr Dixon, Cllr Geraghty, Cllr Catherall, Cllr White  
 District Cllr Cathcart, County Cllr van de Ven  
 MOP -0

**PARISH COUNCIL ANNUAL GENERAL MEETING**

**01. ELECTION OF CHAIRPERSON**

Cllr Douglass opened the meeting and asked for nominations for Chairman. Cllr Dixon proposed Cllr Douglass which was seconded by Cllr Hallett.

There were no other nominations. Councillor Douglass accepted the position of Chairperson.

**02. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Leith, Cllr Freeman, Cllr Oakley, Cllr Hirtzel, Cllr Sams, Cllr Spenceley

**03. CO-OPTION OF COUNCILLORS**

There had been one application for co-option and details of the applicant had been circulated to Councillors. It was proposed by Cllr Douglass, seconded by Cllr Hallett that Mrs Hilary Hodge be co-opted onto Bassingbourn-cum-Kneesworth Parish Council. All Councillors in agreement. Clerk to contact Mrs Hodge and invite her to the next meeting,

**04. ELECTION OF VICE-CHAIRPERSON**

The Chairperson asked for nominations for Vice-Chairman. Cllr Geraghty proposed Cllr Hallett which was seconded by Cllr Dixon. There were no other nominations. Cllr Hallett agreed to continue in the position of Vice-Chairman.

**05. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

Cllr Hallett declared a non pecuniary interest under Item 11.3 as a member of the Book Cafe.

**06. MINUTES OF LAST PARISH COUNCIL MEETING**

6.1 19<sup>th</sup> March 2019

Minutes of the meeting held on Tuesday 19<sup>th</sup> March 2019 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairperson.

6.2 24<sup>th</sup> April 2019

Minutes of the meeting held on Wednesday 24<sup>th</sup> April 2018 (copies previously distributed) were taken as read, agreed a true record and signed by the Chairperson.

**07. MATTERS ARISING**

7.1 Website Server Migration

Cllr Hallett confirmed that the website server migration had been completed. He added that at the last meeting Cllr Spenceley had asked to be included with the work on this but all actions had been completed by that time. The new e-mail addresses had been set up and Councillors were urged to use these. Cllr Hallett offered his help if anyone had a problem setting up.

A discussion then took place on the proposal made by Cllr Spenceley to set up .gov addresses. This had been a suggestion by SLCC in a recent Governance report but it was noted this was only a suggestion which had come forwarded a long time after the decision to use bassingbourn.org. The current e-mail arrangement had been paid for a one year period. Cllr Hallett added that out of 102 parishes in Cambridgeshire only 7 had .gov e-mail addresses.

The Chairperson concluded that the HR working group would meet to look at the SLCC report and consider the recommendations in due course.

### 7.2 Update on Defibrillator

Cllr Catherall advised that the pole was in position awaiting the installation of the kit which he had. The building contractors, who had installed to pole, would like a publicity photograph when the cabinet and defibrillator installation was complete.

## **08. ADOPTION OF POLICIES/REGULATIONS**

### 8.1 Donations Policy

A revised Grants and Donations draft policy had been circulated by Cllr Ridsdale. On a proposal by Cllr Hallett, seconded by Cllr White the policy was adopted.

### 8.2 E-mail Policy

Cllr Hallett had recirculated the draft with a minor amendment. Cllr Ridsdale had suggested that there should be a cross reference to a Bullying and Harassment Policy which the Parish Council did not currently have. Councillors agreed that a draft would be compiled. On a proposal by Cllr Hallett, seconded by Cllr White, the E-mail policy as amended, with the reference to the Bullying and Harassment Policy, was adopted.

### 8.3 Code of Conduct Reminder

The Chairperson had circulated the adopted Code of Conduct and reminded Councillors that they must adhere to the Code at all times.

### 8.4 Register of Interests Reminder

Councillors were asked to review, and update, their Register of Interests so that they could be correctly recorded on the South Cambridgeshire District Council website.

## **09. CORRESPONDENCE**

### 9.1 CAPALC Offer of GDPR Membership 2019/20

For 2019/20 a GDPR Membership option was available to protect the council in case of a potential breach under GDPR legislation. Councillors agreed that the additional fee of £50 be paid.

### 9.2 Complaint Regarding Councillor Actions

Cllr Catherall advised Councillors that it had been brought to his attention that a parishioner had made an accusation that he had used his influence in his role as Councillor to his personal advantage. This was completely unfounded, as he was not a Councillor at the time in question, and he would be seeking legal advice.

## **10. OPEN FORUM**

There were no members of the public in attendance.

## **11. FINANCES**

### 11.1 Payment of Accounts

The invoices were checked by Cllr Hallett

#### CAPALC

Membership 2019/20	£557.53	
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GDPR Membership 2019/20	£ 50.00	£607.53
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#### HOMESERVE

Landlord Emergency Plus insurance for Cemetery Lodge		£202.80
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#### VIKING

Stationery (inc £17.20VAT) to share with other Parish Councils		£103.18
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#### THE POST OFFICE

Hire of The Limes for Meeting October 2018 –March 2019		£145.00
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#### NPOWER

Cemetery Lodge estimated electricity (inc £6.68VAT)		£140.30
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#### WEBCENTRIC LTD

Website hosting May 2019 –April 2020	£200.00	
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Failed domain transfer attempts x2	£ 30.00	£230.00
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#### TOTAL

£1428.81

Agreed. Proposed Cllr Dixon, Seconded Cllr Hallett

### **FOR INFORMATION –The following payments were agreed at the Finance and General Purposes committee meetings on 2<sup>nd</sup> April 2019 and 7<sup>th</sup> May 2019**

#### BUCHANS LANDSCAPES

Grounds mtce March 2019 (inc. £278.79VAT)		£1672.72
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#### THE POST OFFICE

Cemetery Lodge Rate		£222.47
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CAMBRIDGESHIRE COUNTY COUNCIL		
Speedwatch signs for village entrances		£318.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Application for PFHI Chestnut Lane		£500.00
HOMESTART ROYSTON AND SOUTH CAMBRIDGESHIRE		
Donation (agreed at PC meeting 19/3/19)		£250.00
CAMBRIDGESHIRE ACRE		
Membership 2019		£ 57.00
MR R LEITH		
Reimburse for Cemetery Lodge expenses (inc. £67.24 VAT)		£403.51
BUCHANS LANDSCAPES		
Grounds mtce April 2019 (inc. £287.15 VAT)		£1722.89
THE POST OFFICE		
Cemetery Lodge Rate		£223.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Annual rent for Rouses Land		£ 55.00
PLAYSAFETY LTD		
RoSPA inspection 2019 (inc. £44.60VAT)		£267.60
E-ON		
Pavilion electricity (inc £3.71VAT)		£ 77.96
CAMBRIDGE WATER BUSINESS		
Water rate recreation ground Oct18 –April19	£152.28	
Water rate Cemetery	£ 18.61	£170.89
VALUE PRODUCTS LTD		
Signs for Recreation Ground x 4 (inc £91.84VAT)		£551.04
UNLIMITED LOGOS		
2 Play area gate signs (inc £12.00 VAT)		£ 72.00
BASSINGBOURN VILLAGE COLLEGE		
Hire of facilities for Annual Parish Meeting 30/4/19 and refreshments		£ 75.00
SLCC		
Consultancy services for review of (inc.£143.40VAT)		£860.40
MR M HALLETT		
Reimburse for Zoho PC e-mail addresses (inc. £97.92VAT)		£587.52
MRS S WALMESLEY		
Clerks Salary April 2019 & expenses March/April 2019		£835.89

#### 11.2 Annual Audit 2018/19

The Chairman and Clerk had attended the internal audit interview the previous day.

##### 11.2.1 Internal Audit Report

The Clerk reported that the internal audit had been completed and the report would be forwarded with the invoice in due course.

##### 11.2.2 Agreement of Governance Statement 2018/19

The statement had been circulated to Councillors. The Clerk read the statements to the meeting with Councillors in agreement that they could all be signed off as 'yes' and the statement signed by the Chairperson.

##### 11.2.3 Agreement of Accounting Statement 2018/19

All Councillors agreed that the Accounting Statement could be signed by the Chairperson.

##### 11.3 Bassingbourn Book Cafe –Agreement of Donation 2019/20

As there was now a Grants and Donations Policy the Book Cafe would be asked to fill out an application form.

##### 11.4 Cemetery Lodge –Agreement of additional £300 cost for fencing

It had been suggested by the Letting Agent that a substantial fence be erected for a garden which would attract more interest from potential tenants. There would be an additional cost of £300.

A discussion took place on where the fencing would be as, being a burial ground, there was likely to be burial plots close to the Lodge. It was agreed that the Letting Agent/contractor be asked to hold back on the fencing until the Cemetery Committee had chance to review the proposal. Clerk to advise.

-Clerk

**12. AGREEMENT OF QUOTATIONS FOR RECREATION FACILITIES**

Quotations for the following had been circulated to Councillors.

12.1 Park Close Fencing

It was agreed that the first step, now that the land was under Parish Council control, was to install the required fencing. Cllr Dixon advised that she had tried to get three quotations but only two were received. These were considered. It was proposed by Cllr Dixon, seconded by Cllr Prentice that the quotation for 1.8m fencing at a cost of £5800.00 plus VAT be agreed. All Councillors in agreement. The Clerk to place the order.

-Clerk

12.2 Park Close Play Equipment

It was agreed to wait until the fencing had been erected.

12.3 Community Shelter

Three quotations had been received and circulated. It was noted that planning consent would probably be needed as the proposed sites were within the conservation area. It was agreed that the planning application process be started with further discussion on style of shelter to take place at the next Recreation Ground committee meeting on the 26<sup>th</sup> June.

-Cllr Dixon

**13. ELECTION OF COMMITTEES FOR 2019/20**13.1 Planning –All Councillors13.2 Finance and General Purposes –All Councillors13.3 Recreation Ground13.4 Cemetery

Due to the lack of Councillors in attendance it was agreed to hold an extraordinary Parish Council meeting on the 4<sup>th</sup> June 2019, when there should be more Councillors, to agree the Recreation Ground and Cemetery Committee members.

**14. ELECTION OF WORKING GROUPS FOR 2019/20**14.1 Bassingbourn Practical Solutions Group14.2 Affordable14.3 Conservation14.4 Pavilion Refurbishment/14.5 Mobile Warden Scheme14.6 Traffic and Travel14.7 HR

As with item 13.3 and 13.4 the working group membership would be decided at an extraordinary Parish Council meeting on the 4<sup>th</sup> June 2019.

**15. PROCEEDINGS OF COMMITTEES**15.1 To Receive and Note the Minutes

All minutes, agreed and draft since the last meeting had been forwarded to Councillors.

15.1.1 Planning15.1.2 Finance and General Purposes15.1.3 Recreation Ground15.1.4 Cemetery

There were no questions asked or comments made.

**16. COUNTY AND DISTRICT COUNCILLOR REPORTS**16.1 County Council

Cllr van de Ven reported that the appeal by some young families at the Barracks, for gardening equipment, had been overwhelming. Most days she was being updated on this.

As a result of the visit to the Barracks there would soon be a new sign on the A1198 indicating the entrance. A suggestion had been made for the speed limit to be lowered between the Whaddon turn and the Barracks. An application under the LHI scheme was suggested. Cllr van de Ven offered her help.

The Royston and District Transport scheme was desperate for drivers from Bassingbourn as a lot of the people using the service were from the village.

16.2 District Council

Cllr Cathcart reported that a meeting of the council had been held the previous week. A

new investment policy had been discussed to meet the shortfall relating to the withdrawal of Government funding. The council were moving in the area of investment in commercial property. Cllr Cathcart stated that this needed to be monitored.

Last year the District Council voted on a zero carbon policy by 2050 and this was starting to feed into the Local Development Plan. It was an interesting time for planning which would shape the district for years to come.

Cllr Cathcart suggested that tree planting in villages might be an idea to revisit.

He concluded his report by urging the future of the Knutsford Road facility to be pursued to bring the buildings back into use again.

## **17. ANNUAL PARISH MEETING –MATTERS ARISING**

### 17.1 Implementation of Traffic Initiatives

The County Highways Officers had been in contact with Cllr Hallett to update him on the position. They had received the bollard request form in December 2018 and again in April 2019. A response had now been received with a costing of £2286 which seemed quite expensive. The Highway engineer would need to look again at the positions as there was a BT trench nearby.

There was no recollection of the application for an MVAS but it was suggested that the Parish Council could purchase the equipment directly from the manufacturer and agree the sites with the County Council.

The bell bollards application would be combined with the speed table request for Chestnut Lane. The County Council were not in agreement with the proposal for bell bollards as they were not passively safe and so represented a danger to vehicles. Cllr Leith and Cllr Spenceley would have to reconsider these with the Local Projects Team. Cllr Hallett thanked Cllr van de Ven for her help with chasing this update.

### 17.2 High Street Anti Social Behaviour

A resident had complained about the extended opening hours of the SPAR shop. It was suggested at the meeting that the resident should write to the SPAR Management with her concerns. It was agreed that the Parish Council should also send a letter advising the management that the extended hours of opening were too late as they caused a disturbance for neighbouring residents wanting to sleep.

-Clerk

### 17.3 Support For Pavilion Project

Cllr Leith and Cllr Spenceley had asked that support for the Pavilion work be requested at the meeting. Parishioners in attendance had all agreed that something needed to be done.

### 17.4 Request for Budget to be included in minutes when agreed

It was agreed that in future the agreed budget would be included with the minutes.

## **18. PROPOSAL FOR VILLAGE BONFIRE**

Cllr Dixon agreed that a bonfire would not be possible in 2019 at the Primary School as there was a lot of building work in progress. She would continue with her investigations for the future. Councillors agreed that it would be nice to reinstate this village event. Cllr Catherall suggested that the Barracks be asked to host as they had done so in the past. Cllr van de Ven thought that this would not be possible due to security of the site.

## **19. ELBOURN MEMORIAL HOUSING TRUST –APPOINTMENT OF TRUSTEE**

The Secretary to the Trust, John Penny, asked for approval to appoint Gabriele Falcini as a Trustee of the ELbourn Memorial Housing Trust. This was agreed by Councillors. Clerk to advise Mr Penny.

-Clerk

## **20. PAVILION –AGREEMENT OF PROPOSAL TO UNDERTAKE EXTENSIVE RECREATION GROUND WORKS**

Cllr Catherall reported that he now had the tender report which he would circulate to the Pavilion Working Group. Grant applications did not seem to be moving ahead. He advised that if an application was made at this stage in the project it was likely to be refused as it was too far advanced. If however the project was to be widened, to look at the recreation ground as a whole, there could be a number of phases. The Pavilion would then be phase one. Cllr Catherall gave examples. Councillors agreed with proposal.

A discussion then took place on the current situation with funding and the contractor

position. Cllr Hallett stated that the sports club did need to step up and make applications. Cllr Geraghty agreed to speak with the Cricket and Football Clubs and urge them to attend a working group meeting so that they were aware of the funding position. Cllr Dixon added that the Youth and Community Co-ordinator, Amanda Sylvester, had forwarded some information on grant sources.

The Chairperson had drafted a letter for Employers in the village and suggested that another letter be sent to residents asking for financial help.

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

21.1 Signs for Conservation Verges

Cllr Dixon had been contacted by residents concerned over the overgrown verges near the Church which had been set aside for conservation. Cllr Hallett advised that Cllr Hirtzel had the signs to install.

*-Cllr Hirtzel*

21.2 17 The Causeway

Cllr Hallett suggested that some Section 106 money should soon be due for the property on The Causeway. The Clerk was asked to enquire with the Section 106 Officer.

*-Clerk*

21.3 The Limes

The Chairperson reported that a meeting had been held with the South Cambridgeshire District Council Leasehold Service Team Manager, Kate Swan, The meeting was very encouraging and a draft lease for the Parish Council to consider was being prepared.

**22. DATE OF NEXT MEETING Tuesday 23<sup>rd</sup> July 2019**

The Chairperson closed the Meeting at 9.42pm

..... **CHAIRPERSON**

.....**DATE**

**Bassingbourn-cum-Kneesworth Parish Council  
Extraordinary PARISH COUNCIL MEETING  
Minutes of Meeting held on Tuesday 4<sup>th</sup> June 2019, at The Limes, High  
Street 7.00pm.**

PRESENT: Cllr Douglass (Chairperson), Cllr Freeman, Cllr Catherall, Cllr Sams, Cllr Oakley, Cllr Hallett, Cllr White, Cllr Hodge  
District Cllr Cathcart  
Members of Public: 2

**Dr Hodge signed to Declaration of Acceptance of Office and joined the meeting.**

**01. APOLOGIES FOR ABSENCE**

Cllr Geraghty, Cllr Spenceley, Cllr Ridsdale, Cllr Hirtzel, Cllr Leith

**02. DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA AND DISPENSATIONS**

Cllr Hodge declared a non pecuniary interest under Item 7 as a neighbour of the Pavilion.

