

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 19th January 2016 at

The Limes, High Street 7.45pm.

Cllr Robinson(Chairman), Cllr Douglass, Cllr Hallett, Cllr McInulty, Cllr Freeman, Cllr Sams, Cllr Hull Cllr Spenceley, Cllr Webb, Cllr D Oakley.

District Cllr Cathcart, District Cllr McCraith

Members of Public –3

01. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Geraghty, Cllr Woodhouse, Cllr Hirtzel, Cllr Sappol and County Cllr Dent.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

Cllr Hallett and Cllr Webb had been granted a Dispensation to discuss the allotments for a period of 4 years.

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 24th November 2015

It was agreed the minutes of the Parish Council Meeting held on Tuesday 24th November 2015, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Connections Bus

An update on the usage and activities had been provided by the Connections Bus team. The attendance was very low. Cllr Douglas stated that she thought the activities would be more suitable for younger children. The advertising of the bus was discussed and the Clerk advised that she had put some posters up. It was not, as far as attendees were aware, advertised within the Village College. The Chairman stated that at present the bus was part of a free trial and to make it viable for the Parish Council to fund it needed a minimum of 10 youngsters a week to use it.

-Clerk

It was agreed that the Clerk would forward details to Mrs Isherwood, Bassingbourn Village College Premises Officer, for her to bring to the attention of the students.

4.2 Update on Cycle Path to Royston Proposal

The Chairman invited Mr Sagggers to give an update. He reported that an article would be in the next Village Voice. There was interest being shown and it looked as if a new working group would be formed.

05. CORRESPONDENCE

5.1 Abandoned Telephone Kiosk -Kneesworth

A resident of Kneesworth had asked that the kiosk, which was no longer used and obscuring traffic visibility, could be removed. Cllr Spenceley stated that he supported the resident's view. At the moment it was just a redundant steel box. Cllr Webb reminded Councillors that when the future of the High Street and North End kiosks were being discussed statistics on their use were provided by BT. It was agreed that the Clerk would follow this up with that BT contact.

-Clerk

06. OPEN FORUM

6.1 Defibrillator

Mrs Isherwood, Bassingbourn Village College Premises Manager, asked how the Parish Council was progressing with their defibrillator application as she was keen to have the equipment installed outside the Sports Centre.

The Clerk confirmed that following the December F&GP meeting she had made an application to the British Heart Foundation, for a free defibrillator, but had been told that due to the demand the scheme had now closed. The Parish Council had been placed on a waiting list. The Clerk was now investigating other options.

07. FINANCES

7.1 Payment of Accounts

The invoices were checked by the Cllr Hallett.

BUCHANS LANDSCAPES		
Grounds mtce December 2015 (inc. £299.72 VAT)		£1798.31
WORBOYS FARM PARTNERS		
Half year allotment rent Jan 2016		£ 150.00
INFORMATION COMMISSIONER		
Renewal of data protection registration		£ 35.00
UNITY TRUST BANK		
Deposit to open Current Account		£500.00
ROOF FIT		
Repair to the Pavilion roof tiles		£ 120.00
TOTAL		£2603.31
PROPOSED Cllr Webb SECONDED Cllr Hallett		
The following payments were made at the Finance & General Purposes committee meeting on 1st December 2015 and 5th January 2016		
MR P M REYNOLDS		
Pavilion drawings and submission to local authority (1 st stage)		£ 597.00
ROYSIA GAS AND OIL		
Cemetery Lodge boiler service and repair (inc. £112.60VAT)		£ 675.60
MR P ROBINSON		
Reimbursement for xmas tree lights (£51.60VAT)	£315.58	
Post concrete for tree (inc. £2.99VAT)	£ 17.95	£333.53
MRS S WALMESLEY		
Clerks salary 1/11/15 –30/11/15		£754.49
BUCHANS LANDSCAPES		
Ground mtce November 2015 (inc. £299.72VAT)		£1798.31
HALES PRINTERS		
Newsletters		£ 749.00
CAPALC		
Outreach Councillor training 24/10/15 (to be reimbursed for 9 places)		£ 700.00
THE POST OFFICE		
SCDC Emptying of Recreation Ground bins 2015//16 inc £222.19VAT)		£1333.14
CAMBRIDGESHIRE ACRE		
Membership renewal 2016 (inc. £9.00 Vat)		£ 54.00
SLCC		
Membership 2016		£ 131.00
MRS S WALMESLEY		
Clerks salary 1/12/15 –31/12/15		£831.40
HMRC		
PAYE 1/10/15 -31/12/15 NI Employee £28.68 Employer £31.32		£ 60.00

7.2 Agreement of Budget/Precept 2016/17

The Chairman advised that the Finance and General Purposes Committee had discussed the budget over the last two meetings and the figures been tweaked to take into account Councillor comments. Cllr Webb then proposed that the Budget/ Precept for 2016/17 be approved with a precept requirement of £60,000. This was seconded by Cllr Hallett with all Councillors in agreement. The Chairman thanked Cllr Webb, Chairman of the Finance and General Purposes committee, for his work in preparing the document. Clerk to Demand the precept amount from South Cambridgeshire District Council.

-Clerk

7.3 Unity Trust Bank –Application for Current Account

It had been agreed by the Finance and General Purposes committee to go ahead with the application for a current account so that internet banking could be introduced. This was on the agenda to be ratified by the full Council. On a proposal by Cllr Webb, seconded by Cllr Hallett, it was agreed that the application form be completed and submitted to the Unity Trust Bank for a current account.

8. PROCEEDINGS OF COMMITTEES

8.1 To Receive and Note the Minutes

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

8.1.1 Planning

8.1.2 Finance and General Purposes

8.1.3 Recreation Ground

Cllr Spenceley reported that he had been approached by a parishioner concerned over the play equipment in the village stating that it was not up to standard. Cllr Freeman, Chairman of the Recreation Ground Committee, advised that a few months ago there had been a Facebook group in the village wanting improvements to the equipment. Members of the group had been invited along to a Recreation Ground meeting where they stated that they would organise some fund raising towards the equipment. They were also asked to come back to the committee with details of equipment they would like to see. Cllr Douglass had attended one of their meetings but she believed the sums of money needed for new equipment and installation put them off. She added that this might be resumed once the better weather started. Cllr Webb explained that there was money allocated from the current precept towards new equipment and there was also an allocation proposed in the 2016/17 budget. He added that the Parish Council could only do so much with the precept they charged.

It was then proposed by Cllr Hallett that the current budget be carried forward to 2016/17 if not spent this financial year for the play equipment and Pavilion project. This was seconded by Cllr Webb with all Councillors in agreement.

8.1.4 Cemetery

There were no questions asked or comments made.

9. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Cllr Dent had circulated a report.

9.2 District Council

Cllr McCraith reported that the main issue was that proposals had been put forward for the new wards which would take effect in 2018 with 45 District Councillors. It was proposed that Bassingbourn would be put together with Litlington with one Councillor. Cllr Cathcart added that the proposals had been discussed at the District Council Civic Affairs Committee. Parishes had not yet been informed. It was noted that there was currently a consultation in progress requesting comments on how people wanted to wards to be formed!

Cllr Cathcart then advised that shared services were being investigated for Planning and Strategic control. There were concerns over this as there would be a lack of local knowledge in many cases.

Cllr McCraith concluded the report by advising that the City Deal was not providing schemes to benefit South Cambridgeshire. The District Council was going to try and get a better policy in place. He would report back on this at the next meeting.

The Chairman thanked the District Councillors for their report.

10. WORKING GROUPS

10.1 Bassingbourn Village College/Primary School Liaison Group

Mr Saggars, Village College Governor, was invited to speak. He distributed copies of a recent newsletter adding that the update from the Village College was very positive as the College was officially within the top 9% in the country. The staff were very proud. He asked Mrs Isherwood, the Premises Manager, to talk about the Sports Centre.

Mrs Isherwood gave a snapshot of how the sports hall, dance studio and outside area were being used. The bookings were almost full capacity with local users. The main school hall was also used for outside functions.

The Chairman asked about adult education. Mrs Isherwood replied that classroom could be rented for £10 per hour and anyone was welcome to hire and put on a class. She advised that the lack in Government funding had meant that classes arranged by the school had decreased and the onus was now on individuals to arrange. This was widely advertised in the Village Voice and Village College newsletter.

Cllr Cathcart stated that in the past the Centre was to get people to improve their overall health. He asked if there were any programmes in place to attract less fit people. Mrs Isherwood stated that classes were not arranged by the Centre but would welcome people if they wanted to set up a group themselves. Mr Saggars added that this came back to money and classes could not run at a loss.

Cllr Hallett advised that the village website Bassingbourn.org had a list of halls available to hire and the only hall on there was the Church Room. He suggested adding the Village College and Sports Hall to that list which he offered to do. He added that the Village Voice had an excellent readership but was only read in the village. People from outside were more likely to look at the

website.

Cllr McCraith congratulated the Village College and stated that he was glad to hear that the Sports Centre was providing opportunities for Bassingbourn and the surrounding villages.

The Chairman thanked Mr Saggars and Mrs Isherwood for their update.

10.2. Pavilion Project

The Chairman advised that the project was making progress. The planning process had been held up by the recent turnover of staff but once permission was received, and the tree by the Pavilion felled, the work could start. He added that safety fencing would be needed.

Cllr Freeman advised that he had spoken to the tree contractor who had agreed to leave the wood from the tree in reasonable lengths to be collected by residents for a small donation (towards the Pavilion project). He asked the Chairman to mention this in the next Village Voice. Cllr Freeman also asked for some costings for the project as he had a meeting with the Football Association CEO.

*-Cllr
Robinson*

10.3 Conservation

Cllr Hallett advised that the group were meeting on the 8th February to plan activities for the year. There was a notice received relating to the Queen's 90th birthday whereby it was urging communities to take part in a tidy up on the 5th March 2016.

10.4 Affordable Housing

The working group had not met since the last meeting. Cllr Cathcart confirmed that he had spoken with the Planning Officer, Paul Sexton, and Housing who were looking into the viability of further affordable housing on the proposed site. It was noted that there was more of a problem getting funding for affordable housing at the present time. Cllr Spenceley asked to join the working group. Cllr Hallett advised that the next meeting would probably be after the publication of the Local Development Plan.

10.5 Local Heritage

Cllr Hallett advised that the working group had met on the 13th January with seven out of the eight members attending the meeting. They had discussed the pros and cons of a list and looked at lists of other areas. A first draft had been produced to work on. Cllr Cathcart had spoken to South Cambridgeshire District Council, about the conservation area appraisal, and the officers seemed to understand that the two publications could be merged to some extent. The officers had though said that they would guide and support the project but not take it on.

10.6 Traffic

Cllr Spenceley reported that the cutting down of the Leylandii trees at the corner of Chestnut Lane/A1198 had made a big difference to visibility.

10.6.1 Further information on Chestnut Lane Traffic Calming Proposal for Bollards

Mr Richard Leith, a Kneesworth resident was invited to present the information. He circulated details and a proposed road plan to Councillors.

Cllr Hallett stated that he had seen the Bell Bollard in Royston and felt that they would be good around the junction of Chestnut Lane and the A1198 to stop vehicles mounting the footpath. There were some concerns raised over the proposed available width to the footpath. A discussion took place on that. Councillors were aware that there were other footpaths in the village less than the recommended minimum width which included the path outside The Hoops, where prams and mobility scooters had to go in the road, and also on North End.

