

BASSINGBOURN-CUM-KNEESWORTH

PARISH COUNCIL

Minutes of Full Council Meeting held on 15th September 2020

Present : Councillors Douglass (Chairman), Carter, Catherall, Davis, Dixon, Hallett, Hirtzel, Hodge, Leith, Sams, Wakefield and White.

Also in attendance were Mrs V Tookey as Clerk and Mrs B Isherwood as RFO.

County Cllr S Van d Ven and District Cllr N Cathcart were also present.

4 members of the public joined the meeting.

During the public speaking session questions were raised regarding the business case for The Limes/Old School and in particular whether the results of the building survey were being remedied and at whose cost. It was confirmed that the recommendations from the survey had been discussed and prioritized for action.

Representatives from the County Broadband were present to explain their plan for a new FTTP broadband network in Bassingbourn. Questions were asked and answered. The representatives left the meeting at 8 p.m.

1	Apologies for absence : Cllrs Hodge and Dixon would be joining the meeting later. Councillors Oakley and Spenceley were not present.	
2	Declaration of Interests : Cllr Davis a non-pecuniary interest for item 10.3.	
3	Minutes of Meeting held on the 18th August 2020 having been previously circulated were signed with an amendment to item 7.2. An additional sentence to be added to read " Councillor Catherall asked for clarification regarding the status of the Pavilion Management Committee". This was proposed by Cllr Catherall, seconded by Cllr White and agreed. The Minutes were then signed as agreed on the proposal of Cllr Hallett, seconded Cllr Leith. Cllr Dixon joined the meeting at this point.	
4	<u>Governance</u> <u>4.1 Appointments to Committees/Advisory Groups</u> Cllr Carter was nominated to HR committee, proposed by Cllr Hallett, seconded by Cllr Douglass. Cllr Davis was nominated to the Amenities Committee, proposed by Cllr Douglass, seconded by Cllr Dixon. <u>4.2 Terms of Reference for the Pavilion Advisory Group</u> Council considered the draft document and agreed that the Group should meet soon and suggest the scope. <u>4.3 Pavilion Hire Agreement</u> The existing hire agreement with suggested amendments had been circulated. Discussion resulted in agreement that a £50 deposit should be obtained from users in order that cleaning could take place should it be required. Clerk to redraft agreement. <u>4.4 Pavilion Management Committee</u> The current constitution had been circulated for consideration.	VT

	<p>Clrs Douglass, Dixon and Oakley as well as Messrs Freeman, McNulty and Smith make up the committee at the moment. Cllr Wakefield offered, and this was accepted, to join the committee.</p> <p>Cllr Hodge joined the meeting at this point at 8.15 pm.</p>	
5	<p>Pavilion</p> <p><u>5.1 Attempted break in</u> To record an attempted break in on the 5.9.20. The RFO is investigating an insurance claim to replace the front doors.</p> <p><u>5.2 EPCM 28th September</u> To record that this meeting is to take place and that relevant paperwork has been forwarded to all councillors.</p> <p><u>5.3 Condition of Building</u> Cllr Wakefield stressed that councillors need to be aware of the condition of the building and that council needs to be very clear at the EPCM about what is needed to make building compliant and fit for purpose.</p>	BI
6	<p>Cambs County Council</p> <p>County Cllr Van de Ven's report had been circulated. At Councils October meeting there will be item regarding future cycling schemes.</p> <p>She reminded Council of the consultation on pavement parking which has gone to Government. The car parking at North End seems to have ceased and she continues to seek reinstatement of bus stop.</p>	
7	<p>South Cambs District Council :</p> <p>District Cllr Cathcart's report had been circulated. The major issue is the result of the "Call for Sites" which are far more than what would be considered necessary to meet the needs of the District over the plan period. The majority of the sites will not be carried forward for Development.</p>	
8	<p>Advisory Groups update from any meetings held through month</p> <p><u>8.1 Environment</u> Cllr Hallett recorded that the Group was holding a family Treasure Trail 18/19 September in Keith Wood between 11 and 3 pm.</p> <p><u>8.2 War Memorial</u> Cllr Catherall recorded that the mistake on one of the plaques was being rectified (1923 was engraved as erection of memorial and should read 1921) A further sum of £250 for the storyboard plinths was agreed on the proposition of Cllr Hallett, seconded Cllr White. The RFO is to seek to open an account with Brunel Engraving. The Group now needs to look at the planting and general maintenance of the area and this to be discussed at October meeting.</p> <p><u>8.3 Traffic and Travel</u> Notes from the last meeting of the group had been previously circulated by Cllr Leith.</p> <p><u>8.4 Pavilion Advisory Group</u> Cllr Catherall reported that notes were to follow. The Group are to consider it's terms of reference.</p> <p><u>8.5 I.T. Advisory Group</u> To record that the IT Group need to meet soon to discuss website accessibility. Cllr Hallett reported that there are limits with the existing software. The RFO has been investigating various options and has quotes.</p>	BI
9	<p>Financial matters:</p>	