**03. OPEN FORUM**

There were no issues raised.

**04. ELECTION OF COMMITTEES 2019/20**

4.1 Finance & General Purposes

It was agreed that all Councillors would be part of the committee for the time being to ensure that there was always a quorum.

4.2 Planning

Cllr Hodge reiterated a previous suggestion that a small working group be formed to consider routine planning applications and then report their findings back to the Planning Committee. It was suggested that this would save time at meetings. Cllr Hallett was unsure as having another working group would mean an extra meeting and more workload for those involved. After discussion it was agreed that a core working group would be formed to discuss a response to routine planning applications as suggested. Planning applications which were major developments, or controversial, would be considered by all members.

4.3 Recreation Ground

Cllr Douglass, Cllr Freeman, Cllr Geraghty, Cllr Dixon, Cllr Oakley and Cllr Sams were elected.

4.4 Cemetery

Cllr Douglass, Cllr Oakley, Cllr Hallett and Cllr Freeman were elected.

**05. ELECTION OF WORKING GROUPS/REPRESENTATIVES 2019/20 AND AGREEMENT OF TERMS OF REFERENCE**

5.1 Bassingbourn Practical Solutions Group

Cllr Douglass was elected as a representative. This was not a working group.

5.2 Affordable Housing

Cllr Hallett advised that the working group had not met for the past year. Previously three sites had been identified for possible affordable housing in the village and these had been followed up with South Cambridgeshire District Council. As the affordable housing had been overtaken by other events, relating to planning, Cllr Hallett proposed that this working group be dissolved for the time being. It could be reinstated if needed as there was clearly a need for affordable housing in the village. This was agreed. Cllr Cathcart added that affordable housing was beyond the remit of the Parish Council. He added that the main effort by Councillors now was to ensure that the housing in the pipeline was delivered to the village.

5.3 Conservation

A draft working group Terms of Reference had been circulated to Councillors. It was agreed that this document be adopted. Cllr Hallett advised on the current members of the group which included Cllr Hirtzel and himself. It was agreed that they all remained members.

5.4 Pavilion Project

A draft working group Terms of Reference had been circulated to Councillors. It was agreed that this document be adopted.

Cllr Douglass, Cllr Catherall, Cllr Dixon, Cllr Prentice, Cllr Sams and Cllr Oakley were elected to the working group.

5.5 Mobile Warden Scheme

Cllr Douglass was elected as a representative. This was not a working group.

5.6 Traffic & Travel

A draft working group Terms of Reference had been circulated to Councillors. It was agreed that this document be adopted.

It was agreed that Cllr Leith, Cllr Oakley, Cllr Spenceley, Cllr White, Cllr Hallett and one resident be elected to the group.

5.7 HR

A draft working group Terms of Reference had been circulated to Councillors. It was agreed that this document be adopted.

Cllr Douglass, Cllr Sams, Cllr White, Cllr Hallett, Cllr Hodge and Cllr Spenceley were elected to the group.

5.8 The Limes A draft working group Terms of Reference had been circulated to Councillors. It was agreed that this document be adopted.

It was agreed that Cllr Douglass, Cllr Hallett, Cllr Ridsdale, Cllr Hodge and District Cllr Cathcart be elected to the group.

5.9 Planning

Following on from the conversation under Item 4.2 a draft working group Terms of Reference had been circulated to Councillors. It was agreed that this document be adopted.

Cllr Hallett, Cllr Sams and Cllr Oakley were elected to the working group.

5.10 Neighbourhood Plan

Cllr Hallett advised that the Neighbourhood Plan working group had their own Terms of Reference which needed to be redrafted. Councillors were reminded that this was a community run group. It was agreed that Cllr Hallett and Cllr Sams continue as members of the working group.

**6. ADOPTION OF BULLYING AND HARASSMENT POLICY**

A draft had been circulated to Councillors prior to the meeting. It was proposed by Cllr Douglass, seconded by Cllr Freeman, that the policy be adopted. This was agreed by all Councillors.

**7. PAVILION PROJECT**7.1 Report on Pavilion Working Group Tender/Recommendation

Cllr Catherall reported on the recent working group meeting where it was agreed to proceed with a contractor. He stated that it had been suggested at a previous meeting to go ahead with a Public Works Loan to bridge the gap in finances. Cllr Hallett expressed his concern over a loan stating that the grants had not yet been fully investigated. Also there was some funding from the CALA development due to come forward. He referred to other Parish Councils that had taken out loans and met with problems.

Cllr Hodge questioned grants through the sports clubs. Cllr Freeman advised that he was in contact with the Football Association, Football Foundation and Grassroots who had the paperwork for the proposal and he was waiting to hear back. Cllr Geraghty had also agreed, at the Parish Council meeting, to urge the Cricket and Youth Football Clubs to investigate grant funding.

Cllr Hodge referred to the ongoing discussions between Councillors and South Cambridgeshire District Council about taking a lease on The Limes.

She stated that once this was in place The Limes should be the focus for the community with the Pavilion being left for sport.

The Clerk advised that the Pavilion project had been ongoing for a long time, way before the offer of the Limes lease was made. As the Pavilion was the only community building owned by the Parish Council in the village Councillors envisaged that this would be a community facility for all residents to use and not just the sports clubs.

Due to the time constraints it was agreed that an extraordinary meeting would be held the following week to discuss the Pavilion and The Limes projects and the way forward.

8. **DATE OF NEXT MEETING** –Tuesday 23<sup>rd</sup> July 2019 –Extraordinary meeting date to be advised.

The meeting closed at 7.45 pm

**Bassingbourn-cum-Kneesworth Parish Council  
Extraordinary PARISH COUNCIL MEETING  
Minutes of Meeting held on Tuesday 18<sup>th</sup> June 2019, at The Limes, High  
Street 7.15pm.**

PRESENT: Cllr Douglass (Chairperson), Cllr Freeman, Cllr Catherall, Cllr Sams, Cllr Ridsdale, Cllr Hallett, Cllr White, Cllr Hodge, Cllr Leith, Cllr Spenceley, Cllr Dixon  
District Cllr Cathcart  
Members of Public: 1

**01. APOLOGIES FOR ABSENCE**

Cllr Geraghty, Cllr Prentice, Cllr Oakley, Cllr Hirtzel

**02. DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA AND DISPENSATIONS**

Cllr Hodge declared a non pecuniary interest under Item 7 as a neighbour of the Pavilion.

**03. OPEN FORUM**

3.1 Guise Lane Fly Tipping

It was reported by a resident that a dismantled conservatory had been dumped and smashed on the path to the water treatment works. There was a lot of glass which had been spread around by lorries turning. Cllr Cathcart suggested that this would be an environmental health issue adding that the District Council was often able to trace where dumped items had come from. He would report this to the Environmental Health Officer.

*-Cllr  
Cathcart*

**04. PAVILION PROJECT**

4.1 The history of the project before the PWG became involved

The proposal to upgrade the Pavilion had been ongoing for a number of years with the latest proposals being discussed since 2011. The idea at that time was that the extension to the building could be built by local volunteer tradesmen (builders, plumbers etc) to keep the cost down. That was still the idea when the first set of plans were submitted and approved in 2016. In August 2017, due to the lack of progress with the project, Cllr Catherall joined forces with the then Chairman.

4.2 The progress made by the PWG

Cllr Catherall reported that in 2017 he had become involved with the project and the working group formed shortly after that. The Parish Council then acknowledged that the way forward was to employ a contractor to carry out the work and abandoned the idea of volunteers. The Parish Council had already invested £18 -19,000 in the foundations for an extension. It was agreed then to appoint a Project Manager who had arranged the sending out of the tenders to contractors.

On the 25<sup>th</sup> June 2018 the Parish Council agreed that the Pavilion should be knocked down and rebuilt. Since then a further planning application had been approved and the tenders received back from the contractors.

The Pavilion Working Group had met recently to agree a recommendation for a contractor but the project could not progress due to the lack of funding.

Cllr Ridsdale asked about the changes to the second planning application to knock down and rebuild. Cllr Catherall confirmed that the original drawings from 2015 had been used for the second application so as not to delay the project any further. He added that approximate costs had been obtained for a timber frame rebuild. The



cost indicators at that time were £75,000, for an extension and refurbish, and £100,000 for a complete rebuild. When the tenders came in the costs were a lot more.

#### 4.3 The next step – Funding

Cllr Freeman reported on a meeting he had regarding a grant from the Football Association, Grassroots, and the Football Foundation. He had been advised that applications for grants would not be looked at until April 2020 and then there was only the chance of a minimal grant if successful.

The Chairperson advised that she had been in discussion with the new owner of The Belle who was keen to fund raise with the Parish Council. He offered to arrange a Garden Party and also a monthly quiz. The owner was also involved with the Scouting Association so would see if there were any grants available associated with setting up a new Scout group.

Cllr Hodge asked if there had been a discussion at the time of the decision to knock down and rebuild on fund raising. Cllr Sams confirmed that the sports clubs had been involved and were asked to apply for grants. Cllr Freeman denied this stating that the clubs were not asked.

Cllr Hallett advised that there had only been a nominal amount allocated to the project from the budget 2019/20 which took the funds held to £85,000. There was some Section 106 funding from the CALA development, and also The Cedars, which would bring the fund up to around £110,000. There would also be a contribution from the Spring Lane development once the planning application was approved and building work started.

Cllr Ridsdale advised that the requirement, should the Parish Council apply for a Public Works Loan, was that a public consultation be carried out to support the increase that the loan would cause to the parish precept. Every other option would also have to be proved was investigated first and the project would need to be value for money.

He then referred to a proposal received from a member of the sports club who offered to arrange the refurbishment and extension of existing within the current budget. Cllr Sams reminded Councillors that the earmarked funds were allocated for a village asset and not a Pavilion exclusively for the sports clubs. The Parish Council wanted the building to become more than it currently was. Cllr Catherall advised that if an extension was built the structure would have to bolt onto the existing. The infrastructure in the old build would need to be renewed. He had asked tendering contractors to advise a cost of just the refurbishment but none of them did.

Cllr Spenceley asked if prefabricated ready made buildings had been investigated. Cllr Catherall confirmed that prices had been obtained but he did not get the incorporated costs. He suggested these could be investigated again and added that it had been extremely difficult keeping the tendering contractor on side at this stage but he could ask him to look at the option of a modular construction on behalf of the Parish Council.

Following further discussion it was proposed by Cllr Hodge, seconded by Cllr Hallett, that Cllr Catherall speak to the tendering contractor as per his suggestion regarding a modular construction option and report back to the Parish Council. In the meantime the Parish Council would seriously investigate fund raising and grant applications. This was agreed by the majority of Councillors.

A discussion then took place on a letter which the Chairperson was to send out to local businesses. She would also visit the premises. An additional fund raising appeal was to go out to all residents in the next Village Voice.

*-Cllr  
Catherall*

**05. THE LIMES****5.1 The decisions made by the PC**

The Parish Council had agreed at their meeting in September 2018 to proceed with negotiations with South Cambridgeshire District Council in relation to taking over The Limes.

**5.2 The discussions had so far with Kate Swan from SCDC**

The Chairperson reported that to date there had been two meetings with Kate Swan, the South Cambridgeshire District Council Leasehold Service Team Leader. Some figures of maintenance costs had been provided. The Chairperson stated that there had been no agreement made and at the present time the working group were waiting for details of a draft lease. Until this had been received and considered by Councillors no commitment would be made.

Cllr Cathcart stated that the building was uniquely placed in the centre of the village and in his opinion taking over The Limes was an ideal opportunity. There had been a meeting with residents, who were broadly happy with the idea, but there were still some issues for the Ms Swan to address.

**5.3 The next steps**

Cllr Hallett stated the question was not of the Pavilion or The Limes, as they had different uses. There was a need for both facilities. The Pavilion was a capital asset and project. With The Limes there would be no immediate need for capital expenditure although it would be likely in the future.

The Chairperson advised that the current expenditure was around £10,000 with an income of £2,000 which would increase as the building would be rented out more. Cllr Hallett advised that the budget for the current financial year was £7,000.

Cllr Catherall and Cllr Spenceley expressed concern as to the lack of feedback on what was hoped to be achieved taking on the building. It was acknowledged that it was premature to say what would happen in the future but it was noted that residents would be encouraged to use the facility although there would be no attempts to poach users from other village meeting rooms. Cllr Hallett added South Cambridgeshire District Council seemed very keen to dispose of this asset. So if the Parish Council did not take the building over there was the risk that it would be sold.

On a proposition by Cllr Hodge, seconded by Cllr Hallett, it was agreed that the working group continue their discussion with Ms Swan, a paper then be prepared and circulated to Councillors for further discussion on the way forward.

Councillors also agreed that Solicitor, Barr Ellison, be asked to represent the Parish Council in the negotiations once the draft lease was received.

**6. PURCHASE OF IT EQUIPMENT**

Cllr Hallett advised that there were a number of things needed to set up the new Clerk. As a first step a laptop should be purchased so that the current Clerk could transfer the Bassingbourn-cum-Kneesworth files onto the equipment before the new Clerk took over. Software and an anti virus scan would also need to be purchased.

After discussion on a proposal by Cllr Spenceley, seconded by Cllr Hodge, it was agreed that the equipment be purchased up to a maximum cost of £1500. Cllr Hallett agreed to circulate details to Councillors of the proposed purchase.

**7. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK****7.1 Defibrillator installation**

Cllr Sams confirmed that the Kneesworth defibrillator was now

registered with the East of England Ambulance Service and the go ahead to unveil was expected soon. It was noted that the signage advertising the High Street defibrillator would need to be replicated. The Chairperson thanked Cllr Sams, Cllr Cathcart and Trundles contractors for arranging the installation. A training session would be organized for the Autumn.

8. **DATE OF NEXT MEETING** –Tuesday 23<sup>rd</sup> July 2019

The meeting closed at 8.50 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**PARISH COUNCIL MEETING**  
**Minutes of Meeting held on Tuesday 23<sup>rd</sup> July 2019,**  
**at The Limes, High Street- 8.30pm.**

PRESENT: Cllr Douglass (Chairman), Cllr Hallett, Cllr Hirtzel, Cllr Spenceley, Cllr Catherall, Cllr Sams, Cllr Oakley, Cllr Dixon, Cllr Hodge, Cllr White  
 County Cllr van de Ven

Members of Public 6

<b>01.</b>	<b>APOLOGIES FOR ABSENCE</b> Apologies were received from Cllr Prentice, Cllr Leith, Cllr Ridsdale, Cllr Freeman, Cllr Geraghty, District Cllr Cathcart		
<b>02.</b>	<b>DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA</b> Cllr Hallett declared a non pecuniary interest under Item 7.2 as a member of the Book Café and Cllr Hodge declared a non pecuniary interest under Item 11,1 as a neighbouring resident.		
<b>03.</b>	<b>AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS</b> <u>3.1 Parish Council Annual General Meeting 23rd May 2019</u> It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 23rd May 2019, copies previously distributed, were a true record and signed by the Chairperson. <u>3.2 Parish Council Extraordinary Meeting 4th June 2019</u> It was agreed the minutes of the Parish Council Meeting held on Tuesday 4th June 2019, copies previously distributed, were a true record and signed by the Chairperson. <u>3.3 Parish Council Extraordinary Meeting 18th June 2019</u> It was agreed the minutes of the Parish Council Meeting held on Wednesday 18 <sup>th</sup> June 2019, copies previously distributed, were a true record and signed by the Chairperson.		
<b>04.</b>	<b>MATTERS ARISING</b> <u>4.1 Update on Community Speedwatch</u> Cllr Spenceley reported that PCC results indicated that there had been a good reduction in the speed of traffic on The Causeway with the average speed being 30mph. The Speedwatch team had agreed to arrange a very early session to see if that would educate the early drivers. It was advised that a member of the Speedwatch Team was recovering from an ailment. The Clerk was asked to arrange for a Get Well card to be sent from the Parish Council.	<b>-Clerk</b>	
<b>05.</b>	<b>CORRESPONDENCE</b> <u>5.1 Cricket Club Request for Pavilion Information</u> The Secretary of the Cricket Club made the request for copies of the various reports relating to the tender as they had access to contacts that had expertise in the construction industry and wanted to review the process. Cllr Catherall advised that as the issue was still open, he had been back to the contractor as agreed at the July Finance and General Purposes committee meeting to ask if he would stand by his offer and indexisation of the costs, the information should not be released yet. Cllr Catherall suggested offering to forward the notes from May 2018 relating to the pros and cons for the refurbishment or knock down and rebuild. The Clerk to reply to the Cricket Club. A discussion then took place on fundraising. Cllr Hodge reported back on a visit to Barton where their Pavilion project was led by a group of users who had set up a charitable body and fund raised. The Chairperson suggested that a community group should be set up in the village for fund raising. She proposed that the Pavilion Working Group arrange a notice for the Village Voice which was agreed.	<b>-Clerk</b>  <b>-Pavilion WG</b>	