After further discussion the Chairman suggested the most practical way forward was for a plan to be compiled so that it could be presented to County Highways for their comments/approval. This was agreed. Cllr Spenceley offered to progress and would arrange a meeting with the County Highways Road Safety Manager.

*-Cllr
Spenceley*

11. ALLOTMENTS

11.1 Update

Cllr Hallett reported that there were currently three allotments available with one person on the waiting list.

He then advised that the Allotment Society usually met in The Limes 2-3 times a year. This cost to date had been covered by the Parish Council. He proposed that, as there was a surplus of funds received from the renting of the allotments, the Parish Council continue to cover the cost. This was seconded by Cllr Webb with all Councillors in agreement.

12. PROPOSAL TO INVESTIGATE THE SALE OF THE CEMETERY CHAPELS

Cllr Catherall had asked for this to be an agenda item. This would be left on the agenda until he was available to discuss proposals. The Chairman advised that a valuation of the Chapels was

to take place on the 20th January as a requirement for the update to the Asset Register.

13. PARISH COUNCIL TWINNING

The Chairman had suggested this as an agenda item. He stated that it would be very interesting to see how a village the same size as Bassingbourn-cum-Kneesworth, in another country, worked. Cllr Cathcart stated that it was important that twinning villages had the same issues in common. The Chairman to find out more details.

*-Cllr
Robinson*

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

14.1 Update on Village Sign

Cllr Sams reported that he had chased up the contractor and been told that the sign was in the process of being painted.

14.2 Cold Calling Sign for The Limes

Cllr Hull expressed concern over recent cold calling in The Limes and asked for a sign at the entrance to the road. He added that there was a Neighbourhood Watch sign which was covered by a tree.

The Clerk would follow up with the Neighbourhood Watch Co-ordinator, Kirsty Carter and Cllr Cathcart with South Cambridgeshire District Council.

Cllr Spenceley stated that he had reason to report an incident on 101 and was told that not enough people bothered to report minor crime. Each report went on a register to build a profile for the police to pursue. Cllr Hallett added that he had circulated details, from the police, that someone in a van was approaching young females in the area.

*-Cllr
Cathcart &
Clerk*

15. DATE OF NEXT MEETING

15.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 2nd February 2016

15.2 Recreation Ground

Wednesday 17th February 2016

15.3 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 1st March 2016

15.4 Planning/Parish Council

Tuesday 22nd March 2016

The Chairman closed the Meeting at 9.20 pm

.....

.....

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 1st March 2016 at The Limes, High
Street- 8.10pm.

PRESENT: Cllr Hallett (Chairman), Cllr Freeman, Cllr Webb, Cllr Oakley, Cllr Spenceley, Cllr Hull, Cllr Douglass, Cllr McInulty, Cllr Sams, Cllr Geraghty
District Councillor Cathcart, County Cllr McCraith
Members of Public: 0

In the absence of Cllr Robinson the meeting was chaired by Cllr Hallett.

01. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were received from Cllr Catherall, Cllr Robinson, Cllr Sappol, Cllr Woodhouse, Cllr Hirtzel.

All Councillors were Trustees of the Recreation Grounds.

02. OPEN FORUM

There were no members of the public in attendance.

03. AGREEMENT OF EXPENDITURE FOR REPLACEMENT PLAY EQUIPMENT IN SOUTH END

Cllr Freeman, Chairman of the Recreation Ground committee, advised that the committee had considered three quotations for play equipment to replace the rotting wooden structure. Members had agreed a quotation for two items, a 'Belfast' play structure and an 'Aero Tilt', at a cost of £18983.50 plus VAT. This amount was within the allocated budget for 2015/16. On a proposal by Cllr Freeman, seconded by Cllr McInulty, it was agreed that the order be placed with Playdale Playgrounds. All Councillors in agreement. The Clerk to place the order.

The meeting closed at 8.20 pm

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 22nd March 2016 at

The Limes, High Street 8.00pm.

Cllr Robinson(Chairman), Cllr Douglass, Cllr Hallett, Cllr McNulty, Cllr Freeman, Cllr Sams, Cllr Hull Cllr Spenceley, Cllr D Oakley, Cllr Hirtzel, Cllr Geraghty.

District Cllr Cathcart

Members of Public –9

01. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Webb, Cllr Woodhouse, Cllr Sappol, District Cllr McCraith and County Cllr Dent.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were no declarations of interests or requests for dispensations made.

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 19th January 2016

It was agreed the minutes of the Parish Council Meeting held on Tuesday 19th January 2016, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 1st March 2016

It was agreed the minutes of the Parish Council Meeting held on Tuesday 1st March 2016, copies previously distributed, were a true record and signed by the Chairman, following amendment to those present to read District Cllr McCraith.

04. MATTERS ARISING

4.1 Connections Bus

The Chairman explained the history of the bus, including the poor attendance, and advised that this time there had been a free trial. He was aware that the members of the public in attendance wanted to speak in relation to the decision made at the last Finance and General Purposes committee meeting not to fund the bus. He invited the youngsters and their parents to speak.

They each gave a reason why the bus was helpful to them. Councillors were advised that the youngsters had only found out about the bus in January. There had been no advertising. The youngsters advised that they believed that they would be able to get more people to attend if the bus continued. They also suggested that an earlier start time might be an attraction.

Cllr Douglass stated that she was pro-active for the bus but with the poor attendance, and a cost over £10,000 per school year, the Parish Council could not justify the expenditure. She added that details were in the Village Voice and she was also aware that the Connections Bus staff were handing out leaflets at the Village College.

The Clerk reminded Councillors that the Standing Orders stated that a decision could not be revisited until six months had elapsed unless requested by at least three Councillors. The Chairman advised that he had looked at the minutes from the Finance and General Purposes committee and he could see no reason why the Parish Council could not ask for a one month extension. He added that every year funds were earmarked from the budget for the youth and with no Youth Club in the village this could be a replacement. After further discussion it was proposed by Cllr Douglass, seconded by Cllr Freeman that the Clerk ask for the bus to visit for a trial period of one month after the Easter holiday. She was also asked to request that the bus arrived at 7pm instead of 6.30pm.

4.2 Update on Cycle Path to Royston Proposal

Mr Sagers was invited to speak. He advised that the Cycle Group discussed four options including the original proposal which the Parish Council helped fund the investigation for in 2000. The group were going to speak to the landowners and they hoped to have two proposals with a view to deciding on one for which they would seek costings. Mr Sagers stated that this was a positive start. He asked if the Parish Council would underline the historic agreement for funding. It was recognised that this was a long term plan. Councillors gave their agreement in principle.

4.3 Proposal for Twinning

There was no further update.

4.4 Kneeworth Telephone Kiosk –Consultation on Removal

-
Clerk

South Cambridgeshire District Council had been made aware of the approach to British Telecom by local residents to remove the kiosk. A notice was currently being displayed in the kiosk as part of the formal consultation process for removal. On receipt of all responses the District Council would publish notification of its draft decision for further consideration.

Cllr Hallett stated that it was disappointing as this was the last working telephone kiosk in the village.

05. CORRESPONDENCE

5.1 Litlington and The Mordens Mobile Warden Scheme

The Clerk advised that she had been contacted by the Chairman of the Scheme Trustees, Debbie Brown, who asked her to bring the scheme to the attention of Councillors. There were currently three Bassingbourn residents who were members. Two residents had been referred and one had moved from a village where she was a member. The Clerk reminded Councillors that this had been discussed by the Parish Council a while ago where it was agreed that an item would go into the Village Voice to find out if there was a need for the service. There had only been one response and that was from someone who might be interested in the future.

The Clerk explained how the scheme ran and was asked to prepare a notice for Councillors. She was also asked to arrange a Village Voice item. This would be discussed again once Councillors had all the information.

-Clerk

06. OPEN FORUM

There were no other issues raised.

07 FINANCES

7.1 Payment of Accounts

The invoices were checked by the Cllr Hallett.

BUCHANS LANDSCAPES

Grounds mtce March 2016 (inc. £299.72 VAT)	£1798.31	
Removal of tree by Knutsford Road (inc. £59.00 VAT)	£ 354.00	£2152.31

PLAYDALE PLAYGROUNDS

Deposit for replacement play equipment (inc.£1898.35VAT)		£11390.10
--	--	-----------

NALC

Subscription for Local Council Review magazine		£ 17.00
--	--	---------

MRS S WALMESLEY

Clerks salary 1/3/16 –31/3/16		£742.13
-------------------------------	--	---------

HMRC

PAYE January –March 2016 NI -£28.68 Employee £31.32 Employer		£ 60.00
--	--	---------

TOTAL		£14361.54
-------	--	-----------

PROPOSED Cllr Hallett SECONDED Cllr Douglas

The following payments were made at the Finance & General Purposes committee meeting on 2nd February and 1st March 2016

BUCHANS LANDSCAPES

Ground mtce January 2016 (inc. £299.72VAT)	£1798.31	
Tree works throughout village (inc.£305.00VAT)	£1830.00	£3628.31

E-ON

Pavilion electricity (inc. £2.71VAT)		£ 57.00
--------------------------------------	--	---------

VIKING

Stationery (inc. £19.67VAT) £68.50 to be paid by other parishes		£118.01
---	--	---------

ANGLIAN GATES

Repair to Cemetery post (inc £59.20VAT) cheque from Meltax received		£355.20
---	--	---------

UNLIMITED LOGOS

Signs for recreation areas		£236.04
----------------------------	--	---------

MRS S WALMESLEY

Clerks salary 1/1/16 –31/1/16)		£759.56
---------------------------------	--	---------

W CROTTY

Emergency removal of tree from Recreation Ground	£300.00	
Removal of Horse Chestnut by Pavilion	£1150.00	£1450.00

HALES PRINTERS

Newsletters February 2016	£789.00	
Newsletters March 2016	£789.00	£1578.00

ACACIA TREE SURGERY LTD		
Tree survey of St Peter and St Paul's Church (inc. £60.00VAT)		£ 360.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Street lighting energy October 2014-September 2015		£1916.41
BASSINGBOURN URC		
Hire of schoolroom for Recreation committee meetings 2015	6x£10	£ 60.00
THE POST OFFICE		
SCDC Hire of The Limes 23/9,5/10,21/10		£ 20.00
MRS S WALMESLEY		
Clerks salary and expenses 1/2/16 –29/2/16		£791.18

7.2 Unity Bank –Application for Current Account

The Clerk confirmed that the application was being processed.

7.3 Appointment of Internal Auditor 2015/16

It was agreed that LGS Services be asked to carry out the audit as they had done in previous years. They had advised that their fee would be the same as it was in 2015.

7.4 External Audit for smaller authorities from 2017

Details had been circulated to Councillors. The Chairman advised that under the Local Audit (Smaller Authorities) Regulations 2015, Parish Councils would be able to make their own arrangements for audit from 2017. A new company, Smaller Authorities Audit Appointments Ltd (SAAA) had been set up to take over the appointment of external auditors and the setting of audit fees. By law every authority would still have to complete and publish an annual financial return irrespective of whether it is opted in or out.

It was agreed that Bassingbourn-cum-Kneesworth Parish Council would opt in.

8. PROCEEDINGS OF COMMITTEES

8.1 To Receive and Note the Minutes

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

8.1.1 Planning

8.1.2 Finance and General Purposes

8.1.3 Recreation Ground

8.1.4 Cemetery

There were no questions asked or comments made.

9. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Cllr Dent had circulated a report.