	<p><u>5.2 Guilden Morden Parish Council Invitation to meeting with Cambridgeshire and Peterborough Mayor</u> The Clerk had circulated the invitation to the Guilden Morden Parish Council meeting on the 16<sup>th</sup> September and to date the Chairperson, Cllr Hodge and Cllr Hirtzel had offered to attend. She asked anyone else interested in attending the meeting to let her know so that she could advise Guilden Morden Parish Council.</p> <p><u>5.3 Village Voice Article</u> The e-mail from a resident concerned over the precept, and how it was being spent, had been circulated to Councillors earlier in the day. A response would be compiled at the Finance and General Purposes Committee meeting once Councillors had read the e-mail.</p> <p><u>5.4 Cricket Balls</u> The Chairperson reported that a resident of the Tanyard, with young children, was constantly having cricket balls hit into her garden. On one occasion a member of the Cricket Club had entered her garden, collected a ball, and left the gate open allowing the young children to walk out onto the recreation ground. The Clerk was asked to bring this to the attention of the Cricket Club when she replied to their letter discussed under Item 5.1.</p>	<p>-Cllrs</p> <p>-Clerk</p>																																													
06.	<p><b>OPEN FORUM</b></p> <p><u>6.1 Pavilion Rebuild/Refurbishment</u> Fierce criticism was made over the actions of the Parish Council in relation to the Pavilion where it was stated that Councillors no longer wanted anything to do with the project. They were asked why there was £85,000 in the bank account for the project and referred to offers made by the sports clubs to carry out the work. The resident requested that a village meeting be held, between Councillors and interested parties, to discuss a way forward. The situation with the shortfall in money to go ahead with the project was reiterated with the resident, who was a member of the Cricket Club, being reminded of match funding. After discussion with Councillors the Chairperson agreed to arrange a meeting with all parties. This would be advertised once a date was known.</p>	<p>-Cllr Douglass</p>																																													
07.	<p><b>FINANCES</b></p> <p><u>7.1 Payment of accounts</u> Invoices were checked by Cllr Hallett</p> <table border="0"> <tr> <td>Grounds mtce June 2019 (inc 287.15. VAT)</td> <td style="text-align: right;">£1722.89</td> </tr> <tr> <td>E-ON</td> <td></td> </tr> <tr> <td>Pavilion electricity (inc £3.53VAT)</td> <td style="text-align: right;">£ 74.12</td> </tr> <tr> <td>THE POST OFFICE (SCDC)</td> <td></td> </tr> <tr> <td>Hire of The Limes April-June 2019</td> <td style="text-align: right;">£ 60.00</td> </tr> <tr> <td>BASSINGBOURN PCC</td> <td></td> </tr> <tr> <td>Hire if Church room for NHP meetings</td> <td style="text-align: right;">£ 64.00</td> </tr> <tr> <td>PLAYDALE PLAYGROUNDS LTD</td> <td></td> </tr> <tr> <td>Repair to play equipment (inc £121.63VAT)</td> <td style="text-align: right;">£729.77</td> </tr> <tr> <td>MR S SAMS</td> <td></td> </tr> <tr> <td>Reimb for defibrillator hose clip (inc £2.00VAT)</td> <td style="text-align: right;">£ 11.98</td> </tr> <tr> <td>STEVE MONK</td> <td></td> </tr> <tr> <td>Refurb work to Cemetery Lodge</td> <td style="text-align: right;">£3686.00</td> </tr> <tr> <td>MRS DJ PATTERSON</td> <td></td> </tr> <tr> <td>Cemetery Lodge clean</td> <td style="text-align: right;">£ 95.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">£6443.76</td> </tr> </table> <p>PROPOSED Cllr Hallett SECONDED Cllr Dixon Agreed</p> <p><b>The following payments were made at the Finance &amp; General Purposes committee meeting on 4th June 2019 and 2nd July 2019</b></p> <table border="0"> <tr> <td>THE POST OFFICE</td> <td></td> </tr> <tr> <td>Cemetery Lodge Rate</td> <td style="text-align: right;">£ 223.00</td> </tr> <tr> <td>STANLEY TEES LLP</td> <td></td> </tr> <tr> <td>Park Close Solicitor fees (inc £180.00VAT)</td> <td style="text-align: right;">£1116.00</td> </tr> <tr> <td>DAVID OGILVIE ENGINEERING LTD</td> <td></td> </tr> <tr> <td>War Memorial Lectern (inc £98.20)</td> <td style="text-align: right;">£ 589.20</td> </tr> </table>	Grounds mtce June 2019 (inc 287.15. VAT)	£1722.89	E-ON		Pavilion electricity (inc £3.53VAT)	£ 74.12	THE POST OFFICE (SCDC)		Hire of The Limes April-June 2019	£ 60.00	BASSINGBOURN PCC		Hire if Church room for NHP meetings	£ 64.00	PLAYDALE PLAYGROUNDS LTD		Repair to play equipment (inc £121.63VAT)	£729.77	MR S SAMS		Reimb for defibrillator hose clip (inc £2.00VAT)	£ 11.98	STEVE MONK		Refurb work to Cemetery Lodge	£3686.00	MRS DJ PATTERSON		Cemetery Lodge clean	£ 95.00	TOTAL	£6443.76	THE POST OFFICE		Cemetery Lodge Rate	£ 223.00	STANLEY TEES LLP		Park Close Solicitor fees (inc £180.00VAT)	£1116.00	DAVID OGILVIE ENGINEERING LTD		War Memorial Lectern (inc £98.20)	£ 589.20		
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	<p>NALC Annual subscription 2019/20 £ 17.00 BUCHANS LANDSCAPES Grounds mtce May 2019 (inc £287.15VAT) £1722.89 THE POST OFFICE Cemetery Lodge Rate £ 223.00 WARBOYS FARM PARTNERS Allotment rent July 2019-June 2019 £ 400.00 LGS SERVICES Internal Audit 2018/19 (inc £31.00 VAT) £ 186.00 CURRIE AND BROWN Fee for Pavilion Project Manager (inc £125.00 VAT) £ 750.00 SLCC Local Council Administration Book £ 108.79 MR S SAMS Reimb for Neighbourhood Plan expenses £ 42.00 HOLCROFT SERVICES Remedial work required by RoSPA inspection £ 56.50 MRS S WALMESLEY Clerks salary &amp; expenses May 2019 £808.97 Clerks salary &amp; expenses June 2019 Clerks salary 1/6/19 –30/6/19 £ 976.27 HMRC PAYE April –June 2019 £125.34 RUSSELL WOLLASTON Skip hire for Park Close area £210.00</p> <p><u>7.2 Agreement of annual contribution for Book Café</u> Cllr Hallett confirmed that an application had been completed for the annual grant. The Clerk had not received this and would follow up with the Book Café.</p> <p><u>7.3 Agreement of purchase of Park Close play equipment</u> Cllr Dixon had circulated a proposal, with three quotations, as per the adopted Standing Orders. She confirmed that all three companies had supplied play equipment to the Parish Council recently. A discussion took place on the history of getting to this stage in the process. It was confirmed that discussions had taken place at the Recreation Ground Committee meetings since the Park Close land was offered to the Parish Council on a lease. A budget had also been agreed for this financial year. There had previously been a petition from residents asking for the reinstatement of play equipment in the area. It was suggested that a tick sheet be used in future to record every stage. After further discussion it was proposed by Cllr Dixon, seconded by Cllr Hodge that the quotations for a swing and slide, from Playdale Playgrounds, at a cost of £9475.00 be agreed. All Councillors in agreement. Clerk to place the order.</p>	<p>-Clerk</p> <p>-Clerk</p>	
08.	<p><b>COMMITTEES</b></p> <p><u>8.1 Approval of Committee Terms of Reference</u> The Clerk advised that the Terms of Reference had been agreed by the committees and were to be ratified at this meeting. Cllr Hodge suggested that the Parish Council should review the way that committees and working groups were run. A report had been commissioned from SLCC suggesting how this could be done. The Chairperson proposed that this project was something for the HR committee to undertake. A report would be made back at the next Parish Council meeting in September 2019. In the meantime it was agreed to continue with the current committee structure.</p> <p><u>8.1.1 Planning Committee</u> <u>8.1.2 Cemetery Committee</u> <u>8.1.3 Recreation Ground Committee</u> <u>8.1.4 Finance and General Purposes Committee</u> On a proposal by Cllr Hallett, seconded by Cllr Sams, the Terms of Reference for the above committees were agreed.</p> <p><u>8.2 Recreation Ground Committee</u> <u>8.2.1 Election of additional Councillors to committee</u> Councillors were advised that at the last Recreation Ground Committee meeting held</p>		

	<p>in June 2019 there were only 5 members of the committee who were in attendance. More representatives from the Parish Council were needed to make the committee functional. As discussed under item 8.1 the committees were to be reviewed so would continue in their existing format for the time being. It was agreed that Cllr Hodge and Cllr Prentice be elected to the Recreation Ground Committee.</p> <p><u>8.2.2 Agreement of co-option of Non Councillors</u> It was agreed that Mark Smith and Bill McNulty be co-opted onto the Recreation Ground committee as representatives of the Cricket Club.</p> <p><u>8.2.3 Change to Fortune Way play area gate for safety reasons</u> Cllr Dixon had asked the Park Close fencing contractor to look at the closing mechanism on the gate. He advised that to comply with RoSPA requirements the gate needed to be changed to a spring load as the current gate was dangerous. The contractor agreed to prepare a quotation which had not yet been received. This would be followed up at the Finance and General Purposes Committee meeting on the 6<sup>th</sup> August 2019;.</p> <p><u>8.2.4 Community Shelter specification and budget 2019/20</u> Cllr Dixon had circulated details of shelters. She confirmed that she had made contact with the South Cambridgeshire District Council Planners who advised that a shelter should not be a problem. The size of the proposed shelter was 5metres x 2.5 metres in height. Cllr Cathcart believed that planning consent would be needed and that it was a relatively easy process to undertake. He reminded Councillors that there was a lot of strong feeling, especially by South End residents, over a shelter and suggested that before any decisions were made the community should be consulted. Cllr Dixon reminded Councillors that the proposal was also for a shelter on Elbourn Way space. After discussion it was proposed by Cllr Hallett, seconded by Cllr Douglass, that this project should be approached in four stages –a consultation with the community first followed by the Parish Council agreement in principle of the expenditure. Planning permission then to be obtained followed by the placing of an order. All Councillors in agreement. The first stage of a consultation would be pursued.</p>		
09.	<p><b>PROCEEDINGS OF COMMITTEES</b> Councillors had received the minutes of the committee meetings, Cllr Hallett raised a question, in relation the Cemetery Committee, and asked the position regarding the letting of the Cemetery Lodge. The Clerk advised that the Letting Agent had been asked to arrange for the EPC and then if needed an exemption certificate would be obtained. The Lodge would then be let. The Chairperson added that the refurbishment work had been completed.</p>		
10.	<p><b>COUNTY AND DISTRICT COUNCILLOR REPORTS</b></p> <p><u>10.1 District Council</u> Cllr Cathcart was not in attendance at this meeting but had circulated a report.</p> <p><u>10.2 County Council</u> Cllr van de Ven reported that she had received letters from residents at the top end of North End who were anxious for the bus to be reinstated. She had responded advising that the Parish Council was working hard on changes to enable the bus to safely turn there. There had been a good meeting of the Bassingbourn Solutions Group held at the Village College. The Welfare Officer from the Barracks had attended and College members told of their plans for the next year. Repairs to potholes in Tower Close had taken place but a request for a more substantial treatment had been turned down as the surface was not considered suitable. Cllr van de Ven had been invited to meetings in Royston to discuss Royston heath and a pedestrian bridge across the A505.</p>		

11.	<p><b>WORKING GROUPS</b></p> <p><u>11.1 Pavilion Project</u> Cllr Catherall reported that he was investigating off the shelf packages for the building which could be a way forward. He was keen to not have to go out to tender again. The Chairperson referred to the request for a meeting made by the resident under Open Forum which she would arrange. It was reported that a letter had been sent to the Village Voice, regarding the project, but this had been excluded from publication due to inaccurate information. The Editors had forwarded the letter to the Parish Council and it would be responded to point by point making reference to the Standing Orders and Financial Regulations.</p> <p><u>11.2 Conservation</u> Cllr Hallett reported that the conservation group had arranged a treasure hunt which was to take place during the Summer.</p> <p><u>11.3 Traffic and Travel</u> Cllr Hallett reported that the working group had met and compiled a recommendation on each of the following items which had been circulated.</p> <p><u>11.3.1 Agreement for co-option of additional members</u> Cllr Hallett proposed that parishioner Kirsty Carter and Parish Councillor Dixon be co-opted. This was agreed.</p> <p><u>11.3.2 Agreement of Guise Lane parking restrictions</u> Cllr Hallett referred to discussions with residents at the last Finance and General Purposes Committee meeting. He proposed modifications to the County Highway plan to single yellow lines on the east side of the junction only. Consideration would also be requested to round the corners of the traffic island. This was seconded by Cllr White, with all Councillors in agreement.</p> <p><u>11.3.3 Agreement of submission for LHI 2020/21</u> It was agreed that a submission be made for improvements to the Kneesworth mini roundabouts which would mostly be new signage. A 20% contribution was also agreed. Cllr Spenceley to co-ordinate the proposal.</p> <p><u>11.3.4 Support for Whaddon LHI bid</u> Cllr Hallett advised that Whaddon Parish Council had resolved to submit a bid for a speed reduction on the A1198. This followed an approach by the Commanding Officer at the Barracks with Cllr van de Ven suggesting that as Whaddon and Bassingbourn parishes were both involved a joint application be made. Cllr van de Ven reported that Whaddon Parish Council had offered to lead the application. Cllr Hallett advised that the Working Group proposed that a financial contribution be made towards the project on condition that the speed limit applied to the whole distance between Whaddon Gap and the existing 30mph zone in Kneesworth. On a proposal by Cllr Hallett, seconded by Cllr Oakley, it was agreed that a letter of support would be sent to Whaddon Parish Council with the offer to contribute 10% to the project. Clerk to notify Whaddon Parish Council.</p> <p><u>11.3.5 Support for Litlington LHI bid</u> The working group recognised that Bassingbourn Road ran between both parishes but members were unclear on the justification for a reduction in speed limit.</p> <p><u>11.3.6 Approval of expenditure for traffic calming signage (speed/parking)</u> The expenditure of around £100 was agreed. Cllr Catherall to arrange the signage.</p> <p><u>11.3.7 Agreement of MVAS proposals</u> Approval was agreed for £3000 expenditure for the MVAS which was within the budget for 2019/20. The working group was to follow up on the approval of locations to mount the sign and the Clerk to sign and return the Memorandum of Understanding.</p> <p><u>11.4 HR</u> The Chairman reported that interviews for the Clerk/RFO position were to take place the following day. A recommendation would then be made to the Parish Council.</p> <p><u>11.5 The Limes</u> There was no further update. Cllr Cathcart had confirmed in his report that he was urging the production of a draft lease.</p>	<p>-Cllr Spenceley</p> <p>-Clerk</p> <p>-Cllr Catherall</p> <p>-Traffic WG &amp; Clerk</p>
12.	<p><b>WAR MEMORIAL SITE</b></p> <p>Cllr Catherall had circulated the proposals for the site to Councillors prior to the meeting. He stated that decisions were needed on the proposals in order for the site</p>	



	<p>to be ready for Remembrance Sunday 2019.</p> <p><u>12.1 Proposal for hard standing</u> The Hoops owner had offered to organize and install a hard standing to allow the less able to participate at the War Memorial service. There would be no cost to the Parish Council although planning consent would be needed. Cllr Catherall added that this would be free. Councillors agreed the proposal that the hard standing proceed.</p> <p><u>12.2 Update on works</u> Cllr Catherall gave an update on the outstanding works which Steam at The Hoops had offered to contribute £600 towards.</p> <p><u>12.3 Agreement of costs for outstanding work</u> A breakdown of estimated funds needed to complete the project was given as £2400.00. This would be for the purchase and installation of the plinth, purchase and installation of a story board, memorial bench pavours and WWII plaques engraving and installation. The cost to the Parish Council would be approximately £1800 taking into account the £600 donation from Steam and The Hoops. Councillors agreed that the project proceed.</p>		
13.	<p><b>OPERATION LONDON BRIDGE</b> Due to the time this item was deferred until the next meeting,.</p>		
14.	<p><b>PROPOSAL FOR A WEBSITE WORKING GROUP</b> Due to the time this item was deferred until the next meeting.</p>		
15.	<p><b>COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK</b></p> <p><u>15.1 High Street Bollards</u> Cllr Dixon raised concern over the positioning of the recently installed bollards. She advised that the position did not allow for pushchairs to get past, especially double buggies, which had to go out into the road.</p>		
16.	<p><b>DATE OF NEXT MEETING</b> Tuesday 17<sup>TH</sup> September 2019</p>		

The meeting was closed at 10.00pm.

**Bassingbourn-cum-Kneesworth Parish Council  
Extraordinary PARISH COUNCIL MEETING  
Minutes of Meeting held on Tuesday 13<sup>th</sup> August 2019, at The Limes,  
High Street 7.15pm.**

PRESENT: Cllr Douglass (Chairperson), Cllr Leith, Cllr Catherall, Cllr Sams, Cllr Hallett, Cllr White, Cllr Dixon, Cllr Spenceley, Cllr Hodge, Cllr Ridsdale  
District Cllr Cathcart  
Members of Public: 4

**01. APOLOGIES FOR ABSENCE**

Cllr Hirtzel, Cllr Freeman, Cllr Oakley, Cllr Geraghty, Cllr Prentice

**02. DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA AND DISPENSATIONS**

Cllr Hodge declared a non pecuniary interest under Item 9 as a neighbour. Members of the Recreation Ground committee had been granted a dispensation for a four year period.

**03. OPEN FORUM**

There were no issues raised.

**04. HR WORKING GROUP REPORT AND RECOMMENDATIONS ON THE REPORT MADE BY SLCC**

A draft Action Plan had been circulated to Councillors. Following discussion on a proposal by Cllr Dixon, seconded by Cllr Sams, the Action Plan was adopted as a working document. A copy attached as Addendum 1.

**05. RESTRUCTURING OF THE PARISH COUNCIL COMMITTEES**

It was agreed that there would be a monthly Parish Council meeting with three committees, Planning, Finance and Amenities which would meet to feed back to the main meeting. The committees would have the following members –

Planning Committee

Councillor Douglass (Chair)

Councillor Hallett

Councillor Spenceley

Councillor White

Councillor Catherall

Councillor Dixon

Councillor Prentice

Finance Committee

Councillor Douglass (Chair)

Councillor Sams

Councillor Ridsdale

Councillor Hallett

Councillor Leith

Councillor Hodge

Councillor Spenceley

Amenities Committee

Councillor Douglass (Chair)

Councillor Freeman

Councillor Geraghty

Councillor Dixon

Councillor Prentice

Councillor Oakley

Councillor Hirtzel

Councillor Hodge

Other business would be dealt with by Special Project Working Groups and would include –

- The Limes
- Pavilion
- Traffic and Travel
- Young People's Projects
- IT and Website
- Conservation
- Neighbourhood Plan
- HR
- Communication

Cllr Hodge advised that the new Clerks had been involved with the discussions on restructuring the meetings.

It was agreed that the new Parish Council structure would commence with the Parish Council Meeting on the 17<sup>th</sup> September 2019. The scheduled Recreation Ground Committee would still be held on the 21<sup>st</sup> August 2019 and the Cemetery, Planning, Finance and General Purposes Committees would be held on the 3<sup>rd</sup> September 2019.

**06. NEW AGENDA FORMAT**

A suggested draft Action Plan, recommended by the HR committee, had been circulated to Councillors.

**07. NEW CONFIGURATION OF THE ROOM LAYOUT FOR MEETINGS**

The room had been set out with tables and chairs for Councillors with a separate area for members of the public. It was suggested that the tables be set in a square so that all Councillors could see and hear each other. This would be tried at the next meeting.

**08. VILLAGE MAINTENANCE**

8.1 Repairs to benches

It was noted that the handyman had advised that he would carry out work for the Parish Council provided he had a clear order of what to do. The bench repairs had been ongoing for a long while.

An update on the bench survey prepared by Cllr Hallett and Cllr Sams was given. Cllr Freeman was to finalise the list with details of the condition of each bench. The Chairperson would find out the position. Cllr Hallett offered to complete the bench survey if not already done so by Cllr Freeman. He would then forward to Cllr Catherall for him to prepare a proposal.

*Cllrs  
Douglass,  
Freeman,  
Hallett &  
Catherall*

8.2 Grasscutting

8.2.1 Signage for Conservation area by Church

The signs had been installed but less than 24 hours later had been vandalised. The handyman had since reinstated them.

8.3 Area by Doctors Surgery –Proposal for a bench

It had been suggested at a previous meeting that a recycled plastic bench be put on the grassed area to gauge the feedback from parishioners. The Clerk would obtain some designs/prices for further discussion by the Finance and General Purposes/Amenities Committee.

*-Clerk*

8.4 Replacement gate for Fortune Way Play Area

Cllr Dixon had circulated three quotations to Councillors. It was proposed by Cllr Douglass, seconded by Cllr Hallett, that the quotation for £1104.63 plus VAT from Steelway Fencesecure Ltd be accepted. This quotation was the cheapest and the company had been used by the Parish Council before. All Councillors in agreement. Clerk to place the order.

*-Clerk*

8.5 Street Lighting Energy –Update on investigations for supplier

The Clerk advised that she had joined forces with the Clerks from Meldreth, Orwell and Barrington and they were working together to find out the best way to proceed. The current proposal was to use a broker to obtain an individual MPAN for the separate Parish Councils. Once this was obtained quotations could then be sought from the different energy providers. It was hoped that by the villages joining together a better deal could be reached. A discussion took place on the Parish Council taking on the sourcing of the energy. The Clerk was asked to circulate the information provided by Cambridgeshire County Council again.

-Clerk

Cllr Cathcart stated that South Cambridgeshire District Council had recently launched a zero carbon communities scheme and suggested this be considered when appointing an electricity supplier. Cllr Catherall added that there were people in the village interested in renewable energy and this could be something for a working group to investigate.

**09. UPDATE ON PAVILION PROJECT**

The Chairperson reported that she had sent an e-mail to the Football Club representative who had requested a meeting. She had a list of other interested parties she would invite and the group could then sit around a table to discuss the way forward. It was suggested that this meeting be held on Tuesday 20<sup>th</sup> August in The Limes. The Clerk to book the room.

-Clerk

The Chairperson had also compiled a written response to the letter sent to the Village Voice. This had been agreed by the Pavilion Working Group and would be forwarded to Councillors for information.

-Cllr  
Douglass**10. THE LIMES –UPDATE ON PROPOSAL FOR TRANSFER TO PARISH COUNCIL**

Cllr Cathcart reported that progress was being made. He had received a report on the proposal but, as it was commercially confidential, he was unable to forward the details. He added that nothing in the report contradicted any of the points already discussed. The process of how the transfer was to get District Council approval was being investigated by the Legal Officer. Once approved in principle details would be sent out to the Parish Council.

**11. FINANCE**11.1 Approval of payment to Brunel Engraving Company for war memorial nameplate

It was agreed that the payment for £79.90 plus VAT be paid so that the nameplates for the memorial would be installed by Remembrance Sunday.

**12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**12.1 Ski Slope Liaison Group

Cllr Sams queried the draft planning minutes from the 6<sup>th</sup> August 2019 as he was concerned that the Liaison Group, which was to be set up by the Ski Club, would be vetted. Cllr Hallett advised that it was the responsibility of the club to form the working group so it was important that they took responsibility. He explained what had happened at the meeting which Cllr Sams was absent from.

Cllr Hallett added that details of the actions of the Parish Council, in relation to setting up the Liaison group, would be put in the Village Voice so that parishioners could see that obligations had been met.

12.2 IT for Clerks

Clr Spenceley urged that the IT be put in place for the new Clerks as soon as possible. This would be progressed.

-Clr  
Spenceley

- 13. DATE OF NEXT MEETING – Tuesday 17<sup>th</sup> September 2019**  
(Scheduled Parish Council Meeting)

The meeting closed at 8.25 pm

## ADDENDUM 1

**23. SUMMARY AND ACTION PLAN OF SLCC REPORT**

**23.1.** Determine the staff structure, in particular deciding whether or not to pursue a Clerk post plus an RFO post or whether to have a single Clerk and RFO post.

Action taken – HR Group remained flexible as to the combination of the posts as they were dependant on who would be applying and their experience. At the shortlisting and interviews, it was obvious the best option would be a job share of combined Clerk/RFO - Done

**23.2.** Determine the salary grades as recommended, pro-rata.

Action taken – The HR group was guided by the Salary Grades recommended in the SLCC Report, and the current grades the prospective Clerk/RFO are currently on. On determining this, the following salaries were agreed.

**23.3.** Determine the working hours as recommended.

Action taken - 35 Hours Taken from the recommendation in the report

**23.4.** Draw up and agree suitable Job Descriptions and Person Specifications for all posts.

Action taken – The HR Group used the example in the report and modified it to meet the needs of BCK PC

**23.5.** Determine what to do regarding pension arrangements.

Action to be taken - Chair to have discussion with prospective Clerks as to their current arrangements with regard to pensions and then make the appropriate arrangements

**23.6.** Set up a formal annual appraisal system, supplemented by a series of quarterly 1:1 meetings between the new Clerk and two or three appointed Councillors.

Action to be taken The Chair and HR group will prepare an appraisal document and the Chair will organise meetings with the Clerks after a 1 and 3 month period to discuss employment issues and progress

**23.7.** Draw up and put together a recruitment package for potential candidates

Action taken - The HR Group wrote the Job Description using the example given in the report as a framework and altered it to fit the requirements of BCK PC

**23.8.** Draw up and adopt a four, maybe five year Forward / Strategic Plan for the Council

Proposal for action to be put forward by the Chair

**23.9.** Undertake an assessment of the number of committee meetings per year with a view to rationalising and thereby freeing up time for the Clerk.

Proposal to be put forward by the Chair/HR for a complete restructure of the Parish Council and its function.

**23.10.** Undertake a review of current management and employment policies, update where necessary and draw up and adopt missing ones.

Action to be taken by Chair in conjunction with the Clerks

**23.11.** Undertake a thorough review of the Council's IT arrangements, including the option of seeking to appoint an IT support company to manage all aspects of the IT provision within the Council.

Recommendations to be proposed by the IT/Website Working group in conjunction with the Clerks

**23.12.** Review how effective and suitable the current website is with a view to investigating the option of designing and manging a new, modern, inter-active website in house.

Recommendation to be proposed by the IT/Website Working group in conjunction with the Clerks to review the current website and suggest ways in which this can be improved and then to implement

**23.13.** Undertake a review as to where the new Clerk should be based, looking carefully at the option of having a publicly accessible office presence within the centre of Bassingbourn itself.

Action to be taken – The PC are in discussion with SCDC to obtain the lease to The Limes where the Clerks will be based. This will also allow the public to have an opportunity to speak to the Clerks in person, allowing a more 'open door' approach

**23.14.** Draw up a specification and seek quotations from Parish Council internal audit specialists to appoint a new internal audit company. This is primarily driven by a need to allow a fresh pair of eyes to audit the Council.

**Action to be taken – The Chair will investigate and make a recommendation as to which Internal Auditors should be engaged**

**23.15.** Consider a report at Full Council in respect of reminding all Councillors of their obligations in respect of declaring interests.

**Action to be taken – Clerks to remind all Councillors that they need to declare their interests, if they haven't done so already and to remind all Councillors at start of each PC year to declare any changes**

**23.16.** As part of adopting new policies such as Codes of Conduct, Scheme of Delegation and so on, acknowledge and lay down clear lines of demarcation between the role and responsibilities of staff and those of Councillors.

**The Chair to ensure that this action is carried out**

**23.17.** Set down clear and concise routes of communication to the Clerk, especially in the initial 3/6-month period. It is strongly recommended that the Chair of the Council is that access point and that all other Councillors respect this approach.

**Agreed**

**23.18.** It is clear that there are potentially wide ranging and some quite fundamental changes ahead for the PC if it determines to follow many, or all of the suggestions in this report. Should additional assistance or support be required then the LCC will certainly be able to assist in this if required.

**Noted**

# BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

## Minutes of Main Council Meeting held on 17<sup>th</sup> September 2019.

Present: Cllrs Douglass (Chair), Cathercall, Dixon, Hallett, Hodge, Ridsdale, Sams, Spenceley, and White. Also in attendance were Mrs V Tookey (Clerk) and Mrs B Isherwood, Responsible Financial Officer (RFO).

1	<p><b>Apologies: -</b> Apologies were received from Cllrs Freeman, Oakley and Prentice. Also from District Cllr Cathcart.</p>									
2	<p><b>Declaration of Interests: -</b> None were recorded.</p>									
3	<p><b>To accept the Minutes of the Meetings: -</b> 3.1 Minutes of the Cemetery Committee held on 6<sup>th</sup> August having been previously circulated were agreed by meeting. 3.2 Finance and General Purposes Committee held on 3<sup>rd</sup> September having being previously circulated were agreed by the meeting.</p>									
4	<p><b>Cambs County Council: -</b> County Cllr Van de Ven started her report by giving details of the new permit scheme for vans and trailers when using the household recycling centres. The County Council is also consulting on a new charging policy for Adult Social Care. She continued by stating that the Council is now working on next years budgets, and the requirement to man Duxford and Cambridge Airports with Environmental Health Officers once Brexit has happened. On more local issues she reported that there is a car club in the area operating from the Shepreth Garden Centre; her endeavours for improvements to footways in the village have not been productive. And the Rouses site has been put forward in the Call for Sites. The East West Rail decision is still awaited. The next meeting of the Bus User Group will take place on 12<sup>th</sup> November 7.30 pm in the Limes. Her full report can be found on the website.</p>									
5	<p><b>South Cambs District Council: -</b> District Cllr Cathcart had provided a written report which is published in full on the website. Items covered included information on the current state of the Local Plan and the SCDC Investment Plan. On more local matters, he was dealing with the problem of the bins on the recreation ground as well as liaison with the District Council staff regarding the lease of the Limes, the Taylor French Site and the Cala Homes site.</p>									
6	<p><b>Financial Matters: -</b> 6.1 The RFO reported that as at 31.8.19 the bank balances were: -</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Community a/c</td> <td style="text-align: right;">47353.2</td> </tr> <tr> <td style="padding-left: 20px;">Business Tracker</td> <td style="text-align: right;">65628.22</td> </tr> <tr> <td style="padding-left: 20px;">Business Reserve</td> <td style="text-align: right;">168.05</td> </tr> <tr> <td style="padding-left: 20px;">Santander Savings</td> <td style="text-align: right;">41412.88</td> </tr> </table>	Community a/c	47353.2	Business Tracker	65628.22	Business Reserve	168.05	Santander Savings	41412.88	
Community a/c	47353.2									
Business Tracker	65628.22									
Business Reserve	168.05									
Santander Savings	41412.88									

Cambridge Building Society

85012.19

**239,574.54**

6.2 Authorisation of cheques – The RFO had previously circulated the list of cheques to be passed for payment. It was proposed by Cllr Hodge and seconded by Cllr Sams that the following cheques be passed for payment.

Cheque No.	Company	Inv Date	Inv. No	Description of Work/Goods	Amount	VAT	Total	Statutory Provision
104289	SCDC	12.09.19	80009149	Litter and Dog Bins 1/4/19 - 31/3/20	£ 1,794.00	£ 358.80	£ 2,152.80	Public Health Act 1875 s164
104290	Buchans	01.09.19	2020	Grass Cutting/Maintenance for Aug 2019	£ 1,435.74	£ 287.15	£ 1,722.89	Public Health Act 1875 s164
104291	PKF Littlejohn	13.09.19	SB20192284	AGAR - External Auditors	£ 400.00	£ 80.00	£ 480.00	Audit Regs 2011
104292	V Tookey Clerk	16.09.19	Receipts	Kaspersky security, Wireless Mouse & Keyboard x 2, Hubs x 2	£ 154.94	£ -	£ 154.94	LGA 1972 s111
104293	B Isherwood RFO	16.09.19	Receipts	2 x Lenovo Laptops, 2 x Laptop bags Kaspersky Security	£ 898.82	£ -	£ 898.82	LGA 1972 s111
					<b>£4,683.50</b>	<b>£ 725.95</b>	<b>£5,409.45</b>	

6.3 Bank Mandate – Cllrs Douglas and Sams signed the change of address Mandate.

6.4 Consideration and agreement of payroll administrator - The quote for provision of payroll services for two members of staff was considered by the Council. Acceptance of this quotation was agreed following the proposal by Cllr Sams, seconded by Cllr White.