9.2 District Council

Cllr Cathcart reported on the current devolution debate and the proposal to merge Peterborough, Cambridgeshire, Norfolk and Suffolk. He stated that there were implications as to who would benefit and concerns that the fund generated by Cambridgeshire would be allocated elsewhere. He felt that the proposal was unlikely to be supported as there was nothing specific for South Cambridgeshire.

The Chairman thanked Cllr Cathcart for his report.

10. WORKING GROUPS

10.1 Bassingbourn Village College/Primary School Liaison Group

Mr Sagers, Village College Governor, was invited to speak. He reported that a decision had been made to form a Multi Academy Trust with Bottisham Village College, Netherall School and Sixth Form Centre and Sawston Village College. This was currently out for consultation and if all went to plan would take effect in September 2016. Cllr Hirtzel asked what the advantages of forming the Trust would be. Mr Sagers replied that one benefit would be that the staff would have the opportunity for cross working to help develop their careers. He added that there wasn't a choice in whether or not to form a Trust it was being implemented by the Government. Mr Sams stated that the Village Colleges in this group were good.

10.2. Pavilion Project

The Chairman advised that the project was progressing and he was following up contacts for grounds work and site fencing. He had received an offer to lay blocks once purchased so he would arrange this along with some concrete. Cllr Hirtzel asked if the Pavilion could be used by a Youth Club. The Chairman advised that it was part of the refurbishment plan that the building would be able to be used by the Community.

10.3 Conservation

Cllr Hallett reported that there had been a very successful 'Clean for the Queen' litter pick with a lot of volunteers. There had been a complaint that the brambles on the small green had not been cut back. The Clerk was asked to speak to the contractor.

*-Clerk*10.4 Affordable Housing

Cllr Cathcart advised that he had asked for this to be pushed forward by the District Council planners. When he was next in the District Council offices he would request some feedback.

*-Cllr
Cathcart*10.5 Local Heritage

Cllr Hallett advised that the working group continued to share information. A further meeting was to be arranged.

10.6 Traffic

Cllr Spenceley reported that the Parish Council had come 24th out of 47 in their unsuccessful MHI bid 2016/17. He stated that the Council could apply to fund the speed reduction change themselves and he recommended surveys to support the case especially for The Causeway. It was noted that there was currently monitoring equipment set up on The Causeway by the field under discussion for development. Cllr Spenceley added that there had also been cameras at the Kneesworth roundabout junction for 24 hours.

Cllr Spenceley advised that he was being pressurised to resurrect the Community Speedwatch team in the village. So far he had three volunteers.

10.6.1 Update on Proposal for Bollards

Cllr Spenceley circulated some photographs of markings on the footpath at the A1198/Chestnut Lane junction where lorries had driven on the path.

10.6.2 Traffic Surveys

As suggested under Item 10.6 Cllr Spenceley suggested that the surveys could help in an application for speed reduction. Cllr Hallett reminded Councillors that the surveys were discussed at the last Finance and General Purposes committee meeting where Councillors were asked to consider locations for discussion at the next meeting.

The Clerk then reported that Litlington Parish Council was discussing trying to get the speed on the road from Bassingbourn to Litlington reduced. The road was used by a lot of children walking/cycling to and from the Village College. Litlington Parish Council had asked for support from the Parish Council and the schools. A survey had been requested for the road to get some information so that the process could be started.

11. FUNDING ARRANGEMENT FOR THE VILLAGE VOICE

Concern was raised over the length of time it was taking to set the newsletter up separately from the Parish Council. It was advised that the problem was that the banks looked at the newsletter as a business and therefore it was difficult to find a bank account for the volunteers to use. The Chairman offered to make enquiries and asked the Clerk to send him information on the finances involved.

*-Clerk &
Cllr
Robinson***12. PROPOSAL TO INVESTIGATE THE SALE OF THE CEMETERY CHAPELS**

Cllr Catherall had asked for this to be an agenda item. He had not managed to attend a Parish Council meeting where this was on the agenda.

13. ANNUAL PARISH MEETING 2016

It was agreed that the format used for the past two Annual Meetings had been better than the previous format. It was agreed that the Clerk would arrange to hold the meeting in the Village College again on the 26th April 2016. The agenda would be the same as in 2015.

*-Clerk***14. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**14.1 Hire of The Limes

Cllr Spenceley advised that he was going to arrange a meeting for Community Speedwatch training and asked how he could book The Limes. Cllr Hallett advised him of the District Council contact.

14.2 Village Celebration 2nd April 2016

It was recognised that the date was fast approaching and felt that not enough advertising had taken place to let parishioners know. The next Village Voice would not be out in time. After discussion it was agreed that, in order to organise an event which would be meaningful, the date would be postponed until Saturday 30th April 2016.

A discussion then took place on the new village sign which everyone agreed looked very good. The Chairman asked Councillors whether they would like cobbles at the base of the sign or flowers. A vote was taken with cobbles being the preferred option as they would be less maintenance. A discussion also took place on whether there should be a plaque. The Clerk advised that Cllr Webb had asked for approval of £200 so that the leaflet explaining the artwork on the sign could be produced. This would be an agenda item for approval at the next Finance and General Purposes Committee meeting. Cllr Hallett suggested that consideration should be given to another village sign on the A1198 at Kneesworth. This would be discussed at a future meeting.

The Chairman concluded the discussions by thanking Cllr Hirtzel and Cllr Sams for all their work and perseverance in getting the sign finished.

14.3 The Limes Clock

The Chairman advised that he was still trying to get access to the locked room to see if there was a mechanism to adjust the clock. Cllr Hull agreed to let him know when building manager was around.

14.4 Village Defibrillator

Concern was raised over the length of time it was taking getting a defibrillator in the village. The Clerk advised that at the last Finance and General Purposes committee meeting she had reported that local villages had been asked to join together with the purchase as it would be cheaper. The Clerk stated that there were different packages around and advice needed to be sought as to the best one. It was suggested that the local pharmacist or GP could be asked for advice.

14.5 Cambridge Water Works

Cllr Hallett advised that he had spoken to the contractors working in the village. They had confirmed that they would be working on the junction of The Causeway with Spring Lane, where there would be three way traffic lights, for two weeks during the school holiday.

15. DATE OF NEXT MEETING

15.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 5th April 2016

15.2 Recreation Ground

Wednesday 20th April 2016

15.3 Annual Parish Meeting

Tuesday 26th April 2016

15.4 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 3rd May 2016

15.5 Planning/Parish Council AGM

Tuesday 17th May 2016

The Chairman closed the Meeting at 9.34 pm

.....

.....

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL ANNUAL GENERAL MEETING
Minutes of Meeting held on Tuesday 17th May 2016 at
The Limes, High Street 8.10pm.

Cllr Robinson(Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Sams, Cllr
 Freeman, Cllr Hull
 District Cllr McCraith, District Cllr Cathcart
 MOP -2

PARISH COUNCIL ANNUAL GENERAL MEETING

01. ELECTION OF CHAIRPERSON

Cllr Robinson opened the meeting and asked for nominations for Chairman. Cllr Freeman proposed Cllr Robinson which was seconded by Cllr McNulty. There were no other nominations. A vote was taken with all Councillors in agreement that Cllr Robinson continue as Chairman. He thanked Councillors for his re-election.

02. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sappol, Cllr Geraghty, Cllr Woodhouse, Cllr Hirtzel, Cllr Catherall, Cllr Spenceley, County Cllr Dent.

03. ELECTION OF VICE-CHAIRPERSON

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

04. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

05. MINUTES OF LAST PARISH COUNCIL MEETING

Minutes of the meeting held on Tuesday 22nd March 2016 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

06. MATTERS ARISING

6.1 Connections Bus

It had been agreed to support the bus until the end of the school year in July 2016. The organisers had agreed to keep the Parish Council updated on attendance numbers. Cllr Douglass would visit the bus on the next occasion it was in the village.

*-Cllr
Douglass*

6.2 Update on Cycle Path to Royston

There was no further update.

6.3 Proposal for Twinning

Cllr Freeman offered to investigate possibilities later in the year. He was involved with the Royston Twinning.

*-Cllr
Freeman*

6.4 Kneesworth Telephone Kiosk –consultation on removal

South Cambridgeshire District Council had consulted on the removal of the kiosk which had not been used over the past year. The Parish Council had no objection to the removal.

6.5 Litlington and The Mordens Mobile Warden Scheme

Details of the scheme had been circulated to Councillors and also the WI. The Clerk advised that there were currently three residents of Bassingbourn using the scheme. She had spoken with the Chairman of the Trustees who advised that the Warden had received enquiries from other residents but until the funding situation was known the Warden could not take on any more people.

Cllr Douglass advised that she had spoken with the Warden who confirmed that eligibility was not just for the elderly. Councillors agreed that it was a worthwhile scheme. After further discussion it was proposed by Cllr Hallett to donate £250.00 for this year which would be reviewed if the take up from the village increased. This was seconded by Cllr Douglass with all Councillors in agreement. Clerk to advise the Chairman of the Trustees.

-Clerk

07. CORRESPONDENCE**7.1 CCC Highway Depot Open Days 2016**

Details had been circulated to Councillors. Cllr Hallett advised that he had attended one of the open days in the past and, although it did not help him with his role as a Parish Councillor, it was interesting. The Clerk asked anyone interested in attending to let her know so that she could book a place.

08. OPEN FORUM

There were no issues raised.

09. FINANCES**9.1 Payment of Accounts**

The invoices were checked by Cllr Hallett.

Cllr Hallett expressed concern over the membership fee for CAPALC and what the Parish Council received in return. The Clerk advised that she was aware that other councils had queried this and the issues had been escalated to the Chairman of CAPALC who had asked to be advised of all complaints. After discussion it was agreed that the membership fee be paid for this year but over the year the Clerk was asked to monitor the service provided so that Councillors could discuss the benefits of membership in 2017 before deciding whether to renew.

CAPALC

Membership 2016/17		£490.82
--------------------	--	---------

HALES PRINTERS

Newsletters		£ 683.00
-------------	--	----------

PLAYDALE PLAYGROUNDS LTD *

Balance of payment for South End Play Equipment (inc. £899.75VAT)		£5398.50
---	--	----------

BASSINGBOURN VILLAGE COLLEGE

Annual Parish Meeting hire of hall including refreshments		£ 80.00
---	--	---------

LITLINGTON PARISH COUNCIL

Contribution towards stationery		£ 20.27
---------------------------------	--	---------

HOMESERVE

Landlord Emergency Plus insurance for Cemetery Lodge		£ 90.00
--	--	---------

A MEAD-BLANDFORD

Removal of rope bridge from Elbourn Way play structure	£ 70.00	
--	---------	--

Erection of play area signs	£ 50.00	£120.00
-----------------------------	---------	---------

TOTAL		£6882.59
--------------	--	-----------------

*Cllr Freeman advised that the work on the installation of the play equipment was due to be completed by the end of the week. He would advise the Clerk when he was satisfied that the cheque for Playdale Playgrounds could be released.