**7 Updates from Working Groups: -**

7.1 Communications Working Group – The next meeting has yet to be arranged.

7.2 Pavilion Project – Chairman had circulated a position paper following a meeting with the Sports Clubs. Councillors agreed that the original documents need to be reviewed, and a land registry search made. Further debate, and review of previous recorded decisions took place. On the proposition of Cllr Hodge, seconded by Cllr Ridsdale, it was agreed that Sports Clubs be asked to make a presentation to the Council detailing their suggestions for the refurbishment of the pavilion. The presentation to include estimate of cost and plans for fund-raising.

7.3 Conservation – Cllr Hallett reported that the next Village Tidy was to take place on the 12<sup>th</sup> October.

7.4 Traffic and Travel – It is anticipated that this group will meet during the next month.

7.5 H.R.- The Group will meet to discuss the report from the S.L.C.C.

7.6 Young Peoples Projects - Council debated the issues to be covered by the W.G. to include sustainable living, aged persons play park, and gardening etc. The provision of a youth shelter on the Recreation ground, and another one on Elbourn Way park to be pursued. Planning application requirements, alongside consultation with residents in the vicinity of the proposed shelters to be taken forward.

**8 Proceeding of Committees: -**

8.1 Finance and Planning Committees – Council agreed that these committees would meet on the same evening; which would be the first Tuesday of each month. The first of such meetings to be on the 1<sup>st</sup> October starting at 7.30 pm.

8.2 Amenities Committee – Council agreed that this committee would meet on the second Wednesday of each month, at the Church Hall.

8.3 Main Council – Council agreed that this would continue to meet on the third Tuesday of each month.

VT



	Clerk to provide calendar of dates.	VT
9	<b>The Limes – SCDC Offer of the building: -</b> District Cllr Cathcart reports that Legal Services at SCDC are working with the Portfolios Holder at SCDC regarding the transfer.	
10	<b>War Memorial and Remembrance Event :-</b> 10.1 Proposal for Hard standing – On proposition of Chair, seconded by Cllr Hallett it was proposed that this work go ahead.	
	There being no further business the meeting was closed at 9.35 pm.  SIGNED ..... Chair 15 <sup>th</sup> October 2019	

**Dates of Meetings :-**

Amenities Committee : 9<sup>th</sup> October; 13<sup>th</sup> November; 11<sup>th</sup> December. **2020** – 8<sup>th</sup> January; 12<sup>th</sup> February; 11<sup>th</sup> March; 8<sup>th</sup> April; 13<sup>th</sup> May; 10<sup>th</sup> June; 8<sup>th</sup> July; 12<sup>th</sup> August; 9<sup>th</sup> September; 14<sup>th</sup> October; 11<sup>th</sup> November; 9<sup>th</sup> December.

Finance : Planning:- 1<sup>st</sup> October; 5<sup>th</sup> November; 3<sup>rd</sup> December. **2020** - 7<sup>th</sup> January; 4<sup>th</sup> February; 3<sup>rd</sup> March; 7<sup>th</sup> April; 5<sup>th</sup> May; 2<sup>nd</sup> June; 7<sup>th</sup> July; 4<sup>th</sup> August; 1<sup>st</sup> September; 6<sup>th</sup> October; 3<sup>rd</sup> November; 1<sup>st</sup> December.

Main Council:- 15<sup>th</sup> October; 19<sup>th</sup> November; 17<sup>th</sup> December. **2020** – 21<sup>st</sup> January; 18<sup>th</sup> February; 17<sup>th</sup> March; 21<sup>st</sup> April; 19<sup>th</sup> May; 16<sup>th</sup> June; 21<sup>st</sup> July; 18<sup>th</sup> August; 15<sup>th</sup> September; 20<sup>th</sup> October; 17<sup>th</sup> November; 15<sup>th</sup> December.

## BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

### Minutes of Full Council Meeting held on 15<sup>th</sup> October 2019

Present : Councillors Douglass (Chairman); Catherall, Freeman, Hallett, Hirtzel, Sams, Spenceley and White. Cllr Dixon for items 4.2 onwards. County Cllr Van de Ven and District Cllr Cathcart were also present.

Mrs V Tookey in attendance as Clerk and Mrs B Isherwood as Responsible Finance Officer.

1	<b>Apologies for absence</b> were received from Cllrs Geraghty, Leith, Hodge and Ridsdale. Apologies for lateness from Cllr Dixon.	
2	<b>Declaration of Interests</b> – none were recorded.	
3	<b>Minutes of the Meeting held on the 17<sup>th</sup> September 2019</b> having been previously circulated were approved on proposition of Cllr Hallett, seconded Cllr Sams.	
4	<p><b>Items to note from:-</b></p> <p><u>4.1 Finance Committee</u>– Cllr Sams reported that at the meeting on 1<sup>st</sup> October the Committee reviewed it's Terms of Reference. Following further discussion, it was agreed to add in under scope "Review Capital Expenditure Proposals". Cllrs Hallett, Sams and Hodge were tasked with formulating a case for the Parish Council to take on a lease of The Limes. Council agreed to adopt the Terms of Reference which are appended to these minutes.</p> <p><u>4.2 Planning Committee</u> – Cllr Hallett reported that at the meeting on 9<sup>th</sup> October the Committee reviewed it's Terms of Reference. Committee also agreed to 'support' two applications and made 'no recommendation' on the third. Council agreed to adopt the Terms of Reference which are appended to these minutes.</p> <p>Cllr Dixon arrived at this point at 7.40 pm.</p> <p><u>4.3 Amenities Committee</u> – Cllr Dixon reported that at the meeting on the 9<sup>th</sup> October the Committee also reviewed it's Terms of Reference. This Committee has a very wide remit and for that reason a vice chairman was considered necessary. Cllr Catherall was appointed vice-chairman. The grass cutting contract is up for tender and the Committee is looking at revisions. It was agreed costings be obtained for tree inspection and the employment of a "ranger" post. The play area inspections to continue to be weekly and to be the subject of a separate contract. Committee also agreed to arrange a public meeting to gauge villagers' views on youth provision. Council agreed to adopt the Terms of Reference which are appended to these minutes.</p>	<p>BI/ VT</p> <p>SD/ HH</p>
5	<p><b>Cambridgeshire County Council</b></p> <p>County Cllr Van de Ven reported on several highway issues. The Travel and Traffic Working Group has received a report from Cambs Police which had been commissioned for the Local Highways Initiative application. Cllr Spenceley thanked County Cllr Van de Ven for organizing this survey which had given more detailed statistics. Pavement parking issues have been raised with the police. Following the A10 resurfacing there has been complaints about the noise levels from residents and drivers. There are higher noise levels due to the type of materials used. She also reported that several new initiatives are being funded by County which include dementia and mental health sessions being held at Melbourn Hub. County Cllr Van de Ven's full report is available on the website.</p>	

6	<p><b>South Cambridgeshire District Council</b></p> <p><u>6.1 The Limes: offer of lease</u> – District Cllr Cathcart reported that this matter was to go to Cabinet in November and that there would need to be a “reasonable case” for such a move.</p> <p>The Zero Carbon Initiative deadline was 31<sup>st</sup> October. The Local Plan being drafted allows for a further 3000 houses to be built in the district every year. Council agreed to investigate if there was a way to support the move to update the A505. When asked regarding an update on the East West Rail both councillors reported that the northern route, which was put forward by the CBRR, is also now being considered and that it is unlikely that a decision is made before next summer.</p>																																																	
7	<p><b>Financial matters:-</b></p> <p><u>7.1 Income and Expenditure Report</u> had been circulated by the RFO. The RFO explained that in future this would also include budget figures.</p> <p><u>7.2 Authorisation of Cheques</u> :- Cheques to the total of £10,577.42 were paid on the proposition of Cllr Dixon, seconded Cllr Sams.</p> <table border="0" data-bbox="229 763 1337 1290"> <tr> <td>Npower</td> <td>Cemetery Lodge final electricity bill</td> <td>£71.97</td> </tr> <tr> <td>SW- Clerk</td> <td>Salary, mileage and key cut</td> <td>£654.93</td> </tr> <tr> <td>HMRC</td> <td>PAYE for SW</td> <td>£46.53</td> </tr> <tr> <td>Clerk</td> <td>Working from home allowance 16/9/19 to 14/10/19</td> <td>£20.00</td> </tr> <tr> <td>RFO</td> <td>Working from home allowance 16/9/19 to 14/10/19</td> <td>£20.00</td> </tr> <tr> <td>RFO</td> <td>Printer, scanner</td> <td>£78.48</td> </tr> <tr> <td>Don Ruffles Ltd</td> <td>Cross cutter shredder</td> <td>£259.16</td> </tr> <tr> <td>Buchans</td> <td>Maintenance for September 19</td> <td>£1,722.89</td> </tr> <tr> <td>SCDC</td> <td>Hire of rooms at Limes July, August, Sept 19</td> <td>£70.00</td> </tr> <tr> <td>Viking Direct</td> <td>Stationery items for Clerk/RFO</td> <td>£239.77</td> </tr> <tr> <td>HMRC</td> <td>VAT payment for period 01.02.2013 - 30.10.2016</td> <td>£3,723.33</td> </tr> <tr> <td>Came &amp; Co</td> <td>Annual insurance</td> <td>£2,909.33</td> </tr> <tr> <td>Red Shoes</td> <td>Payroll services for Sept 19</td> <td>£24.00</td> </tr> <tr> <td>Scribe</td> <td>Software licence for PC finances</td> <td>£624.00</td> </tr> <tr> <td>Playfix</td> <td>Replace &amp; fit new shackles and bushes to swings</td> <td>£185.00</td> </tr> </table> <p>Totals : <b>£10,577.42</b></p> <p><u>Income Received :-</u></p> <table border="0" data-bbox="229 1429 1062 1464"> <tr> <td>SCDC</td> <td>Second half of Precept</td> <td>£42,500.00</td> </tr> </table> <p>The RFO clarified that the Finance Committee had agreed that the bill from the Cricket Club would to be paid upon receipt of copy of the purchase invoice for the locks.</p> <p><u>7.3 Street lighting</u></p> <p>The RFO updated Council on current situation regarding appointing own energy supplier. As not all energy suppliers will take on provision to an unmetered supply she has been working with the SLCC recommended suppliers. SLCC also advise taking on a three-year fixed contract. It may be after that period a consortium of parish councils could work together. She hoped to have prices for consideration in time for the November Finance Committee meeting including a green source option.</p>	Npower	Cemetery Lodge final electricity bill	£71.97	SW- Clerk	Salary, mileage and key cut	£654.93	HMRC	PAYE for SW	£46.53	Clerk	Working from home allowance 16/9/19 to 14/10/19	£20.00	RFO	Working from home allowance 16/9/19 to 14/10/19	£20.00	RFO	Printer, scanner	£78.48	Don Ruffles Ltd	Cross cutter shredder	£259.16	Buchans	Maintenance for September 19	£1,722.89	SCDC	Hire of rooms at Limes July, August, Sept 19	£70.00	Viking Direct	Stationery items for Clerk/RFO	£239.77	HMRC	VAT payment for period 01.02.2013 - 30.10.2016	£3,723.33	Came & Co	Annual insurance	£2,909.33	Red Shoes	Payroll services for Sept 19	£24.00	Scribe	Software licence for PC finances	£624.00	Playfix	Replace & fit new shackles and bushes to swings	£185.00	SCDC	Second half of Precept	£42,500.00	<p>BI</p> <p>BI</p>
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8	<p><b>Skate park consultation</b></p> <p>Cllr Dixon reported that planning for a public meeting to discuss possibilities for youth provision was in hand. The meeting would take place at the Village College in the new year and would include options for community shelters, a new MUGA and a Skate Park.</p>	<p>SD/ HH</p>																																																



11	<p><b>War Memorial and Remembrance Event</b>  Cllr Catherall updated council on both maintenance works to the memorial area, and planning for this year's event. A temporary hard standing for wheelchair users is being arranged and work to create a permanent hard standing will take place after this year's event. Council had agreed to cover the shortfall in the cost of the poppies.</p>	PC
12	<p><b>Operation London Bridge</b>  Clerk and RFO detailed some of the purchases, and procedures the Council needs to have in place in the event of a state funeral. They will further develop a Procedure for Council, and in the first instance will purchase a picture of the Queen and two loose-leaf condolence books.</p>	BI/ VT
	<p>There being no further business the meeting closed at 9.50 pm.</p> <p>Signed ..... Chairman 19<sup>th</sup> November 2019</p>	

**Dates of Meetings:-**

Amenities Committee: 13<sup>th</sup> November; 11<sup>th</sup> December. **2020** – 8<sup>th</sup> January; 12<sup>th</sup> February; 11<sup>th</sup> March; 8<sup>th</sup> April; 13<sup>th</sup> May; 10<sup>th</sup> June; 8<sup>th</sup> July; 12<sup>th</sup> August; 9<sup>th</sup> September; 14<sup>th</sup> October; 11<sup>th</sup> November; 9<sup>th</sup> December.

Finance: Planning:- 5<sup>th</sup> November; 3<sup>rd</sup> December. **2020** - 7<sup>th</sup> January; 4<sup>th</sup> February; 3<sup>rd</sup> March; 7<sup>th</sup> April; 5<sup>th</sup> May; 2<sup>nd</sup> June; 7<sup>th</sup> July; 4<sup>th</sup> August; 1<sup>st</sup> September; 6<sup>th</sup> October; 3<sup>rd</sup> November; 1<sup>st</sup> December.

Main Council: - 19<sup>th</sup> November; 17<sup>th</sup> December. **2020** – 21<sup>st</sup> January; 18<sup>th</sup> February; 17<sup>th</sup> March; 21<sup>st</sup> April; 19<sup>th</sup> May; 16<sup>th</sup> June; 21<sup>st</sup> July; 18<sup>th</sup> August; 15<sup>th</sup> September; 20<sup>th</sup> October; 17<sup>th</sup> November; 15<sup>th</sup> December.

## **Bassingbourn-cum-Kneesworth Parish Council**

### **TERMS OF REFERENCE**

#### **AMENITIES COMMITTEE**

- 1. Purpose** To advise upon, authorise and implement recreational, conservation and general matters within the scope and authority described
- 2. Reports to** Bassingbourn-cum-Kneesworth Parish Council
- 3. Status** Enduring, subject to annual re-appointment
- 4. Membership** May include councillors and non-councillors but only councillors can vote.

#### **5. Scope**

##### **5.1. Conservation**

Develop and co-ordinate conservation projects encouraging all members of the Parish to take part.

##### **5.2. Recreational Areas and Equipment including Play Areas**

Strategy on provision in the village

Development of additional open space and recreation areas in accordance with delegation by Parish Council

Organisation of play area inspections – Internal and External

Encourage all members of the Parish to use the Recreation Ground and its facilities

##### **5.3. General Maintenance**

Maintenance of boundaries, including hedges, fences and watercourses of designated open spaces

Grass cutting recreational areas

General Equipment

Recommendation of suitable equipment for grounds maintenance

Liaison with clubs using the recreation facilities- at present the Cricket and Football Clubs

Parish Paths

Management of trees, to include annual inspection and necessary works

#### **5.4. Pavilion**

Liaison with Pavilion Management Committee.

#### **5.5. Cemetery, Cemetery Lodge and Cemetery Chapels**

Maintenance of grassed areas, boundaries including hedges and fences

Maintenance of Lodge to enable continuous income from asset

Maintenance of Chapels

#### **5.6. General Village Maintenance**

Grass cutting

War memorial

Bus shelters, seats, litter bins, dog waste bins, road signs and other street furniture

Defibrillators

Links with Schools and other Village organisations

Churchyard

Others as recorded in the Asset Register

#### **5.7. Specific named projects**

As may arise from time to time

#### **5.8. General Purposes**

Any other relevant matter that may from time to time be delegated by the Parish Council

### **6. Delegation of Authority**

Authorisation of routine expenditure not exceeding £ 2000 per business item

A rolling programme of expenditure to be presented to Finance Committee

Adopted 15<sup>th</sup> October 2019

## **Bassingbourn-cum-Kneesworth Parish Council**

### **TERMS OF REFERENCE**

#### **FINANCE COMMITTEE**

- 1. Purpose** To advise upon, authorise and implement financial and general matters within the scope and authority described
- 2. Reports to** Bassingbourn-cum-Kneesworth Parish Council
- 3. Status** Enduring, subject to annual re-appointment
- 4. Membership** May include councillors only.
- 5. Quorum** The quorum will consist of **three** councillors.