PROPOSED Cllr Hallett SECONDED Cllr Freeman

FOR INFORMATION –The following payments were agreed at the Finance and General Purposes committee meetings on 5th April 2016 and 3rd May 2016**THE POST OFFICE**

SCDC Refuse collection Cemetery 2016/17		£ 192.00
---	--	----------

TV LICENCING

TV Licence for the Pavilion (to be re-imbursed by the Football Club)		£145.50
--	--	---------

SIGNS OF THE TIMES

Village sign (inc. £980.60VAT)		£5883.60
--------------------------------	--	----------

MELDRETH PARISH COUNCIL

Transparency training September 2015		£ 24.16
--------------------------------------	--	---------

MRS L BOND

Reimbursement for trees and guards		£ 43.49
------------------------------------	--	---------

E-ON

Pavilion electricity (inc. £2.29VAT)		£48.15
--------------------------------------	--	--------

BUCHANS LANDSCAPES

Grounds mtce March 2016 (inc. 299.72VAT)	£1798.31	
--	----------	--

Extra grass cutting/strimming 2015/16 season(inc.160.87VAT)	£965.20	£2763.51
---	---------	----------

HALES PRINTERS

Newsletters		£ 829.00
-------------	--	----------

THE POST OFFICE

Hire of The Limes for meetings Jan-Dec 2015		£ 190.00
---	--	----------

PLAYSAFETY LTD		
RoSPA Inspection 2016 (inc. £40.60VAT)		£ 243.60
CAMBRIDGE WATER		
Water rate October 2015 –April 2016		
Cemetery	£14.46	
Recreation Ground	£63.16	£ 77.62
THE WAR MEMORIALS TRUST		
Renewal of membership 2016/17		£ 20.00
MRS S WALMESLEY		
Clerks salary 1/4/16 –30/4/16 & expenses March +April 2016		£800.15
MR M HALLETT		
Reimburse for Village Sign brochures		£175.00
BASSINGBOURN BOOK CAFE		
Annual donation 2016/17		£1250.00

9.2 Annual Audit 2015/16

9.2.1 Internal Audit Report

The Clerk advised that she had attended the internal audit interview where the Internal Auditor again picked up that the Village Voice receipts were excessive. The Clerk confirmed that the volunteers running the publication were trying to set up a bank account but because their expenditure (for printing) would exceed their income (for advertising) it was very difficult. This was still being pursued by the volunteers. As a result the Internal Auditor had ticked the 'No' box under Item E (VAT appropriately accounted for). Further details of issues raised in the internal audit would follow on their report.

9.2.2 Agreement of Governance Statement 2015/16

In light of the 'No' on the Internal Audit report Councillors discussed the response to Item 7 (responded to matters brought to its attention by internal and external audit) Councillors agreed that they had responded to the comments from the Internal Auditor in the past and made the volunteers aware that they needed to open a separate bank account which they tried to do. The minutes over the past year reiterated this.

After further discussion it was agreed that all section could be shown as a 'Yes' as the Parish Council had 'Responded' to the issue raised and the wording did not state 'Resolved'.

9.2.3 Agreement of Accounting Statement 2015/16

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

9.3 Change of Signatory for Bank Mandate

The Chairman reminded Councillors that whoever was elected Chairman of the Finance and General Purposes Committee would need to become a signatory to replace Mr Webb who had recently resigned from the Parish Council.

10. ELECTION OF COMMITTEES FOR 2016/17

10.1 Planning –All Councillors

10.2 Finance and General Purposes –All Councillors

10.3 Recreation Ground –Cllr Freeman, Cllr McInulty, Cllr Douglass, Cllr Sams Cllr Hallett, Cllr Oakley and Chairman

10.4 Cemetery –Cllr Hallett, Cllr Hull, Cllr Douglass, Cllr Oakley and Chairman.

11. ELECTION OF WORKING GROUPS FOR 2016/17

11.1 Village College/Primary School Liaison –Cllr Douglass, Cllr Sams, Chairman

11.2 Affordable Housing –The Chairman, Cllr Hallett, District Cllr Cathcart, Cllr Catherall.

11.3 Conservation –Cllr Hallett

11.4 Pavilion - Cllr Douglass, Cllr Freeman, Cllr McInulty

11.5 Local Heritage List –Cllr Hallett, Cllr Cathcart, Cllr Spenceley

11.6 Traffic –Cllr Spenceley

12. PROCEEDINGS OF COMMITTEES

12.1 To Receive and Note the Minutes

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

12.1.1 Planning

12.1.2 Finance and General Purposes12.1.3 Recreation Ground12.1.4 Cemetery

There were no questions asked or comments made.

13. COUNTY AND DISTRICT COUNCILLOR REPORTS13.1 County Council

County Cllr Dent had circulated a report.

13.2 District Council

The District Councillors reported that there was to be a meeting on the 19th May 2016 where a new Leader would be elected. Cllr Cathcart advised that the conservatives still had the majority of 15 following the recent election. Cllr Cathcart was congratulated on his re-election.

14. COMMUNITY SPEEDWATCH-PROPOSAL TO JOINT PURCHASE EQUIPMENT

Consideration of this was requested by Cllr Spenceley at a Finance and General Purposes Committee meeting. Cllr Hallett advised that the idea was to join with other parishes who were currently considering the purchase so the time to do this was now. It was noted that there was not currently an active scheme in the village. The Chairman stated that he had not seen any enthusiasm in setting up a team. If people felt strongly enough they would come along to a meeting.

Cllr Freeman then reported that there was a good scheme in place in the Suffolk villages. A box, which flashed as people exceeded the speed limit, was in place on the side of the road. He had spoken to local Councillors who agreed that this was a good deterrent and very effective at keeping speeds down. He agreed to find out more information on the product.

-Cllr
Freeman

15. ANNUAL PARISH MEETING –MATTERS ARISING15.1 Park Close Play Area –Request for Play Equipment

Cllr Cathcart reported that he had spoken to the Housing Officer, about the area, who indicated that the area could be listed for residential development. It was still a designated play area so the restriction would have to be removed if this went ahead. The area was also being looked at for parking. The Clerk reminded Councillors of the petition presented to the Parish Council at the last Finance and General Purposes committee meeting. This had signatures from most of the residents in Park Close and Park View supporting the reintroduction of play equipment. The Chairman asked if there was a legal route whereby the area was not being used for the purpose it was set up for. After further discussion it was agreed that Cllr Cathcart would speak with the new Portfolio Holder following the District Council meeting on the 19th May. He would then advise the Parish Council on the best way to proceed with supporting the residents.

-Cllr
Cathcart

15.2 Annual Parish Meeting –Notification of meeting

Cllr Hallett advised that the Church had complained at the lack of notice given for the Annual Parish Meeting. Elbourn Memorial Housing Trust had also complained that they had not received an invitation.

The Clerk advised that the invitations had been sent out at the beginning of April and confirmed that the Church and Secretary to the Trustees of the Elbourn Memorial Trust were included. The meeting was also advertised in the March edition of the Village Voice and on the Parish Council website. She suggested in future a list of all scheduled meetings be put in the January edition of the Village Voice and on the website.

16. PROPOSAL TO INVESTIGATE THE SALE OF THE CEMETERY CHAPELS

It was agreed that this item, requested by Cllr Catherall, be removed from the agenda. If Cllr Catherall felt strongly that this proposal needed to be discussed he could ask for an agenda item at a future meeting.

17. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK17.1 Recreation Ground Committee

The Clerk was asked whether she had the cheque book for the Pavilion committee. The Clerk advised that the Pavilion was run by a 'Management' committee who had their

own bank account. She had nothing to do with this.

17.2 Bassingbourn Football Team Success

Cllr Freeman advised that Bassingbourn Football Club had won their league this year and the cup was on display in The Hoops. Cllr Sams advised that the youth football teams had also had a successful year. Details would be forwarded to the Chairman so that he could include in his Village Voice update.

17.3 Resignation of Mr Webb

Cllr McCraith suggested that the Parish Council send a letter of thanks to Mr Webb for his input to the Parish Council and the village over the years. This was agreed. The Clerk to arrange.

-Clerk

17.4 Bridge in Park Close

Concern as raised over the lack of a handrail over the bridge. It was advised that work had been carried out on the steps a few years ago, arranged by South Cambridgeshire District Council, whose land the steps were on. The District Cllrs agreed to follow up.

*-District
Cllrs*

17.4 The Limes Clock

The Chairman had made some further investigations and the problem appeared to be in connection with a motor. He had spoken to a representative of Smiths Clocks in Derby who had offered to take a look when he was next in the area.

18. DATE OF NEXT MEETING Tuesday 19th July 2016

The Chairman closed the Meeting at 9.15pm

..... **CHAIRMAN**

.....**DATE**

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

**Minutes of Meeting held on Tuesday 19th July 2016 at
The Limes, High Street 8.50pm.**

Cllr Robinson(Chairman), Cllr Hallett, Cllr McInulty, Cllr Freeman, Cllr Sams, Cllr Hull,
Cllr Spenceley, Cllr Hirtzel, Cllr Dixon,
District Cllr McCraith, County Cllr Dent
Members of Public –4

01. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Douglass, Cllr Woodhouse, Cllr Sappol, Cllr Geraghty, Cllr Oakley, District Cllr Cathcart

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

Cllr Hallett declared a non pecuniary interest under Item 12.2 as a member of the Parochial Church Council and Item 14 as an allotment holder.

03. MINUTES OF LAST MEETING

3.1 Parish Council Annual General Meeting 17th May 2016

It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 17th May 2016, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 5th July 2016

It was agreed the minutes of the Parish Council Meeting held on Tuesday 5th July 2016, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Connections Bus

Cllr Spenceley asked for an update on the Bus as he had not been in attendance at recent meetings when the bus was discussed. The Chairman advised that it had been agreed to extend visits until the end of the year by which time the Pavilion refurbishment should be finished. The plan was to set up a youth club there. He added that there were currently around 16 youngsters attending weekly. The Clerk confirmed that she had not yet received an invoice for the service.

4.2 Update on Cycle Path to Royston Proposal

Mr Saggars was invited to speak. He reported that the working group had received endorsements from the two local MPs with letters of support. The idea now was to get the working group together at the end of the Summer. Cllr Spenceley advised that he had met with the Cycle Champion for Cambridgeshire County Council who stated that there was no funding available at present but money did appear from time to time. He suggested having a plan in place. The Chairman had also been speaking with the very enthusiastic South Cambridgeshire District Cllr Burkitt who was involved with the City Deal. Cllr McCraith suggested that it might be worth applying for funding from the City Deal.

4.3 Mobile Warden Scheme –Trustee from Bassingbourn-cum-Kneesworth invitation

The Trustees had asked for a representative from the village to join them as membership of the scheme now covered Bassingbourn-cum-Kneesworth. The Chairman suggested that Cllr Douglass may be interested and if not he would volunteer. The Clerk would check with Cllr Douglass.

-Clerk

4.4. Update on Funding Arrangements for Village Voice

The group was still investigating a separate bank account. Councillors agreed that they would be willing to support financially in order to meet any difference between income and printing costs. This might help with the bank account application.

05. CORRESPONDENCE

5.1 SCDC Request for site suggestions for bus hub

A letter had been received from the District Council's portfolio holder for the Greater Cambridge City Deal (GCCD), Francis Burkitt, asking for suggestions of suitable sites for a bus 'hub' that would be useful to residents. It was suggested that the old market site on the A1198 at Kneesworth would be a possibility. This could also accommodate some affordable housing. The site was privately owned. The Clerk to reply to Cllr Burkitt.

-Clerk

5.2 Request from Parishioners to hold a meeting to discuss village development

This had been referred from the earlier planning committee meeting. The Chairman stated that a meeting solely to discuss development would give members of the public the opportunity to discuss the existing planning applications and any future potential developments. Councillors agreed in principle to a meeting and discussed a date under Item 16.

5.3 Overgrown Hedge Spring Lane

The Clerk advised that she had received a complaint about the overgrown hedge which had a lot of brambles. The Chairman advised that he had cut the hedge back on a previous occasion and agreed to do so again when he had time.