#### **6. Scope**

##### **6.1 Financial**

Maintenance of Financial Regulations

Maintenance of Asset Register

Preparation of Budget

Parish Council Insurance

##### **6.2 Fixed assets**

Cemetery Lodge (with the Amenities Committee)

Cemetery Chapels (with the Amenities Committee)

Pavilion (with the Amenities Committee)

Others as recorded in the Asset Register

##### **6.3 Review Capital Expenditure proposals**

##### **6.4 Specific named projects**



Issues relating to Law and Order

### **6.5 Review processes and risk management**

In conjunction with the Independent Internal Auditor work to meet legal and statutory requirements.

### **6.6 General Purposes**

Any other relevant matter that may from time to time be delegated by the Parish Council

### **7. Delegation of Authority**

Authorisation of routine expenditure not exceeding £5000 per business item.

Authorisation of exceptional expenditure by other committees not exceeding £2000 per business item (to be reviewed March 2020)

Approval of payment of any duly authorised expenditure

Review of expenditure against Budget throughout the year

Adopted 15<sup>th</sup> October 2019.

# Bassingbourn-cum-Kneesworth Parish Council

## PLANNING COMMITTEE

### Terms of Reference

- 1 Purpose** To advise upon, authorise and implement planning matters within the scope and authority described
- 2 Reports to** Bassingbourn-cum-Kneesworth Parish Council
- 3 Status** Enduring, subject to annual re-appointment
- 4 Membership** May include councillors and non-councillors but non-councillors may not vote
- 5 Scope**
  - 5.1 Planning applications and enforcement**

Recommendations on all planning applications to District Council

Consider any identified planning enforcement issues and report to District Council if permission is breached
  - 5.2 New Developments**

Negotiation with Developers, Housing Associations and District Council Planners

Input into Section 106 Agreements, CIL and other Planning Agreements

To maximise Section 106 contributions and work with the Traffic and Travel working group to obtain traffic data
  - 5.3 Planning Consultations**

Recommendations and representations on consultations during the consultation period Any other Planning matter which may from time to time be delegated from the Parish Council
  - 5.4 General**

Any other relevant matter that from time to time may be delegated by the Parish Council
- 6 Delegation of Authority**

Authorisation of routine expenditure not exceeding £500 per business item

Adopted 15<sup>th</sup> October 2019

## BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

### Minutes of meeting held on 19<sup>th</sup> November 2019

Present: Cllrs Douglass (Chair), Cathercall, Dixon, Freeman, Hallett, Hirtzel, Leith, Ridsdale, Sams, Spenceley. Also in attendance were Mrs V Tookey (Clerk) and Mrs B Isherwood, Responsible Financial Officer (RFO).

County Cllr S Van de Ven, District Cllr N Cathcart and 2 members of the public were also present.

1	<b>Apologies for absence:-</b> Apologies for absence were received from Cllrs Oakley, Hodge and White (ill health), and Cllr Geraghty (personal circumstances)	
2	<b>Declaration of Interests:-</b> None were recorded.	
3	<b>Minutes of Meeting held on the 15<sup>th</sup> October 2019</b> having been previously circulated were signed as agreed with the amendment to item which would now read "for up to a further 3000 houses ". This was proposed by Cllr Dixon, seconded by Cllr Leith.	
4	<b>To record resignation of Mrs T Prentice</b> Council recorded the resignation of Mrs T Prentice and wished to extend its thanks to her for her service to the village whilst a Councillor. Council approved the Notice of Resignation which will be displayed. Clerk to inform the Monitoring Officer.	VT
5	<b>Pavilion</b> Sports Groups representatives were in attendance, having been asked to present full details of the next steps, together with their plans for fundraising. General discussion took place regarding whether the pavilion should purely be for sporting groups; what work was actually needed; and how to both reduce current, and limit future, anti-social behaviour. The Sports Groups requested that the extension for the separate changing room be completed. When asked they estimated the cost at around £20,000 to complete the "shell" and knock through. It was agreed that Groups provide the submission as requested, which should include programme, costs and quality expectation as a formal proposal. This to be provided within the next seven days. The Council would then seek a further two quotations for comparison and take advice. A timescale of 8 weeks was set. The next part of the project would then be to revamp the interior. Council was asked to look at the poor state of the exterior paving slabs, and also at what actions could be taken regarding the anti-social behaviour. The representatives were reminded that Council were required to abide by the Finance Regulations and were thanked for attending. The representatives then left the meeting at 8.05 pm.	
6	<b>Cambridgeshire County Council</b> County Councillor van de Ven started her report by reminding Council that the next <u>Bus User Group</u> was to be at 2 p.m. on January 22 <sup>nd</sup> . She had been in conversation with the North Herts Transport Officer also as the bus relies heavily on authority subsidy. She was pleased to see the <u>school's "walking bus" initiative</u> . She also reported that despite being advised to the contrary, the police will not attend if an incident of <u>pavement parking</u> has been reported three times. Regarding the <u>Local Highway Initiative</u> to lower the speed limit on the 1198 Highways subsequently re-wrote the application from Whaddon Parish Council. Because of the substantial traffic calming which would be involved, the scheme could not be considered within this initiative. So a new scheme is to be proposed to deal with Whaddon Gap for 2 islands to slow traffic. The management at the Barracks remain concerned about it's entrance. When asked she confirmed that the 1198 was being resurfaced during 2020.	

	<p>There will be nighttime closures to prepare for surface dressing, which will have the benefit of the lining being repainted.</p> <p>Cllr Hirtzel had attended a meeting regarding the <u>East West railway</u>. Council had not received notification of this meeting which had been called by the CamBed Rail Group. The CBRRG believe the announcement regarding the route will be made on the 13th December, at which stage the Group will start the process for a judicial review. The judicial review will say that the East West Rail consortium's actions were illegal by not considering all relevant information. The aim is to force the Consortium to look at the northern route proposed by the CBRG. The costs of the judicial review are being met through fund raising and significant match funding from Shingay-cum-Wendy Parish Council. During the consultation Bassingbourn-cum-Kneesworth Parish Council had agreed to support the northern route. Following discussion, it was agreed that the Chairman invite other Parish Councils to meet. Cllr Hirtzel was thanked for attending and reporting back.</p> <p>County Cllr Van de Ven then left the meeting at 8.20 pm.</p>	ED / VT
7	<p><b>South Cambridgeshire District Council</b></p> <p>District Cllr Cathcart started his report by informing Council that SCDC was looking at methods of working to make efficiency economies. Consultation on the next Local Plan was to begin with a "Conversation" in January. Cllr Hallett had already programmed this for the December planning meeting.</p> <p>Regarding The Limes, District Cllr Cathcart was able to further update Council following a meeting held 31<sup>st</sup> October. This meeting had been requested by Mrs K Swann from SCDC and was attended by Cllrs Hodge, Hallett and the Clerk. The SCDC Portfolio Holder was supportive to an offer of a lease being made to Bassingbourn-cum-Kneesworth Parish Council at a peppercorn rent following completion of exterior maintenance. SCDC was not now enthusiastic about a freehold offer. This route would have to be at "best value" and mean that the parish would need to raise £400,000. Questions were raised regarding how building works would be agreed in the case of a lease; whether Council would be taking on a "money pit", access for The Limes residents and would SCDC look to sell the site. SCDC are not keen on running the building as a community asset which was one of the reasons it wished to pass over the running to Bassingbourn PC. It was unclear whether SCDC would look to sell if Council did not take on a lease.</p>	MH
8	<p><b>Working Groups:-</b></p> <p>Council received the following updates from meetings held through month:-</p> <p><u>8.1 Pavilion Work Group</u> – Cllr Douglas reported that group had looked at refurbishment and also discussed whether demolish and rebuild was an option, with the possibility of using a "kit" method. Councillors realized that there could be a clash with funding requirements between the Pavilion and The Limes. The S106 funding is ring-fenced for the pavilion. Concerns were expressed that Council did not have a clear understanding of The Limes. The quotes for the Pavilion will need to be reviewed by professionals. Damage to the sport field by badgers was noted, as well as the current method being used to move the badgers on. Council requested that the Football Club cease that method.</p> <p><u>8.2 NHP</u> – Cllr Hallett reported that the Neighbourhood Planning Group had met on the 21<sup>st</sup> October, agreed the Terms of Reference (attached to these Minutes) and signed the relevant GDPR forms. The main emphasis now is how to achieve effective community engagement.</p> <p><u>8.3 I.T. Working Group</u> – Clerk reported that the Group had met and agreed it's Terms of Reference (attached to these Minutes). Group reviewed Zoho and the use of council e mail addresses. The RFO now has now been trained and can assist the few remaining councillors not yet on the council e mail, to switch. Group was updated regarding the</p>	MF / VT

	accounting software programme 'Scribe' for which the RFO had received her first set of training. Scribe is one of the few local authority accounting packages on the market. At it's next meeting group agreed to review the website.																															
9	<p><b>Financial matters and Report from R.F.O.:</b> -</p> <p>9.1 RFO had circulated the monthly <u>Income and Expenditure report</u>, invited questions and there were none. She also reported that following initial training she was in the process of setting up cost codes, and cost centres on the Scribe accounts package. The RFO also reported her intention to input all transactions for the current year.</p> <p>9.2 RFO had circulated the following list of <u>cheques for approval</u>. Cheques totalling £10,096.04 were authorised for payment on proposition of Cllr Sams, seconded by Cllr Ridsdale.</p> <table border="0"> <tr> <td>Hattie's</td> <td>Sandwiches and cakes for SW leaving celebration</td> <td>£107.80</td> </tr> <tr> <td>Cambridge Water</td> <td>Water for Causeway 18/4/19 - 25/10/19</td> <td>£18.20</td> </tr> <tr> <td>Cambridge Water</td> <td>Water for Pavilion</td> <td>£150.62</td> </tr> <tr> <td>AVS VAT</td> <td>VAT advice and paperwork</td> <td>£1,465.05</td> </tr> <tr> <td>Buchans</td> <td>Mtnce Oct, Cemetery &amp; WM</td> <td>£1,883.69</td> </tr> <tr> <td>Hunts Wildlife</td> <td></td> <td></td> </tr> <tr> <td>Landscapes</td> <td>3 days tidy site, cut new path etc. Clunch Pit</td> <td>£750.00</td> </tr> <tr> <td>Viking Direct</td> <td>Printer cartridges (Clerk)</td> <td>£26.99</td> </tr> <tr> <td>Playdale</td> <td>New play equip installation at Park Close (pt 2)</td> <td>£5,685.00</td> </tr> <tr> <td>BIsherwood RFO</td> <td>Stamps/Pics of Queen/2xCondolence books</td> <td>£116.49</td> </tr> </table> <p><b>Total: £10,096.04</b></p> <p><u>Receipts for the month were recorded as :-</u></p> <p>Unpaid cheque (V Tookey) £1037.33 (cheque returned due to unclear signature)</p> <p>Wellington Wise £569.04 (£995 rent less rubbish removal, boiler service and management fee at 6% = £425.96 expenditure)</p> <p>M Hallett (Allotment) £50.00</p> <p><b>Total: £1656.37</b></p> <p>9.3 <u>Street lighting:</u> -</p> <p>9.3.1 The RFO had circulated details of three quotes for <u>supply to the streetlights</u>, for council's consideration. The best deal was with OPUS Energy. Their energy is cleanly sourced and they are one of the market leaders of renewable energy. The SLCC recommend taking on as long a term contract as is possible. On the proposition of Cllr Hirtzel, seconded Cllr Douglass it was unanimously agreed to go with Opus with a four year contract.</p> <p>9.3.2 <u>Upgrade of SC lights:</u> Clerk reported that SCDC had advised that a programme to upgrade its streetlights was soon to commence. Clerk to check streetlight inventory.</p> <p>9.4 <u>Cemetery Lodge</u> – Clerk and RFO had met with Cllr Ridsdale to consider next steps in the legal process to claim rent arrears from previous tenants. The proposed action to make a claim on the joint tenant was agreed on proposition of Cllr Ridsdale, seconded Cllr Catherall.</p> <p>9.5 <u>To consider and agree :-</u></p> <p>9.5.1 <u>Revised Grass cutting Tender document</u></p> <p>A revised draft had been prepared taking into account comments from the current contractor and councillors. This had been previously circulated, minor changes were made to include the height of verges to be no more than 150mm, and to include the Clunch pit footpath. On proposition of Cllr Leith, seconded by Cllr Dixon, Council agreed that these documents be used to acquire tenders.</p> <p>9.5.2 <u>Contract for Arboriculturalists service</u></p>	Hattie's	Sandwiches and cakes for SW leaving celebration	£107.80	Cambridge Water	Water for Causeway 18/4/19 - 25/10/19	£18.20	Cambridge Water	Water for Pavilion	£150.62	AVS VAT	VAT advice and paperwork	£1,465.05	Buchans	Mtnce Oct, Cemetery & WM	£1,883.69	Hunts Wildlife			Landscapes	3 days tidy site, cut new path etc. Clunch Pit	£750.00	Viking Direct	Printer cartridges (Clerk)	£26.99	Playdale	New play equip installation at Park Close (pt 2)	£5,685.00	BIsherwood RFO	Stamps/Pics of Queen/2xCondolence books	£116.49	<p>BI</p> <p>BI</p> <p>VT</p> <p>BI</p> <p>VT</p>
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BIsherwood RFO	Stamps/Pics of Queen/2xCondolence books	£116.49																														

	<p>Clerk had circulated three quotes for two variations of inspection, which were discussed. On proposition of Cllr Douglass, seconded by Cllr Dixon it was agreed to accept the quotation in the sum of £1182.80.</p>	VT
10	<p><b>Items to note from: -</b>  Minutes from Committee Meetings are sent to all Councillors.  <b>10.1 Amenities Committee meeting held on 13<sup>th</sup> November</b>  Cllr Dixon started her report by explaining her investigations <u>regarding cctv</u>. She will be meeting with the PCSO to look at local options.  The <u>Park Close play equipment</u> has now been installed but she was dismayed that a resident was allowing his dog to foul the area. Clerk to action "No Dogs" sign here and to also inspect the condition of signs which are currently in place, listing what ones are required. Cllr Sams to assist with the design.  Committee note that the <u>replacement tree</u> for the one which was felled has yet to be supplied by the Football Club. At the moment the circular seat is upended and causing a hazard.  Cllr Dixon had circulated quotations for <u>the play equipment to be installed at Elbourn Way</u>. Council were aware that the S106 funding although expected imminently, had not yet been received. Council therefore made a contingent comparison of quotations. Cllr Leith proposed, and Cllr Douglass seconded the proposal that the quotation which allowed for both best value for money and play, be accepted in the sum of £45,000. Cllr Dixon had obtained a substantial discount and price would be held until 20.12.19.  Cllr Dixon had been asked to meet with the PCC who wished to engage a contractor to <u>remove the hedge along the railed boundary</u>. The PCC are aware it needs planning permission and will also consult with the parish via the Village Voice.  She then raised the issue of <u>Playground Inspections</u>. The Clerk/RFO had advised that since February this has not been met. "Contractor staff that are responsible for the play equipment inspection must complete an approved play equipment inspection course and supply copies of certificates, or any other evidence given by the course provider, to demonstrate that they are competent to inspect play equipment. <b>Quotes</b> with the option of either weekly or fortnightly inspections were presented. On the proposition of Cllr Douglass, seconded by Cllr Freeman it was agreed to continue with weekly inspections at a cost of £48 p.w.   Planning work continues for the consultation regarding <u>youth facilities in the village</u> which would be part of the Councils Annual Parish Meeting.  The Committee are supporting the formation of a War Memorial Working Group which would have an ongoing programme for maintenance and refurbishment. Cllr Catherall has volunteered to take the lead.  Turning to financial matters the Committee recommend that the Council Chairman takes an <u>allowance of £200</u>; it recommends that a contingency sum for <u>maintenance of assets</u> such as the Lodge and Cemetery be allocated in the budget; it requested a <u>sum of £5000</u> (to include playground inspections) for playground contingency; and that the post of <u>Ranger</u> be confirmed.  Lastly a reminder that the <u>Christmas Tree lighting</u> will take place on the 7<sup>th</sup> December at 5.30 pm.  <b>10.2 Finance Committee meeting held on the 5<sup>th</sup> November</b>  Cllr Douglass who had chaired the meeting reported that the main item was precept setting. The timetable for notification to SCDC had been circulated to all councillors. Items to be considered and costed when precept setting were:-  Salaries; Ranger; Website re-design; highway projects year to year; donations to Book Cafe/Village Voice/Mobile Warden Scheme; the Conservation Group will be looking for £1250; Neighbourhood Plan costs; Minute book binding; Noticeboards; seats around village (maintenance plan being developed); Knutsford Road Bench; and a more</p>	