-Cllr
Robinson

06. OPEN FORUM6.1 Employment of a Planning Consultant

Councillors were asked to consider appointing a Planning Consultant to help support the planning application recommendation when considered by South Cambridgeshire District Council. The Chairman explained the Appeal process adding that he didn't think that the view of a specialist would make a lot of difference to the decision. There was also the question of costs. The Chairman suggested that the residents try and raise some money and come up with a proposal in principle. It was also suggested that residents try and find local people who could commit to helping the Parish Council. Cllr Hallett advised that the Parish Council still had to keep an open mind until the application for full permission was considered.

07 FINANCES7.1 Payment of Accounts

The invoices were checked by the Cllr Hallett. Proposed Cllr Hallett Seconded Cllr Hull. Agreed.

BUCHANS LANDSCAPES

Grounds mtce June 2016 (inc. £299.72 VAT) £1798.31

HALES PRINTERS

Newsletters £ 869.00

E-ON

Pavilion electricity (inc. £3.41VAT) £ 71.68

TOTAL

£2738.99

The following payments were made at the Finance & General Purposes committee meeting on 7th June and 5th July 2016

BUCHANS LANDSCAPES

Grounds mtce April 2016 (inc. 299.72VAT) £1798.31

Payment of 50% for work to CCC trees in North End (inc £91.00VAT) £ 546.00 £2344.31

HALES PRINTERS

Newsletters £ 789.00

PLAYDALE PLAYGROUNDS LTD

Final payment for South End play equipment (inc. £956.20VAT) £5737.20

ACACIA TREE SURGERY

Churchyard tree work (inc. £82.00VAT) £ 492.00

THE MORDENS AND LITLINGTON MOBILE WARDEN SCHEME

Donation (agreed at AGM 17/5/16) £250.00

MRS S WALMESLEY

Clerks salary & expenses 1/5/16 –30/5/16 £756.69

LGS SERVICES

Internal Audit 2015/16 (inc. £35.00VAT) £ 210.00

BUCHANS LANDSCAPES

Grounds mtce May 2016 (inc. 299.72VAT) £1798.31

ST IVES TOWN COUNCIL

Planning Training £ 12.00

MRS S WALMESLEY

Clerks salary 1/6/16 –30/6/16 £884.29

HMRC

PAYE 1/4/16-30/6/16 Employer £31.32 Employee £28.68 £ 60.00

7.2 Unity Bank –Application for Current Account

Due to the resignation of Mr Webb from the Parish Council the signatories needed to be changed. The forms to enable this to happen were being circulated to include Cllr Sams, the Chairman of the Finance and General Purposes Committee, as the replacement.

7.3 Revision of Budget 2016/17

The Recreation Ground committee had been considering the installation of an outdoor gym along with a replacement structure for South End play area. The money available in the budget was around £9,000. Cllr Freeman, the Chairman of the Recreation Ground committee, had received a quotation for the two items for a cost of £33,000 plus VAT. Cllr Douglass was trying to get outside funding towards the purchase. A discussion took place on the costs and possible usage. Cllr Sams suggested that the village be asked if they wanted an outdoor gym. The Chairman added that a proposal package could be put forward to as a Section 106 project. After further discussion it was agreed not to alter the budget at this time. The Chairman would ask for resident's feedback on the outdoor gym through the Village Voice.

7.4 Agreement of Outdoor Gym purchase and replacement play structure

The Recreation Ground committee would now treat the replacement play structure as a separate project and approach the Parish Council again once they had agreed on the equipment to purchase.

7.5 SLCC Pay Review 2016 & 2017 –Agreement of Clerk's salary

The Clerk was asked to leave the room while this was discussed. It was agreed to implement the NALC/SLCC recommended pay scales from the 1st April 2016 and increase to SCP 27 also from that date.

8. PROCEEDINGS OF COMMITTEES

8.1 To Receive and Note the Minutes

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

8.1.1 Planning

8.1.2 Finance and General Purposes

8.1.3 Recreation Ground

8.1.4 Cemetery

There were no questions asked or comments made.

9. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Cllr Dent had circulated a report.

9.2 District Council

Cllr McCraith reported that South Cambridgeshire District Council had agreed to continue discussions on the Devolution proposal for Cambridgeshire and Peterborough. He added that Norfolk and Suffolk had their own proposal. The important point to remember was that South Cambridgeshire District Council remained the planning authority with the same in Peterborough.

10. WORKING GROUPS

10.1 Bassingbourn Village College/Primary School Liaison Group

The Chairman advised the meeting of how the old method worked. Two representatives held regular meetings with the Head teacher from the Village College and Primary School and then reported back to the Parish Council. When these meetings were last held it was considered a waste of time as the Heads did not appear to be interested. Mr Sagggers, Village College Governor, stated that there was now a genuine desire to liaise with the community and he reported back on the Parish Council meetings at every full Governing Body meeting. He offered to help facilitate a meeting.

Mr Sagggers then advised Councillors that the formal ratification had taken place for the Village College being part of a larger academy body, with Bottisham Village College, Netherall School and sixth form and Sawston Village College from the 1st September 2016.

10.2. Pavilion Project

The Chairman reported that the footings for the extension were due to be put in place during the next couple of weeks. He was not sure whether the work had started. Cllr McInulty agreed to look.

10.3 Conservation

There was nothing to report.

10.4 Affordable Housing

There was nothing to report.

10.5 Local Heritage

There was nothing to report.

10.6 Traffic

*-Cllr
McInulty*

Cllr Spenceley reported that Cllr Hallett and he were meeting with the Highway Engineer the following day to discuss the 30mph speed limit implementation. He had attended a couple of County Highway open days which had been very helpful.

10.6.1 Update on Proposal for Bollards

Cllr Spenceley was to carry out another survey on the bollards now that the Leylandii had been cut back. .

-Cllr
Spenceley

10.6.2 Traffic Surveys

A quote for £760 plus VAT for four different roads had been sought by Cllr Spenceley from a private company. The Clerk advised that Cambridgeshire County Council would carry out a survey at a cost of £350 plus VAT. The Chairman added that a survey on the length of the High Street would be most meaningful and relate to the proposed developments. Cllr Hallett reiterated that this was the criteria for Cllr Cathcart's investigation.

11. VILLAGE DEFIBRILLATOR

The Clerk reported that she had made contact with Community Heartbeat who was the UK's only official provider of AED schemes for ex telephone kiosks. She was waiting for a call back to discuss the Parish Council requirement. The Chairman urged progress on the installation. A discussion on the possible cost took place. Councillors agreed that they had to purchase the correct equipment. It was then proposed by Cllr Sams, seconded by Cllr Hirtzel, that approval of expenditure of up to £1000 be made so that this could be progressed as soon as possible. All Councillors in agreement. The Clerk would circulate details of the suggested equipment and costings to Councillors prior to placing an order.

-Clerk

12. PUBLIC CLOCKS

12.1 Proposal to purchase a new mechanism for The Limes Clock

Cllr Hallett advised that the Parish Council had the power to spend money on public clocks. The Clerk queried whether this would be classed as a public clock as it was on District Council owned property. The Clerk was asked to contact South Cambridgeshire District Council again and urge the repair.

-Clerk

12.2 Maintenance of Church Clock

The Clerk had been contacted by Jane Ravenscroft asking for help with servicing the clock which was going to cost £710 plus VAT. Cllr Hallett advised that the Church were proceeding with the electrification/automation of the winding of the clock which currently needed winding three times a week. Before this happened the engineer asked for the clock to be serviced – hence this request.

A discussion on a donation took place. Cllr Sams advised that he had carried out some investigations and there were sources of funding that the Church could access. Cllr Hirtzel proposed that a grant of £200 be awarded. A vote was taken with four Councillors in agreement and five against. The Clerk was asked to advise Ms Ravenscroft of this decision and forward the information advised by Cllr Sams.

-Clerk

13. ELBOURN MEMORIAL HOUSING TRUST –APPOINTMENT OF TRUSTEES

A request had been made by the Trustees for the Parish Council's agreement to appoint Mr David Donnelly and Mr Andrew Baigent as Trustees of the Elbourn Memorial Housing Trust. The appointment was agreed. Clerk to advise the Secretary to the Trustees.

-Clerk

14. REMOVAL OF WASTE FROM ALLOTMENTS

Cllr Hallett advised that the allotment holders had moved rubbish left by a previous tenant to one end of the allotment site. This needed to be cleared away. A discussion took place on how the rubbish could be accessed. It was agreed that the Clerk would ask Buchans Landscapes for a quotation to remove it.

-Clerk

15. PROPOSAL FOR RECOMMENDATION ON PLANNING APPLICATIONS BY E-MAIL – DELEGATION OF AUTHORITY TO THE CLERK

Cllr Hallett referred to the response times on planning applications. Often an additional Planning Committee meeting was needed to meet the deadline from comments which was often inconvenient to Councillors. Where the planning application was not contentious, some other parish councils managed this situation by allowing the Clerk to make an e-mail poll of the councillors instead of calling an extra meeting. In order to avoid having extra meetings just in order to meet the administrative requirement of the District Council, Cllr Hallett proposed that

Bassingbourn-cum-Kneesworth Parish Council should do likewise. To meet the legal requirements for this to happen, it was necessary for the Parish Council to delegate the authority to the Clerk under section 101 of the Local Government Act 1972.

Cllr Hallett then proposed the following resolution –

To delegate recommendations on planning applications to the Clerk under section 101 (1) of LGA 1972 where

(i) there is no meeting of the Planning Committee scheduled in the 18 days following the receipt of the planning application by the Clerk

(ii) the Clerk has consulted with councillors on the planning application provided that

(i) any individual councillor may call in the planning application to be considered at a meeting of the Planning Committee

(ii) the Clerk may if appropriate refer the planning application back to be considered at a meeting of the Planning Committee

The proposal was seconded by Cllr Sams with all Councillors in agreement.

16. CHANGE OF DATE FOR SEPTEMBER CEMETERY, PLANNING, F&GP MEETINGS

The Clerk advised that she would not be available for the scheduled September meeting. After discussion it was agreed that an additional Planning Committee meeting would be held before the Recreation Ground Committee meeting on the 24th August with a F&GP meeting being held before the September Parish Council meeting on the 20th September. There would be no Cemetery committee meeting during September 2016.

It was agreed that an extra Parish Council meeting would be held on Tuesday 9th August 2016, to discuss village development, as requested by residents.

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

There were no issues raised.

18. DATE OF NEXT MEETING

15.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 2nd August 2016

15.2 Planning/Recreation Ground

Wednesday 24th August 2016

15.3 F&GP/Planning/Parish Council

Tuesday 20th September 2016

15.4 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 4th October 2016

The Chairman closed the Meeting at 10.18 pm

.....

.....

**Bassingbourn-cum-Kneesworth Parish Council
EXTRAORDINARY PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 9th August 2016 at The Limes,
High Street- 7.30pm.**

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Spenceley, Cllr Douglass, Cllr McNulty, Cllr Freeman, Cllr Hull, Cllr Sappol, Cllr Dixon
District Councillor Cathcart, County Cllr Dent
Members of Public: 65

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Catherall, Cllr Woodhouse, Cllr Geraghty, Cllr Sams, District Cllr McCraith

02. DECLARATION OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were no declarations or requests made.

03. SOUTH CAMBRIDGESHIRE DISTRICT COUNCILLOR UPDATE ON LOCAL DEVELOPMENT PLAN

Cllr Cathcart was invited to give an update. He explained the recent history of the draft Local Development plan which was over 1000 pages long. Nothing in the Plan identified any development sites within Bassingbourn-cum-Kneesworth which was classified as a Minor Rural Centre. During the consultation process a number of sites had been considered but rejected. The sites coming forward now for development were of a speculative nature. Once the Local Development Plan was adopted development of these sites would not be approved although there would always be some limited small development which would respect the character of the village.