	<p>substantial dehumidifier for the Chapel. The noticeboards were discussed. Currently there are five and three are in very poor condition. Clerk was asked to obtain quotes. The RFO was asked to present expenditure year to date.</p> <p><u>10.3 Planning Committee meeting held on the 5<sup>th</sup> November</u></p> <p>Cllr Hallett reported that Committee agreed two householder applications. It also considered a Condition removal regarding surface water at the Primary School. Comments were to be made to SCDC regarding the existing flooding to the sports centre car park, which could be exacerbated. The next meeting would consider the Draft Issues and Options consultation, and also receive a presentation from Scott Properties regarding a proposal for 25 bungalows on land off The Causeway.</p>	
11	<p><b>Governance</b></p> <p>The following documents had been previously circulated for councillor's consideration. It was unanimously agreed on the proposition of Cllr Hallett and seconded by Cllr Douglass that the following Terms of Reference and Policies be adopted. All are attached to these Minutes.</p> <p><u>11.1 Terms of Reference-</u></p> <p>11.1.1 Neighbourhood Planning Working Group</p> <p>11.2.1 I.T. Working Group</p> <p><u>11.2 GDPR Policies</u></p> <p>11.2.1 Social Media &amp; Electronic Communication Policy</p> <p>11.2.1 Information Protection Policy</p> <p>11.2.2. Removable Media Policy</p> <p>11.2.4. Information Security Incident Policy</p>	ALL
12	<p><b>War Memorial and Remembrance Event</b></p> <p>Council were heartened by the excellent attendance and grateful to those who helped on the day including Cllr Catherall, Russell Woollaston and Vic Nickson to name a few. There was a general discussion about planning the event next year including the need for a higher level of first aid cover and police presence. The new War Memorial Working Group will take more of a lead in the organisation for 2020.</p>	
	<p>There being no further business the meeting was closed at 10.05 pm.</p> <p>Signed ..... Chairman 17<sup>th</sup> December 2019</p>	

### Dates of Meetings :-

Amenities Committee : 2020 – 8<sup>th</sup> January; 12<sup>th</sup> February; 11<sup>th</sup> March; 8<sup>th</sup> April; 13<sup>th</sup> May; 10<sup>th</sup> June; 8<sup>th</sup> July; 12<sup>th</sup> August; 9<sup>th</sup> September; 14<sup>th</sup> October; 11<sup>th</sup> November; 9<sup>th</sup> December.

Finance : Planning:- 2020 - 7<sup>th</sup> January; 4<sup>th</sup> February; 3<sup>rd</sup> March; 7<sup>th</sup> April; 5<sup>th</sup> May; 2<sup>nd</sup> June; 7<sup>th</sup> July; 4<sup>th</sup> August; 1<sup>st</sup> September; 6<sup>th</sup> October; 3<sup>rd</sup> November; 1<sup>st</sup> December.

Main Council:- 2020 – 21<sup>st</sup> January; 18<sup>th</sup> February; 17<sup>th</sup> March; 21<sup>st</sup> April; 19<sup>th</sup> May; 16<sup>th</sup> June; 21<sup>st</sup> July; 18<sup>th</sup> August; 15<sup>th</sup> September; 20<sup>th</sup> October; 17<sup>th</sup> November; 15<sup>th</sup> December.

## **Bassingbourn-cum-Kneesworth Parish Council**

### **TERMS OF REFERENCE**

#### **NEIGHBOURHOOD PLAN WORKING GROUP**

**November 2019**

- 1. Purpose**                      To engage and consult with the community of Bassingbourn-cum-Kneesworth and to draft a Neighbourhood Plan for the Parish Council to submit to the local planning authority. To work with the local planning authority in taking the Neighbourhood Plan through the independent examination and referendum stages until the Plan is made.
  
- 2. Reports to**                      Bassingbourn-cum-Kneesworth Parish Council
  
- 3. Status**                              Temporary, task-and-finish, until the Neighbourhood Plan is made.  
Working group may be reformed for future update of the Plan.
  
- 4. Membership**                      May include councillors and non-councillors
  
- 5. Scope**  
Kneesworth,

Engagement with the community of Bassingbourn-cum-Kneesworth, including residents, community groups, businesses, military authorities and educational establishments.

Liaison with neighbouring parishes.

Employment of and working with consultants to prepare the Plan.

Liaison with and working with the local planning authority to deliver the Neighbourhood Plan.
  
- 6. Delegation of Authority**

Expenditure authority only within categories and amounts authorized in advance by the Parish Council.



## Bassingbourn-cum-Kneesworth Parish Council

### TERMS OF REFERENCE

#### IT WORKING GROUP

<b>1</b>	<b>Purpose</b>	To advise the Council on all matters relating to all electronic processing including costs, standards, controls and acceptability.
		To advise the Council on all matters relating to the creation, maintenance and uploading of material to the Council's website
<b>2</b>	<b>Reports to</b>	Bassingbourn-cum-Kneesworth Parish Council
<b>3</b>	<b>Status</b>	Enduring but subject to annual re-appointment
<b>4</b>	<b>Membership</b>	May include councillors and non-councillors
<b>5</b>	<b>Scope</b>	Email - hosting, creation, security Webpage : hosting, updating etc. I.T. support systems – requirements capture, specification development testing and user training Selection advisory materials and expertise Selection and commissioning of external expertise
<b>6</b>	<b>Delegation of Authority</b>	Expenditure authority only within categories and amounts authorised in advance by the Parish Council

Adopted November 2019

## **BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL**

### **Social Media and Electronic Communication Policy**

The use of digital and social media and electronic communication enables Bassingbourn-cum-Kneesworth Parish Council (BcKPC) to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has website pages, and uses email to communicate. It also has access to a 3<sup>rd</sup> party village Facebook page to post announcements. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council Website and use of social media pages are intended to provide information and updates regarding activities and opportunities within our Parish and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council pages are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Website page for commercial purposes or to advertise market or sell products.

- The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts.

Sending a message/post via social media pages will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the Clerk to the Council by emailing.

We retain the right to ask the social media page owners to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given the limited resources available. We will ask the social media owners to block repeat offenders. The Council may request to post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

## **Council Website Pages**

We may need to forward any contact to a relevant councillor for information prior to response, or indeed take to a meeting of either the Council, or one of its committees or working groups. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

## **Council email**

The Clerk to the Council has its own Council email address :  
[parishclerk@bassingbourn.org](mailto:parishclerk@bassingbourn.org)

The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, and copy to the Clerk. NB any emails copied to the Clerk become official and may be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council this includes names, addresses, email, IP addresses and cookie identifiers.

### **SMS (texting)**

Councillors and the Clerk/RFO may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

### **Video Conferencing e.g. Skype**

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

### **Internal communication and access to information within the Council**

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Councillors should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Adopted on 19<sup>th</sup> November 2019

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

## **Information Protection Policy**



## **1 Purpose**

- 1.1 Information is a major asset that Bassingbourn-cum-Kneesworth Parish Council has a duty and responsibility to protect.
- 1.2 The purpose and objective of this Information Protection Policy is to specify the means of information handling and transfer within the Council.

## **2 Scope**

- 2.1 The Information Protection Policy applies to all Councillors, Committees, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Bassingbourn-cum-Kneesworth Parish Council's purposes.
- 2.2 Information takes many forms and includes:
  - hard copy data printed or written on paper
  - data stored electronically
  - communications sent by post / courier or using electronic means
  - stored tape or video
  - speech

## **3 Information Storage**

- 3.1 All electronic information will be stored on centralised facilities to allow regular backups to take place.
- 3.2 Information will not be held that breaches the Data Protection Act (1998) or formal notification and guidance issued by Bassingbourn-cum-Kneesworth Parish Council. All personal identifiable information will be used in accordance with the Caldicott Principles.
- 3.3 Records management and retention policy will be followed.
- 3.4 Staff should not be allowed to access information until line managers are satisfied that they understand and agree the legislated responsibilities for the information that they will be handling.
- 3.5 Databases holding personal information will have a defined security and system management policy for the records and documentation.
- 3.6 This documentation will include a clear statement as to the use, or planned use of the personal information, which is cross-referenced to the Data Protection Notification.
- 3.7 Files which are listed by Bassingbourn-cum-Kneesworth Parish Council as a potential security risk should not be stored on the network should there be one, except for in designated application storage areas. To facilitate this Bassingbourn-cum-Kneesworth Parish Council will implement an electronic File security solution.

#### **4 Disclosure of Information - Computer and Paper Based**

- 4.1 The disclosure of personal information to other than authorised personnel is forbidden. If there is suspicion of a Member or employee treating confidential Council information in a way that could be harmful to the Council or to the data subject, then it is to be reported to the Data Information Officer (RFO to Bassingbourn-cum-Kneesworth Parish Council) who will take appropriate action.
- 4.2 Do not remove printed information from premises without the express consent of the information owner. Consent will only be given in exceptional circumstances
- 4.3 Protectively marked, personal or sensitive documents are not to be left unattended and, when not in use, are to be locked away and accessed only by authorised persons.
- 4.4 Disposal methods for waste computer printed output and other media must be in accordance with Bassingbourn-cum-Kneesworth Parish Council's disposal policy.
- 4.5 Distribution of information should be via the most secure method available.

#### **5 Disclosure of Information – Telephone, Fax and E-mail**

- 5.1 Where this involves the exchange of sensitive information then the following procedures will be applied.

#### **6 Telephone calls:**

- 6.1 Verify the identification of members before disclosing information. If in doubt, return their call using a known telephone number.
- 6.2 For external callers, verify their identity and their need to know the requested information. Telephone them back before releasing information and ask the caller to provide evidence of their identity (this could be passport, driving license, household bill).
- 6.3 Ensure that you are authorised to disclose the information requested.
- 6.4 Ensure that the person is entitled to be given this information.
- 6.5 Ensure that the information you give is accurate and factual.

#### **7 Fax transmissions:**

- 7.1 Fax should not be used to transmit personal or sensitive information.



## **8 Disclosure of information by email:**

- 8.1 Personal or sensitive information is at risk if sent outside of the Council's network.
- 8.2 If an e-mail is sent to an address that is not a Council domain address the email will be delivered through the public network and the message may be left at several locations on its journey and could be deliberately intercepted.
- 8.3 Email should not be used for sending personal or sensitive information unless technical measures are in place to keep the message secure.
- 8.5 The sender should be satisfied of the identity of the recipient, if in doubt the email should not be sent and alternative methods should be used.
- 8.6 No identifiable personal information should be included when sending on emails.
- 8.7 The recipient of Bassingbourn-cum-Kneesworth Parish Council's emails are prohibited from being forwarded, copied or blind copied to any third party within or outside of the Council.
- 8.8 Any Councillor email contact with a member of the public shall be directed to the Council's Office for the attention of the Clerk.

## **9 Sharing of Personal Information**

- 9.1 Information relating to individuals shall not be shared with other authorities without the agreement of the Data Information Officer.
- 9.2 Staff should be aware of their responsibilities to be able to justify the sharing of information and to be able to maintain security when transferring information in person, by email, phone or post.

Date Adopted 19<sup>th</sup> November 2019



## **1 Purpose**

- 1.1 This policy supports the controlled storage and transfer of information by Councillors of Bassingbourn-cum-Kneesworth Parish Council and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Bassingbourn-cum-Kneesworth Parish Council.
- 1.2 Information is used throughout the Authority and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Authority and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Authority that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Authority's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
  - 1.4.1 Enabling the correct data to be made available where it is required
  - 1.4.2 Maintaining the integrity of the data
  - 1.4.3 Preventing unintended consequences to the stability of the computer network
  - 1.4.4 Building confidence and trust in data that is being shared between systems
  - 1.4.5 Maintaining high standards of care towards data and information about individual citizens, staff or information that is exempt from disclosure
  - 1.4.6 Compliance with legislation, policies or good practice requirements

## **2 Scope**

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:
  - USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems or stores electronic data separately from email or other applications.
- 2.3 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.4 Failure to comply with this policy could result in disciplinary action.

### **3 Advice and Assistance**

- 3.1 The Data Information Officer will ensure that everyone that is authorised to access the Authority's information systems is aware of their obligations arising from this policy.
- 3.2 The Data Information Officer should be consulted over any hardware or system issues. If appropriate experts should be approached for advice and guidance on using software packages. Also, if appropriate the Data Information Officer would seek assistance from a trusted or contracted source to remove material which needs to be removed.
- 3.3 Should this policy appear to conflict with any other approved Council policy, then contact the Data Information Officer for guidance.

### **4 Responsibilities**

- 4.1 Bassingbourn-cum-Kneesworth Parish Council is responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

### **5 Incident Management**

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Data Information Officer.
- 5.2 It is the duty of all Councillors to report any actual or suspected breaches in information security to the Parish Council.

### **6 Data Administration**

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.

- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

## **7 Security**

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the authority's network and computers. Virus and malware checking software approved by the Data Information Officer must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned and be on the Councils approved list. However work related data from external sources can be transferred to the Council network (should there be one) using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

## **8 Use of removable media**

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.2 Material that is classified as RESTRICTED or higher must not be stored on removable media at any time.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.

- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

## **9 Faulty or Unneeded Storage Devices**

- 9.1 Damaged or faulty media must not be used. The Data Information Officer must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be sent to the Data Information Officer who will securely remove the data before reallocating or disposing of the device.

## **10 Requests to suspend this policy**

- 10.1 This Policy is designed to protect Council business data and to accommodate the needs of users. However, should aspects of this policy interfere with a valid business requirement; an application can be made to the Data Information Officer for an amendment to this policy. An outline risk assessment should be submitted with the application.

## **11 Breach procedures**

- 11.1 Users who do not adhere to this policy will be dealt with through the Council's disciplinary process.
- 11.2 For Councillors, the Data Information Officer in association with the Chairman and Data Protection Officer will ensure appropriate action is taken.
- 11.3 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.
- 11.4 Where the public have access to Bassingbourn-cum-Kneesworth Parish Council's system, that access will be withdrawn if there is an actual or likely breach of information security, until adequate controls are in place.

## **12 Review and Revision**

- 12.1 This policy will be reviewed annually by the Data Information Officer, and revised according to developments in legislation, guidance, accepted good practice and operational use.

### **13 Key Messages for Staff**

- 13.1 Data and information are valuable and must be protected.
- 13.2 Do not use removable media for material that is marked 'restricted' or above.
- 13.3 Only transfer data onto removable media, if you have the authority to do so.
- 13.4 All transfer arrangements carry a risk to the data.
- 13.5 Run the virus checking programme on the removable media each time it is connected to a computer.
- 13.6 Only use approved products for Council data.
- 13.7 Activate encryption on removable media wherever it is available and password protection if not available
- 13.8 Data should be available for automatic back up and not solely saved to removable media.
- 13.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.
- 13.10 Ask your Data Information Officer, or Data Protection Officer if you are unsure.

This policy was adopted by Bassingbourn-cum-Kneesworth Parish Council on 19<sup>th</sup> November 2019.





## **1 Purpose**

- 1.1 This document defines an Information Security Incident and the procedure to report an incident.

## **2 Scope**

- 2.1 This document applies to all Councillors, Committees, Departments, Partners, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Bassingbourn-cum-Kneesworth Parish Councils purposes.

## **3 Definition**

- 3.1 An information security incident occurs when data or information is transferred or is at risk of being transferred to somebody who is not entitled to receive it, or data is at risk from corruption.

## **4 An Information Security Incident includes:**

- The loss or theft of data or information
- The transfer of data or information to those who are not entitled to receive that information
- Attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system
- Changes to information or data or system hardware, firmware, or software characteristics without the council's knowledge, instruction, or consent
- Unwanted disruption or denial of service to a system
- The unauthorised use of a system for the processing or storage of data by any person.

## **5 When to report**

- 5.1 All events that result in the actual or potential loss of data, breaches of confidentiality, unauthorised access or changes to systems should be reported as soon as they happen.

## **6 Action on becoming aware of the incident**

- 6.1 Follow the information security procedure, according to the type of incident.