Cllr Cathcart advised that the Plan had been submitted to the Inspector for the second time and there were indications that there wasn't a problem. This was going to take a long time to finalise and it was likely to be Summer 2017 before the Plan was adopted. Until that time the village was vulnerable. He added that the time for observations of the Plan had passed but they could be made at the time any planning applications are considered. He encouraged people to find more planning arguments.

Cllr Hallett advised that the consultation was still open, on the South Cambridgeshire District Council website, for the recent applications on The Causeway and Spring Lane. Cllr Cathcart believed these plans would be considered at the October/November District Council planning meeting.

A question was asked about a representation made to the Inspector relating to land north of Elbourn Way. Cllr Cathcart advised that this was an objection site and explained that this land was one of the sites submitted for development in the past and then rejected by the South Cambridgeshire District Planners. The Inspector had to consider the representation but as the District Council had agreed not to include the site in the past there was a good chance that this decision would be upheld.

A list had been compiled by a parishioner of all potential sites and if all development of these sites went ahead it would result in 200 additional homes. It was reiterated that if the Local Development Plan was adopted in a reasonable timescale this development would not be able to go ahead.

04. OPEN FORUM

4.1 Village Development

The Chairman invited members of the public to contribute to the following issues. They were discussed and with points noted as follows-

4.1.1 Highways and Traffic

- Traffic survey of the High Street arranged by the Parish Council to be carried out through Cambridgeshire County Council. Most traffic through the village came along the High Street

- The A1198 junction with The Causeway was very slow during peak times. The Survey referred to by the Developer was misleading as it stated there was no queue for the roundabouts
- Concern over the additional pollution that more vehicle movements in the village would cause, both NOx and particulates. It was suggested that the pollution should be monitored. It was noted that there were a number of sites around the County monitoring pollution with free information available on websites
- There could be a breach of the Health and Safety at Work Act as there is a duty of care to people
- Parking on Spring Lane was a problem as parked cars force drivers to use the wrong side of the road. This problem would increase with development
- Vehicle lights leaving the Doctor's surgery during hours of darkness already cause a problem for residents in the bungalows opposite the turning. Additional vehicle lights would add to this
- Although there had been little development in Bassingbourn-cum-Kneesworth the village had been affected by the increased traffic caused by other development locally especially on the A1198. There was a problem with affordability of housing and developers needed to show how they intended to improve infrastructure

4.1.2 Schools

- Bassingbourn Village College, which could accommodate 625 pupils, would have a full intake of Year 7 students in September which would indicate that the College was full. The Education Authority had stated that there was enough room for the two developments in the village for which outline planning permission had been applied. Possible occupation of the Barracks had been ignored
- Bassingbourn Primary School would like more pupils as this helped with funding/teachers etc. The school currently had 282 pupils but had room for 350, so there was room for an additional 50-60 pupils. Very small schools struggle.

4.1.3 Health Issues

- There was difficulty getting a Doctor's appointment within two weeks. Ashwell Surgery had the same problem.
- Bassingbourn Pharmacy had advised that they were busier than ever.
- A resident had written to the dental surgery enquiring about capacity but had not yet received a reply

4.1.4 Utilities; water, electricity, broadband, sewage

- Cambridge water had not replied to a query on whether additional developments could be supported. Anglia Water, who dealt with sewage, had a statutory obligation to provide a service if there was an approved planning application
- It was suggested that the Planning Authority should ask for the opinion of the village rather than the utility companies as they could provide hard evidence of the structures not being able to cope
- There had been sewage issues in the High Street, South End and Pepper Close
- Canberra Close had suffered regular flooding – drains had been inspected and some blocked or buried under the grass verge
- Residents were advised to report blocked drains on the County Council website
- A lot of older properties had their surface water runoff into the sewage
- The Environment Agency rated the Spring Lane development to be in Zone 3 which was the highest flood risk. The Planning Authority should be taking notice of that
- Concern over drill holes for the Spring Lane site where two of the holes were not on the site. The Developer report could be challenged with photographs and a map

4.1.5 Heritage and Conservation

There were no issues raised.

4.1.6 Flooding

This had been covered under 4.1.4

4.1.7 Green space and recreation

- The Spring Lane proposal could compromise the footpath. It was advised that the Ramblers had been written to for their support
- Loss of areas of farmland

- The open spaces on Elbourn Way and Fortune Way were part of the Planning application approval (section 106)

4.1.8 Environment; flora and fauna

- The South Cambridgeshire District Council Ecology Officer should pay attention to both sites
- The survey carried out on the Spring Lane site was carried out at the wrong time of day
- If bats were present legally a survey must be carried out

4.1.9 Type of housing

- Need to keep a balance of all types of homes. Not many bungalows were available in the village for people to downsize.
- Good quality housing in keeping with the village with not too high density
- There were around 75 people on the South Cambridgeshire District Council housing list waiting for homes in the village
- 40% Affordable housing from the developments would not necessarily be for people with a local connection. It would be available for people across the district. Affordable Housing for local people, such as that built in Windmill Close, must be built on an exception site

4.1.10 Location of housing in the village

- Bassingbourn Barracks was suggested. County Cllr Dent advised that there were no plans to sell off any of the housing, A decision on the future of the site was still to be made
- No other development should go ahead until the future of the Barracks was clear as this would affect the village infrastructure

4.1.11 Other village development issues

- If the developments went ahead it was unknown whether the Local Development Plan would need to change once adopted to take this into account
- It was suggested that the parish put together a Neighbourhood Plan in future as this would carry weight within the District Plan
- There was a proposal for Bus Hubs as part of the City Deal. The Parish Council had suggested the old market site on the A1198 as a location
- One developer had stated that there was a bus into Cambridge from the village. The only bus went early morning The sixth-form bus was already packed and expensive.
- The planning application for the route into the Ski Slope via Guise Lane had a holding objection from County Highways who wanted to see a dual road as the existing road would not be fit for purpose. Cllr Dent advised that there was nothing in the budget to bring the road up to the required specification which would cost up to £1 million.

4.2 Other Open Forum Issues

4.2.1 High Street resurfacing

Concerns were raised over the poor resurfacing and the need for further pothole repair work. It was noted that it had taken nine weeks to get a road closure for a day, so that the resurfacing could be carried out, and it only took a couple of hours.

Cllr Dent advised that the double yellow lines would be reinstated in due course. County Highways had tried to carry out the painting on the 17th June but people ignored the 'No Parking' signage.

The area outside the pharmacy and bakers shops was in need of attention. This was privately owned and it was suggested that the owner be asked to address the problems.

4.2.2 Elm Tree Drive Footpaths

The footpaths had been reinstated following some work by Cambridge Water. They were very uneven. Residents were advised to report the problem on the County Council website. The officers would then chase up with Cambridge Water, and ask that the footpaths be reinstated to a satisfactory standard, if needed.

4.2.3 Parking on Pavements

Parking in pavements in the village was getting worse. Cllr Dent suggested that residents take a photograph of the offending vehicle and send it to the police. The owner of the

vehicle would then have two chances before the car was confiscated. Cllr Dent added that the person reporting the vehicle would not be named.

4.2.4 The Limes Lamp Posts

A bus had backed into one of the posts and there had been no light since then. Cllr Cathcart advised that this was reported to the South Cambridgeshire District Council housing department some time ago and agreed to refer back to the Neighbourhood Manager.

4.2.5 Parking on North End

Parking on the road was a problem especially for residents of Saddleback Lane trying to drive out onto North End, especially during church services. A request was made for some double yellow lines around this junction. It was agreed that this request would be discussed by the Parish Council at their next meeting.

The Chairman thanked everyone for attending the meeting adding that there had been a lot of points made to strengthen the case for planning applications. He then closed the Open Forum section of the meeting.

05. VILLAGE DEVELOPMENT

Cllr Hallett stated that there had been some useful points raised and suggested that more thought be given to a Neighbourhood Plan for the village. The Clerk was aware that there was a dedicated officer from South Cambridgeshire District Council and she would arrange for him/her to attend a Parish Council meeting to discuss with Councillors. The cost of a plan would around £8,000 and this could be included in the budget for 2017/18.

Cllr Spenceley suggested that the points discussed under Open Forum be revisited again at the Annual Parish Meeting where a review could take place.

It was stated that some of the points raised should be used as part of the representations of planning applications. Cllr Cathcart suggested that this information should be made to the Planners at the outline planning stage as by the time that the full planning applications were submitted the developments had already been agreed in principle.

Cllr Dent advised that he had raised the issue of the Highway Survey for the Spring Lane development, which quoted Cambridgeshire County Council, with officers. They had advised the Developer not to quote them unless they paid for a survey to be carried out.

It was agreed that once the minutes had been produced, they would be circulated, and any additional information in relation to the existing planning applications would be forwarded to the Planning Officers.

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

There were no issues raised.

07. DATE OF NEXT MEETING

The next meeting of the Parish Council would be held on Tuesday 20th September 2016

The meeting closed at 9.39 pm

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

**Minutes of Meeting held on Tuesday 20th September 2016 at
The Limes, High Street 8.35pm.**

Cllr Robinson(Chairman), Cllr Hallett, Cllr McNulty, Cllr Freeman, Cllr Sams, Cllr Hull,
Cllr Spenceley, Cllr Hirtzel, Cllr Dixon, Cllr Douglass, Cllr Geraghty
District Cllr McCraith, District Cllr Cathcart
Members of Public –2

01. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Oakley, Cllr Woodhouse, Cllr Sappol, County Cllr Dent

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

Cllr Hallett declared a non pecuniary interest under Item 5.2 as an allotment holder.

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 19th July 2016

It was agreed the minutes of the Parish Council Meeting held on Tuesday 19th July 2016, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 9th August 2016

It was agreed the minutes of the Parish Council Meeting held on Tuesday 9th August 2016, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Update on Cycle Path to Royston Proposal

Mr Siggers had reported at the previous F&GP meeting that the working group was making slow steady progress.

4.2 Mobile Warden Scheme –Confirmation of Trustee

Cllr Douglass had agreed to become a Trustee and represent Bassingbourn-cum-Kneesworth on the committee.

4.3. Update on Funding Arrangements for Village Voice

The group was still investigating a separate bank account. The Clerk advised that the External Auditor had highlighted that advice should be sought on the VAT position. The Chairman stated that by the next meeting a separate bank account should be operational.

05. FINANCES

5.1 Payment of Accounts

The invoices were checked by the Cllr Hallett. Proposed Cllr Douglass Seconded Cllr McNulty. Agreed.

BUCHANS LANDSCAPES

Grounds mtce July2016 (inc. £299.72 VAT)	£1798.31	
Grounds mtce August 2016 (inc £299.72VAT)	£1798.31	£3596.62

HALES PRINTERS

Newsletters		£909.00
-------------	--	---------

CAME & COMPANY

Insurance premium 2016/17 (3 rd year)		£2780.85
--	--	----------

PFK LITTLEJOHN LLP

External Audit 2015/16 (inc. £80.VAT)		£ 480.00
---------------------------------------	--	----------

MRS S WALMESLEY

Clerks salary and expenses 1/8/16 –31/8/16		£835.01
--	--	---------

TOTAL

		£8601.48
--	--	----------

The following payments were made at the Finance & General Purposes committee meeting on 2nd August 2016

WORBOYS FARM PARTNERS

Half year allotment rent		£150.00
--------------------------	--	---------

VIKING

Ink jet A3 printer (inc. £33.88VAT)		£203.27
-------------------------------------	--	---------

MRS S WALMESLEY

Clerks salary and expenses 1/7/16 –31/7/16 £860.79
 CONNECTIONS BUS PROJECT
 Bus visits April –July 2016 £3640.00

5.2 Agreement of cost to remove waste from Allotments

Buchans Landscapes had quoted £161.00 plus VAT to remove the rubbish from the site. Cllr Hallett explained that the rubbish had been left behind by a tenant. The quotation was agreed. Clerk to advise Buchans Landscapes.