## **7 How to report**

- 7.1 The Data Information Officer (RFO) must be contacted by email or telephone. They will log the incident and forward it on to the relevant departments.
- 7.2 The Data Information Officer (RFO) will require you to supply further information, the nature of which will depend upon the nature of the incident. However, the following information must be supplied:
- Contact name and number of person reporting the incident
  - The type of data or information involved

- Whether the loss of the data puts any person or other data at risk
- Location of the incident
- Inventory numbers of any equipment affected
- Date and time the security incident occurred
- Location of data or equipment affected
- Type and circumstances of the incident.

7.3 Your Chairman/Line Manager must also be informed to enable them to investigate and confirm that the details represent a valid security incident as defined above. The outcomes of these actions are to be reported to the Data Information Officer for inclusion in the incident details for the Data Protection Officer's investigation.

## **8 What to Report**

8.1 All Information Security Incidents must be reported.

## **9 Examples of Information Security / Misuse Incident Protocols**

9.1 Information Security Incidents are not limited to this list, which contains examples of some of the most common incidents.

### **9.2 Malicious Incident**

- Computer infected by a Virus or other malware, (for example spyware or adware)
- An unauthorised person changing data
- Receiving and forwarding chain letters – Including virus warnings, scam warnings and other emails which encourage the recipient to forward onto others.
- Social engineering - Unknown people asking for information which could gain them access to council data (e.g. a password or details of a third party).
- Unauthorised disclosure of information electronically, in paper form or verbally.
- Falsification of records, Inappropriate destruction of records
- Denial of Service, for example
- Damage or interruption to Bassingbourn-cum-Kneesworth Parish Council's equipment or services caused deliberately e.g. computer vandalism
- Connecting non-council equipment to the council network
- Unauthorised Information access or use
- Giving information to someone who should not have access to it - verbally, in writing or electronically
- Printing or copying confidential information and not storing it correctly or confidentially.

### **9.3 Access Violation**

- Disclosure of logins to unauthorised people
- Disclosure of passwords to unauthorised people e.g. writing down your password and leaving it on display
- Accessing systems using someone else's authorisation e.g. someone else's user id and password
- Inappropriately sharing security devices such as access tokens

- Other compromise of user identity e.g. access to network or specific system by unauthorised person
- Allowing Unauthorised Physical access to secure premises e.g. server room, scanning facility, dept area.

#### **9.4 Environmental**

- Loss of integrity of the data within systems and transferred between systems
- Damage caused by natural disasters e.g. fire, burst pipes, lighting etc
- Deterioration of paper records
- Deterioration of backup tapes
- Introduction of unauthorised or untested software
- Information leakage due to software errors.

#### **9.5 Inappropriate use**

- Accessing inappropriate material on the internet
- Sending inappropriate emails
- Personal use of services and equipment in work time
- Using unlicensed Software
- Misuse of facilities, e.g. phoning premium line numbers.

#### **9.6 Theft / loss Incident**

- Theft / loss of data – written or electronically held
- Theft / loss of any Bassingbourn-cum-Kneesworth Parish Council's equipment including computers, monitors, mobile phones, Memory sticks, CDs.

#### **9.7 Accidental Incident**

- Sending an email containing sensitive information to 'all staff' by mistake
- Receiving unsolicited mail of an offensive nature, e.g. containing pornographic, obscene, racist, sexist, grossly offensive or violent material
- Receiving unsolicited mail which requires you to enter personal data.

#### **9.8 Mis-keying**

- Receiving unauthorised information
- Sending information to wrong recipient.

### **10 Escalation**

- 10.1 Serious incidents will be escalated via the national ICO scheme if determined to be of national value.

This policy was adopted by Bassingbourn-cum-Kneesworth Parish Council on 19<sup>th</sup> November 2019



## BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

### Minutes of meeting held on 17<sup>th</sup> December 2019

Present: Cllrs Douglass (Chair), Cathercall, Dixon, Oakley, Ridsdale, Sams, Spenceley, and White. Also in attendance were Mrs V Tookey (Clerk) and Mrs B Isherwood, Responsible Financial Officer (RFO).

County Cllr S Van de Ven, District Cllr N Cathcart and 2 members of the public were also present.

During the public session those present were able to review a 3D layout of the proposal for the garage site (planning application S/4137/19/FL). Questions were asked and answered. It was agreed that the application would be more widely advertised and to be considered by Council at the Planning Committee Meeting to be held on the 7<sup>th</sup> January 2020. One member of the public then left the meeting at 8 pm.

1	<b>Apologies for absence were received</b> from Cllrs Geraghty, Leith and Hallett due to personal commitments, from Cllrs Freeman and Hirtzel due to work commitments and Cllr Hodge due to ill health.	
2	<b>Declaration of Interests</b> were declared by Cllrs Catherall, Douglass and Ridsdale for item 8.1.	
3	<b>Minutes of Meeting held on the 19<sup>th</sup> November</b> having been previously circulated were signed on the proposition of Cllr Sams, seconded Cllr Catherall.	
4	<b>To Agree to Move to co-option for vacancy</b> The notice of vacancy had been posted with no request for an election. The Council therefore agreed to move to co-option on the proposition of Cllr Spenceley, seconded by Cllr Douglass. Clerk to display relevant notices.	VT
5	<b>Pavilion</b> The Clerk reported that the Sporting Clubs had stated that their proposal would not now be forthcoming until the end of the month. The Council were dismayed to learn that the proposal and costing for refurbishment had not been forthcoming within the agreed deadline. The Council agreed that its next step would be to set up a charity with a view to obtain grant funding a new building. Chairman reported that the Christmas Tree Lighting raised a further £285 towards the funds. Cllr Spenceley congratulated the Chairman and all the helpers on a successful event.	ALL
6	<b>Cambs County Council</b> County Cllr Van de Ven's full report will be available on the website. The Council was currently developing its Climate Change Strategy. The Bassingbourn Practical Solutions Group had also met. She requested any incidences of antisocial behaviour be reported to the police, as currently Bassingbourn is perceived as being a "low activity" village. She had been working with the Village College and the report for the Annual Parish Meeting will be given by the Head pupils. County Cllr Van de Ven also reported that her endeavours for permission to install 30 mph repeater signs had not proved successful.	
7	<b>South Cambs District Council</b> District Cllr Cathcart reported that Council had moved to a shared planning services with the City Council. He further reported that whilst he had attended the Cabinet meeting regarding The Limes, he was unable to provide detail as the meeting had been held "in camera". The Parish Council has been asked to meet with SCDC Cabinet on 15 <sup>th</sup> January to discuss the best way to approach the transfer for both parties. District Cllr Cathcart is also arranging to meet with the Clerk and RFO to discuss a draft business plan, as well as a comparison with other village halls.	NC/ VT/ BI

	County Cllr Van de Ven left the meeting at this point at 8.25 p.m.																																														
8	<p><b>Planning</b></p> <p><u>8.1 for Consideration :-</u> S/4137/19/FL Demolition of all existing buildings and the erection of 2 shop units on the frontage with 1 flat above, and three dwellings to the rear.</p> <p>To be considered at the Planning Committee meeting set for the 7<sup>th</sup> January. The Finance Committee meeting would then follow that meeting.</p>	All																																													
9	<p><b>Working Groups</b></p> <p><u>9.1 Traffic and Travel Working Group</u> The Traffic and Travel Group had met on the 27<sup>th</sup> November with up to date information having been previously circulated to all councillors for information. The Local Highways Improvement application had been revised by County Highways and would now cost of £7000; of which Bassingbourn's contribution is £1400. It was agreed to support this application on the proposition of Cllr Spenceley, seconded by Cllr Dixon. The Clerk is working on the application to County highways regarding attachment of mobile speed activated signs.</p> <p>District Councillor Cathcart left the meeting at this point 8.30 pm.</p>	VT																																													
10	<p><b>Financial matters and Report from R.F.O.:-</b></p> <p><u>10.1 Financial report</u> The RFO reported that the account with Unity Trust Bank was now open and a system developed for online payment of invoices. She had also tabled copies of the various reports which are available via the Scribe accounting package. The RFO had set 1<sup>st</sup> January as her deadline for the input of 2019/2020 receipts and payments onto the Scribe database. She also reported that the second instalment of the precept in the sum of £42,500 had been received.</p> <p>The second draft of Precept requirements for 2020/21 had been circulated and further suggestions were discussed. It was unclear whether the East West rail allocation of £10,000 could be removed. Grants and donations were discussed. The RFO to rework the document and circulate for further discussion at the January meeting of the Finance Committee. The deadline is the next full council meeting on the 21<sup>st</sup> January.</p> <p><u>10.2 Authorisation of Payments</u> The RFO had previously circulated the following list of payments:-</p> <table border="0"> <tr> <td>Npower</td> <td>Cemetery Lodge final electricity bill</td> <td>£71.97</td> </tr> <tr> <td>SW former Clerk</td> <td>Salary, mileage and key cut</td> <td>£654.93</td> </tr> <tr> <td>HMRC</td> <td>PAYE for SW</td> <td>£46.53</td> </tr> <tr> <td>Clerk</td> <td>Home allowance 16/9/19 to 14/10/19</td> <td>£20.00</td> </tr> <tr> <td>RFO</td> <td>Home allowance 16/9/19 to 14/10/19</td> <td>£20.00</td> </tr> <tr> <td>RFO</td> <td>Printer, scanner</td> <td>£78.48</td> </tr> <tr> <td>Don Ruffles Ltd</td> <td>Cross cutter shredder</td> <td>£259.16</td> </tr> <tr> <td>Buchans</td> <td>Maintenance for September 19</td> <td>£1,722.89</td> </tr> <tr> <td>SCDC</td> <td>Hire of Limes July, August, Sept 19</td> <td>£70.00</td> </tr> <tr> <td>Viking Direct</td> <td>Stationery items for Clerk/RFO</td> <td>£239.77</td> </tr> <tr> <td>HMRC</td> <td>VAT payment 01.02.2013 - 30.10.2016</td> <td>£3,723.33</td> </tr> <tr> <td>Came &amp; Co</td> <td>Annual insurance</td> <td>£2,909.33</td> </tr> <tr> <td>Red Shoes</td> <td>Payroll services for Sept 19</td> <td>£24.00</td> </tr> <tr> <td>Scribe user licence</td> <td>Software licence for PC finances</td> <td>£624.00</td> </tr> <tr> <td>Playfix</td> <td>Replace &amp; fit new shackles/bushes to swings</td> <td>£185.00</td> </tr> </table>	Npower	Cemetery Lodge final electricity bill	£71.97	SW former Clerk	Salary, mileage and key cut	£654.93	HMRC	PAYE for SW	£46.53	Clerk	Home allowance 16/9/19 to 14/10/19	£20.00	RFO	Home allowance 16/9/19 to 14/10/19	£20.00	RFO	Printer, scanner	£78.48	Don Ruffles Ltd	Cross cutter shredder	£259.16	Buchans	Maintenance for September 19	£1,722.89	SCDC	Hire of Limes July, August, Sept 19	£70.00	Viking Direct	Stationery items for Clerk/RFO	£239.77	HMRC	VAT payment 01.02.2013 - 30.10.2016	£3,723.33	Came & Co	Annual insurance	£2,909.33	Red Shoes	Payroll services for Sept 19	£24.00	Scribe user licence	Software licence for PC finances	£624.00	Playfix	Replace & fit new shackles/bushes to swings	£185.00	ALL
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	<p><u>12.2 GDPR Policies</u>  <u>12.2.1 Councillor Privacy Statement</u>  On the proposition of Cllr Sams, seconded by Cllr Spenceley the councillor privacy statement was adopted. <i>(copy appended to these Minutes)</i>  <u>12.2.2 General data protection checklist for Councillors</u>  On the proposition of Cllr Sams seconded by Cllr Spenceley the GDPR protection checklist for counsellors was adopted. <i>(copy appended to these Minutes)</i>  Councillors were requested to sign and return the checklist to the Clerk.</p>	All
	<p>There being no further business that meeting was closed at 9.20 pm.</p> <p>Signed .....(Chairman) 21<sup>st</sup> January 2020</p>	

#### Dates of Meetings :-

Amenities Committee :2020 – 8<sup>th</sup> January; 12<sup>th</sup> February; 11<sup>th</sup> March; 8<sup>th</sup> April; 13<sup>th</sup> May; 10<sup>th</sup> June; 8<sup>th</sup> July; 12<sup>th</sup> August; 9<sup>th</sup> September; 14<sup>th</sup> October; 11<sup>th</sup> November; 9<sup>th</sup> December.

Finance : Planning:- 2020 - 7<sup>th</sup> January; 4<sup>th</sup> February; 3<sup>rd</sup> March; 7<sup>th</sup> April; 5<sup>th</sup> May; 2<sup>nd</sup> June; 7<sup>th</sup> July; 4<sup>th</sup> August; 1<sup>st</sup> September; 6<sup>th</sup> October; 3<sup>rd</sup> November; 1<sup>st</sup> December.

Main Council:- 2020 – 21<sup>st</sup> January; 18<sup>th</sup> February; 17<sup>th</sup> March; 21<sup>st</sup> April; 19<sup>th</sup> May; 16<sup>th</sup> June; 21<sup>st</sup> July; 18<sup>th</sup> August; 15<sup>th</sup> September; 20<sup>th</sup> October; 17<sup>th</sup> November; 15<sup>th</sup> December.

Appendices:-

## BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

### **RESERVES POLICY**

The Parish Council follows the guidance in the current edition of the Governance & Accountability for Local Council – The Practitioners Guide regarding Reserves.

Council reserves are divided into two main categories – Earmarked Reserves and General Reserve.

Earmarked Reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the Full Council.

The Council aims to increase its General Reserve to 50% of the precept over the following 5 years.

The General Reserve should be annually risk assessed and approved by the Full Council and should be reviewed annually.

*Adopted at the Full Parish Council meeting on 17<sup>th</sup> December 2019*



## BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

### **Councillor Privacy Notice**

When you sign your acceptance of office and take your seat on Bassingbourn-cum-Kneesworth Parish Council the information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

### **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (c) (Data Protection Act 1998)

Processing is with consent of the data subject

And

Processing is necessary for compliance with a legal obligation

### **Information Security**

Bassingbourn-cum-Kneesworth Parish Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and it will be kept during the whole period of your office and for a statutory period of six years after. After which it will be deleted.

### **Your Rights**

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: [rfo@bassingbourn.org](mailto:rfo@bassingbourn.org)

#### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: [rfo@bassingbourn.org](mailto:rfo@bassingbourn.org)

#### **Information Deletion**

If you wish Bassingbourn-cum-Kneesworth Parish Council to delete the information about you, please contact: [rfo@bassingbourn.org](mailto:rfo@bassingbourn.org)

Please note: The Council has a legal obligation to retain information relating to their Councillors

### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact [parishclerk@bassingbourn.org](mailto:parishclerk@bassingbourn.org)

### **Rights Related to Automated Decision Making and Profiling**

Bassingbourn-cum-Kneesworth Parish Council does not use automated decision making or profiling of personal data.

### **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Bassingbourn-cum-Kneesworth Parish Council Data Protection Officer: [parishclerk@bassingbourn.org](mailto:parishclerk@bassingbourn.org) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

## BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

### **General Data Protection Awareness Checklist for Councillors**

The General Data Protection Regulation (GDPR) will apply in the UK from 25<sup>th</sup> May 2018. Whilst parish councils are expected to comply with GDPR, individual councillors will also need to ensure that they protect an individual's personal data whether it is stored electronically or as a hard copy. This applies only to living individuals (not the deceased, companies, other authorities and charities)

Personal data includes:

- Names and addresses
- Telephone numbers
- Email addresses
- IP addresses

The following measures are recommended to help councillors comply with GDPR:

<b>Action</b>	<b>Noted ✓</b>
Set up a separate email account for parish council correspondence	✓
Ensure that all devices (computers, laptops, phones) are password protected	
Do not forward on emails or email threads as they may contain personal data	
Copy and paste information from an email if you want to pass it on, rather than forwarding on an email to remove the IP address from the header.	
Where possible direct all correspondence to the clerk who can obtain the necessary consent	
Where possible avoid holding an individual's information in a councillor's home or on a councillor's own PC. If a councillor has to hold any information containing personal data on behalf of the Parish Council, it needs to be stored securely in a locked room or cabinet or if on a PC, in an encrypted folder.	
Make sure your antivirus software and operating system is up-to-date	
Make sure your computer's firewall is turned on	
Inform the Data Protection Officer of any breaches within 48 hours	

I confirm that I have read the information above and understand my responsibility as a parish councillor for protecting personal data.

(All councillors are required to sign the checklist)