-Clerk

5.3 Payment towards Bassingbourn 'Bash'

Copies of three invoices had been received for Councillors to decide if they wished to help towards the funding for the village event held at the end of May 2016. Councillors agreed that they wanted to support in principle with Cllr Hallett suggesting that the contribution should be related to something which benefited the whole village. After further discussion it was proposed by Cllr Hallett, seconded by Cllr Freeman, that the Parish Council fund the production of the programme at a cost of £990.00. All Councillors were in agreement. Clerk to arrange a cheque.

5.4 Youth Cricket Funding –Use of Grant

Laurence Robinson, representing the Cricket Club, was invited to speak. He reported that the Club was having difficulty getting any help from the Village College in promoting the training available. They were extremely disappointed. This had meant that the grant provided by the Parish Council had been under spent this year and Mr Robinson suggested that the money be put towards improved benches in the refurbished Pavilion which was agreed. Cllr Douglass stated that it was a shame that the Village College was being so unresponsive as they had obtained such excellent achievements academically. Cllr Sams added that the nine youth football teams ran without any involvement of the schools.

5.5 External Audit 2015/16

As advised under Item 4.3 the conclusion of the audit had been received with the External Audit report stating that the Parish Council should seek advice on the VAT position with the newsletter. The report had been copied to Councillors and there was also a copy on the village notice board and website.

06. PROCEEDINGS OF COMMITTEES

6.1 To Receive and Note the Minutes

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

6.1.1 Planning

6.1.2 Finance and General Purposes

6.1.3 Recreation Ground

Cllr Freeman reported that at the last meeting the committee was waiting for a quote for a replacement play structure in the South End play area. The structure which needed to be replaced was highlighted in the recent RoSPA report and it was important that it be removed as soon as possible. Cllr Freeman had now received a suitable quotation which amounted to £10,500 plus VAT. It was agreed that in order to get this in place as soon as possible an extraordinary Parish Council meeting would be held on the 4th October to agree the expenditure which was believed to be more than the allocated budgeted amount.

6.1.4 Cemetery

There were no questions asked or other comments made.

07. COUNTY AND DISTRICT COUNCILLOR REPORTS

7.1 County Council

Cllr Dent had submitted his apologies.

7.2 District Council

Cllr McCraith reported that the CEO of South Cambridgeshire District Council was leaving her position. The Council would have to make arrangements to replace her.

A decision on the Devolution proposal was to be made at the October Council meeting. There was not enough detail known about the proposal for a Mayor at this stage.

There would be discussions taking place at the District Council meeting on the 22nd September 2016 relating to the lending of a substantial amount of money to build an ice rink on the edge of Cambridge. This would be a new facility for the District.

Cllr Cathcart then reported that the Local Development Plan was moving more slowly than he would have liked. The Planners needed to find some way of reinforcing objections to speculative planning applications. He had suggested a special meeting be arranged with officers. A discussion on the Ski Slope access application took place. Cllr Cathcart advised that the

planning officers had taken away the message that a lot more junior officer training was needed. He added that the officers needed to think more out of the box and be more imaginative. The Chairman thanked the District Councillors for their report.

08. WORKING GROUPS

8.1 Bassingbourn Village College/Primary School Liaison Group

Mr Saggars, Village College Governor, had reported at the previous F&GP committee meeting. The College was congratulated on the great examination results again this year. Mr Saggars added that the College should get an 'outstanding' result at the next Ofsted inspection. It was noted that there was increased traffic coming into the village through Litlington to the schools believed to be from some Bedfordshire villages. Dr Robinson, Primary School Governor, also in attendance advised that the Primary School had vacancies and so pupils could attend from outside the village if requested.

8.2. Pavilion Project

The Chairman reported that the project was moving forward. The footings were now down and fences erected to protect the holes. The next step was the approval of the building regulations.

8.3 Conservation

Cllr Hallett reported that there was to be a village tidy on the 15th October 2015. It had been suggested that the removal of fly posters be included this time but as this was the responsibility of South Cambridgeshire District Council Cllr Cathcart was checking to make sure their removal was allowed.

Cllr Spenceley stated that he was aware that other villages paid somebody to litter pick. It was advised that the District Council carried out two litter picks a year plus there were also other individuals in the village who kept areas clean. Cllr Hull suggested that walkers could be asked to pick up rubbish when walking the footpaths.

8.4 Affordable Housing

Cllr Cathcart stated that it was nearly a year since South Cambridgeshire District Council was approached with recommendations. He was aware that the officers were in contact with a Housing Association and had spoken to the landowner. He felt that officers were more involved with the City Deal housing sites. Hopefully by the next meeting he would have some news.

8.5 Local Heritage

Cllr Hallett reported that due to other planning pressures the working group had not met recently.

8.6 Traffic

Cllr Spenceley advised that he had started a traffic survey to count the number of vehicles using Chestnut Lane.

A discussion took place on a recent fatal accident on the A1198 which had happened following heavy rain. The accident was believed to have been caused by a flow of water coming off of the field across the road. This had been raised with County Highways who denied there was a problem with drainage.

8.6.1 Agreement of Proposal for MHI scheme 2016/17

Cllr Spenceley stated that he felt discussions following their draft plan for the speed reduction had been a waste of time. He questioned how the County Council could justify where they positioned the signage when there were other areas within the village contradicting their policy. Cllr Hallett stated that Cllr Spenceley had tried hard over a period of time to modify the draft without success. He proposed that the Parish Council should go ahead with the scheme that the County Council were willing to implement. This was seconded by Cllr McNulty with all Councillors in agreement. Clerk to advise the County Council officer.

-Clerk

09. AGREEMENT OF COMMITTEE TERMS OF REFERENCE

9.1 Cemetery Committee

9.2 Planning Committee

9.3 Finance and General Purposes Committee

The Terms of Reference for the three committees had been reviewed and updated at the committee meetings. It was agreed that these be approved.

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

10.1 Area outside Pharmacy

It was advised at a previous meeting that the concrete area was breaking up and uneven. As this was privately owned the Clerk would contact the landowner.

-Clerk

10.2 Speeding Vehicles

Cllr Dixon expressed concern over vehicles speeding especially in Park View. She had spoken to County Highways who had referred her back to the Parish Council. The Chairman suggested that the car registration numbers of the offending vehicles be provided to the police. The Clerk added that Cllr Dixon had probably been redirected to the Parish Council as they could fund traffic calming measures. A discussion took place on speed bumps/cushions etc which could not be installed without County Council procedures. The Chairman agreed to include a mention of the speeding in the Village Voice.

Cllr Spenceley then suggested that a campaign be started to get people in the village to sign up to a 30mph speed. This might be the easiest way to get people to stick to the limit. Cllr Hallett suggested that the right time to try this was once the new speed limits along The Causeway were implemented.

10.3 Cherry Tree on Village Green

Cllr Hallett reported that he had noticed the tree had fungus growing at the bottom. This tree was missed off the survey carried out at the end of the 2014 and he asked that the Clerk obtain a quote from Acacia Tree Surgery to survey this tree for discussion at the Recreation Ground committee meeting. This was agreed.

-Clerk

10.4 Cllr Catherall

Cllr Hallett advised that Cllr Catherall had not attended a Parish Council meeting since January 2016 and therefore the six month automatic disqualification came into force. The Clerk was asked to advise Mr Catherall of this and then start the process for co-option.

-Clerk

10.5 North End/High Street crossing

Cllr Geraghty expressed concern over the number of children crossing the road to get to the Primary School and Village College. This was a very dangerous crossing point with currently no crossing patrol officer. He added that there was going to be a very serious accident. It was noted that an official pedestrian crossing would not be possible in this location as it was on a bend. The closest location for a crossing would either be opposite the Primary School or in the High Street but it was recognised that people would not walk to these locations. It was reported that until a crossing patrol officer was recruited some parents were taking it in turns to see the children across the road. Councillors agreed that the best action they could take was to keep pushing for a crossing patrol officer which County Cllr Dent had confirmed was a priority.

11. DATE OF NEXT MEETING11.1 Cemetery/Planning/Finance and General Purposes CommitteesTuesday 4th October 201611.2 Planning/Recreation GroundWednesday 26th October 201611.3 Cemetery/Planning/Finance and General Purposes CommitteesTuesday 1st November 201611.4 Planning/Parish CouncilTuesday 22nd November 2016

The Chairman closed the Meeting at 9.50 pm

.....

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 4th October 2016 at The Limes,
High Street- 8.50pm.

PRESENT: Cllr Hallett (Chairman), Cllr Douglass, Cllr McInulty, Cllr Sams, Cllr Geraghty, Cllr Oakley
Members of Public: 3

In the absence of Cllr Robinson the meeting was chaired by Cllr Hallett

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hull, Cllr Freeman, Cllr Spenceley, Cllr Sappol, Cllr Robinson

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

There were no interests declared.

03. ADJUSTMENT OF BUDGET 2016/17

The Chairman and Cllr Sams examined the Budget. The quotation for the replacement play structure was £10,500 plus VAT which was within the remaining budget allocation for 2016/17. The adjustment was therefore not needed. A discussion on the future of the Connections Bus and funding took place. The Clerk was asked to include this on the agenda for the next Finance and General Purposes committee where an update would be given.

04. AGREEMENT OF EXPENDITURE FOR REPLACEMENT PLAY STRUCTURE

The replacement structure, a Proludic Diabolo Unit, was for a rusty climbing structure in the South End play area which had been brought to the attention of the Recreation Ground committee by the weekly inspections and also the annual RoSPA report. Various quotations had been sought with this being the preferred equipment. The expenditure of £10,500 plus VAT was agreed. This included the installation costs, safety matting and the removal of the existing structure. The Clerk to progress the order.

The meeting closed at 9.00 pm

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 22nd November 2016 at

The Limes, High Street 7.46pm.

Cllr Robinson(Chairman), Cllr Hallett, Cllr McNulty, Cllr Freeman, Cllr Sams, Cllr Hull,
Cllr Spenceley, Cllr Douglass, Cllr Dixon, Cllr Geraghty, Cllr Oakley
District Cllr McCraith, District Cllr Cathcart
Members of Public –1

01. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Hirtzel, Cllr Woodhouse, and County Cllr Dent

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

There were no interests declared.

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 20th September 2016

It was agreed the minutes of the Parish Council Meeting held on Tuesday 20th September 2016, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 4th October 2016

It was agreed the minutes of the Parish Council Meeting held on Tuesday 4th October 2016, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Connections Bus

It was reported that attendance levels were high the first week back after half term but had now reduced. The future use of the bus in the new year would be discussed at the Finance and General Purposes committee meeting on the 29th November 2016.

4.2 Update on Cycle Path to Royston Proposal

Mr Saggars reported that there were two new members of the working group. Conversations were taking place with landowners. He added that the new development in Spring Lane would hopefully add some pressure.

4.3 Update on Funding Arrangements for Village Voice

It was advised that the application forms for the independent account had been completed.

4.4 Update on Defibrillator Purchase

Cllr Sams had been in conversation with different companies but suggested that the Parish Council go ahead and order from Community Heartbeat. The equipment would need to be installed by a qualified electrician. There were packages of support available and he would circulate details ahead of the next Finance and General Purposes committee where a decision to place an order would be made.

**-Cllr
Sams**

05. CORRESPONDENCE

5.1 Bassingbourn Pre-School request for financial help to purchase Wendy house

Jannette Rafferty, the Pre-School Manager, had advised that to improve the facilities for the children Pre-school wanted to put a wooden wendy house in the garden for imaginative play. Ms Rafferty advised that the cost would be £449.00 and asked if the Parish Council were able to help with the funding.

Cllr Hallett confirmed that Pre-school was a registered charity and had looked at their finances on the Charity Commission website. He added that they carried out a lot of fund raising themselves. A picture of the proposed wendy house was passed around. After discussion Cllr Hallett proposed that £449 be awarded to Pre-school, from the Section 137 allocation, which was seconded by Cllr Dixon. All Councillors in agreement. Clerk to confirm with Ms Rafferty.

-Clerk

06. OPEN FORUM

There were no issues raised.

07. FINANCES**7.1 Payment of Accounts**

The invoices were checked by the Cllr Hallett. Proposed Cllr Hallett Seconded Cllr McInulty. Agreed.

BUCHANS LANDSCAPES		
Grounds mtce October 2016 (inc. £299.72 VAT)		£1798.31
W CROTTY		
Recreation Ground Tree work		£ 700.00
SHAW & SONS		
Register of Purchased Graves (inc. £32.00VAT)		£ 192.00
CAMBRIDGE WATER		
Water rate April –October 2016		
Cemetery	£ 16.14	
Recreation Ground	£ 93.07	£ 109.21
THE ROYAL BRITISH LEGION		
Poppy wreath		£ 25.00
PLAN IT		
Pavilion fee for building regs and planning conditions		£495.00
TOTAL		£3319.52

The following payments were made at the Finance & General Purposes committee meeting on 4th October and 1st November 2016

MELDRETH PARISH COUNCIL		
Councillor training 7/9/16 (Cllr Dixon)		£ 22.35
CAPALC		
Clerks/Councillors catch up day 15/7/16x2	£60.00	
Pension training session 25 th & 26 th /5/16	£20.00	£80.00
BASSINGBOURN CHARITIES		
Donation for Bassingbourn Bash programme (agreed at PC meeting 20/9/16)		£990.00
MRS S WALMESLEY		
Clerks salary and expenses 1/9/16 –30/9/16		£778.02
HMRC		
PAYE 1/7/16-30/9/16		£ 126.77
BUCHANS LANDSCAPES		
Grounds mtce September 2016 (inc. £299.72 VAT)		£1798.31
HALES PRINTERS		
Newsletters Sept & October 2016		£ 1498.00
E-ON		
Pavilion electricity (inc. £2.63VAT)		£ 55.20
MRS S WALMESLEY		
Clerks salary 1/9/16 –30/9/16		£781.50

7.2 Approval of expenditure for repair to Elbourn Way play structure

Following discussion at the Recreation Ground committee meeting in August 2016, where a Playdale quotation to repair the structure had been discussed, the Clerk had spoken to the Handyman contractor who advised that he could carry out the repair for £602.24 which was £478.00 less than Playdale. Concern was raised over the amount of time the Handyman was taking in carrying out the repairs but it was agreed that he be asked to proceed and be given a deadline of six weeks. -Clerk

The Clerk then advised that the Fortune Way cradle swing, which had been highlighted as a concern on the safety inspection reports for a while, needed to be removed as a matter of urgency. Once removed the Recreation Ground committee could then agree how to proceed. It was agreed that the Clerk arrange the removal as a matter of urgency. Cllr Dixon stated that all the swings in the South End play area needed replacing. It was noted that at the last Recreation Ground committee meeting a request had been made to discuss the condition of these at the December meeting. -Clerk

7.3 Allotments

Cllr Hallett reported that out of the 28 plots receipts for 22 had been received so the Parish Council was in a good position. He stated that one of the outstanding payments was for a plot which was in a poor condition due to the tenant not looking after it. He asked for Councillor's agreement to look towards terminating the tenancy. This was agreed. It was noted that there was a waiting list.

8. PROCEEDINGS OF COMMITTEES**8.1 To Receive and Note the Minutes**

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

8.1.1 Planning**8.1.2 Finance and General Purposes****8.1.3 Recreation Ground****-Grounds mtce contracts 2017-2019**

Cllr Hirtzel asked for this to be put on the agenda as she had a proposal for areas of the village to be left uncut. The Chairman stated that it was likely this would result in complaints by parishioners but suggested there may be an option to leave parts uncut. This would be an agenda item for the Recreation Ground committee meeting on the 14th December when the specifications for 2017-19 would be finalised.

-Feedback on meeting with Grounds mtce contractors

Cllr Freeman, Chairman of the Recreation Ground committee, reported that he had a very good meeting with Mr Buchan and felt that this was something that should happen on a regular basis with any contractor. A report of the discussion had been circulated to Councillors. A discussion on the good standard of their work took place with the cemetery and war memorial preparation for Remembrance Sunday especially appreciated. Cllr Freeman stated that he felt splitting the Grounds Maintenance contracts would not be beneficial to the village and suggested that consideration be given to the extension of the existing contract. The Chairman and other Councillors agreed that the contractors had the interest of the village at heart which others may not.

-Installation of Replacement Equipment

Cllr Freeman advised that work due to start on the 21st November 2016 to remove the rusty equipment and replace with a new structure had been delayed until the 23rd November. Cllr Douglass had agreed to meet the contractors on site.

8.1.4 Cemetery

There were no other questions asked or comments made.

9. COUNTY AND DISTRICT COUNCILLOR REPORTS**9.1 County Council**

Cllr Dent had circulated a report.

9.2 District Council

Cllr McCraith reported that South Cambridgeshire District Council had voted through the very basic proposal for Devolution with the Labour and Conservatives voting for and other parties against. The decision of Cambridgeshire County Council was still to be announced.

Cllr Cathcart advised that he did not support the proposal as he had a number of concerns, including planning issues, over the taking away of powers from the District and Parish Councils.

Cllr McCraith then explained that there would be £100million for affordable housing, around 2,000 homes in South Cambridgeshire sites agreed by South Cambridgeshire District Council guided by the Local Development Plan. He added that there was currently a need for 1700 homes so these should be covered. The Leader of South Cambridgeshire District Council would be a Portfolio Holder in the combined authority so would have some control. There were different requirements from different councils and Cllr McCraith gave examples. All details would be worked out by May 2017. Cllr McCraith advised that he had more optimism now that the future of Bassingbourn Barracks had been resolved.

10. WORKING GROUPS**10.1 Bassingbourn Village College/Primary School Liaison Group**

Mr Saggars asked for any concerns. Cllr Freeman referred to a letter in the Village Voice relating to litter on the recreation ground. Mr Saggars confirmed that the Head Teacher took litter very seriously and was doing his best to reiterate to the students. This was not a new issue. The Chairman suggested that litter picking could be an activity for those students in detention. Mr Saggars agreed this would be an interesting solution but thought that there may be an issue of supervision off the school site but would put forward to the Village College Governors.

Cllr Spenceley referred to comments made by the Cricket Club over the lack of interest from the Village College. Mr Saggars stated that the Village College was interested and cricket was only part of a wider curriculum. A limit had to be set on how much of one sport could be played.

Cllr Spenceley asked about the PTA. Mr Saggars advised that the parents involved were reasonably active in fundraising. The Village College was expecting a new funding model next

year but with the changes within the Government this had been reviewed. The College would now be running at a deficit which would be a serious problem. Heidi Allen MP was aware and was supporting the Village College in getting a satisfactory outcome.

10.2. Pavilion Project

The Chairman expressed his concern over the time the planning process taking. He stated that he envisaged the refurbishment work would be well underway by now. He hoped that now the building regulations and structural report had been submitted the project could be speeded up. Cllr Dixon queried the size of the footings stating that she thought the building would be a lot bigger. The Chairman explained what was involved including the refurbishment of the interior. Cllr Sams would forward the approved plans to new Councillors for their information.

-Cllr Sams

10.3 Conservation

Cllr Hallett reported that there had been a meeting of the working group but it was not very well attended. The volunteers had removed fly posting.

10.4 Affordable Housing

There was nothing to report.

10.5 Local Heritage

There was nothing to report.

10.6 Traffic

10.6.1 Update on Proposal for Bollards

Cllr Hallett advised that as far as he was aware there was nothing to report.

10.6.2 Traffic Surveys

Cllr Hallett advised that detailed traffic information had now been received. Unfortunately this was not received in time to use as part of the representation against the housing development planning applications. The Chairman suggested that the press might be interested in the figures especially in relation to the lack of a Crossing Patrol officer. All data was in the survey but the most relevant needed collating. Cllr Douglass advised that she had read in the County Council report that there were two prospective candidates for the crossing patrol. She referred to the posters around the village, advertising the vacancy, and agreed to remove these once she had checked the position with the Primary School.

-Cllr
Douglass

11. AGREEMENT OF 2017 MEETING DATES

Draft meeting dates had been circulated to Councillors. It was agreed that a Cemetery, Planning and F&GP meeting would be held on Tuesday 3rd January 2017 and a Planning/Parish Council meeting held on the 24th January 2017. All other dates were agreed at this time. The Clerk to book The Limes and Chapel Schoolroom.

-Clerk

12. LOCAL GOVERNMENT BOUNDARY COMMISSION –RECOMMENDATIONS FOR PARLIAMENTARY BOUNDARIES

Cllr Hirtzel had asked for this to be put on the agenda as she was concerned over the proposal to include Bassingbourn-cum-Kneesworth with North Hertfordshire villages in a Parliamentary ward.

The Parish Council had not been asked for its views.

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

13.1 Christmas Celebration

Cllr Douglass reported that the Vicar had contacted her to advise that she would encourage the members of the congregation to take part in the carol singing. Cllr Douglass had permission to advertise in the shop window and had plans in place to attract children.

13.2 Willmott Pedestrian Gate

Cllr Freeman reported that a parishioner had carried out a repair to the gate free of charge. The Chairman agreed to thank Tony Shaddock in his next Village Voice item and the Clerk would also send a letter of thanks on behalf of the Parish Council.

-Cllr
Robinson &
Clerk

13.3 Rouses Project

Cllr Sams advised that his son, who attended sixth form college, needed to have a project as part of his studies. Cllr Sams suggested that The Rouses would be a good project for him to investigate which might even help with Parish Council planning of use. Cllr Sams would arrange for him to attend the Finance and General Purposes committee meeting to discuss with Councillors.

13.4 Stationery

Cllr Hull advised that he had been speaking to Hales printers who could provide Bassingbourn-cum-Kneesworth personalised cards, and envelopes, which could have various uses for the Parish Council. This would be an agenda item for discussion at the Finance and General Purposes committee meeting on the 29th November so that expenditure could be agreed.

-Clerk

14. DATE OF NEXT MEETING

14.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 29th November 2016

14.2 Recreation Ground

Wednesday 14th December 2016

14.3 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 3rd January 2017

14.4 Planning/Parish Council Meetings

Tuesday 24th January 2017

The Chairman closed the Meeting at 9.02 pm

.....

.....