9.1 Authorisation of Payments

Contractor	Invoice No	Date	Net	VAT	Gross
Swiftclean – Pavilion legionella	033657	31.08.20	193.50	38.70	232.20
CAPALC – training for J Davis & D Oakley (only one place taken up)	2231	08.09.20	150.00	0.00	150.00
Tool Hire Direct Ltd (Skip UK) – for rubbish at back of Pavilion	I77072	18.08.20	295.00	59.00	354.00
RFO – Kaspersky Security subscription renewal for laptop	81921600900	30.08.20	49.99	0.00	49.99
Scribe renewal accounts package 01.11.20 – 31.10.21	1260	28.08.20	520.50	104.10	624.60
SLCC – webinar for Clerk at National Conference 12-14 Oct 20	132345	25.08.20	25.00	5.00	30.00
Parrs Workplace Equipment – 3 sets of litter picking equipment incl. accessible hoops,pickers,jackets	91485	27.08.20	123.00	24.60	147.60
Herts & Cambs grass cutting August 20	340	28.08.20	1458.33	291.67	1750.00
			£2,815.32	£ 523.07	£3,338.39

RECEIPTS

Cemetery burial	83.00	
Burial	62.00	
Cemetery Lodge income 04.08.20	737.72	£995.00 Less £114.00 boiler maintenance and £119.40 management fee = £737.72
VAT refund to end June 20 (2 quarters)	13952.23	
	£14,834.95	

31.08.20	Unity Trust Current	29995.53
31.08.20	Unity Trust Savings	47505.00
06.04.20	Santander Savings	41558.13

31.12.19	Cambridge B Society	85224.72
31.08.20	Barclays Current	20292.96
31.08.20	Barclays Premium	74249.46
		£298,825.80

Payments were authorised as above. Proposed by Cllr Hallett, seconded by Cllr White.

9.2 Exercise of Public Rights

To record that the Clerk and RFO are dealing with requests for information.

9.3 Payment to URC for electricity for laptop project (COVID funding)

At the moment the electricity costs stand at £3.67 for two weeks and it is anticipated that the project will last for six weeks. The Council agreed to fund the costs for the length of the project.

9.3. Pay increase for staff backdated to 1.4.20

To record that the pay increase has been agreed with NALC and the necessary amendments made to the Clerk and RFO salaries, to include back pay to 1.4.20.

9.4 Barclays Mandate

The RFO Mrs B Isherwood needs authorisation access to Barclays Bank accounts to give instructions to Barclays Bank; to obtain account information; and to make fund transfers between bank accounts in the name of Bassingbourn-cum-Kneesworth Parish Council.

This was unanimously agreed on the proposition of Cllr Douglass, seconded Cllr Hirtzel.

9.5 Clerks report on general maintenance issues including tree husbandry.

Clerk wished to raise Councillors awareness of maintenance issues which will need to be addressed. The Cemetery needs to have a programme of works for tree management, the Garden of Remembrance needs work, the graves need management. There are piles of earth left over from gravediggers which need removing. There would appear to be only between 5/10 years space left available for interment.

A group has already started clearing some of the very neglected graves.

Trees around the village may well need works following further inspection, and a "climbing inspection" has been commissioned for the large horse chestnut on the Recreation Ground.

Ditches where Council has riparian ownership need a plan of action prepared.

Council also noted that 2 ash trees on Church Close corner are being attended to, with County Council Highways doing the work to one although they do not accept ownership.

9.6 Cemetery Roadway

The Clerk had re-circulated the quotes from April for several pieces of work where the prices had been confirmed as still valid.

Further discussion on this maintenance work took place. Future works could include the necessity for drainage and media provision. As there was as yet no project plan for use of the Chapels, in the first instance it was agreed to seek quotes to provision of electricity supply. This was proposed by Cllr Douglass, seconded by Cllr Leith.

10 **Planning :**

10.1 20/03540/HFUL Loft conversion 16 Robinson Gardens

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	<p>Council agreed to object on the following grounds:- design (layout and density), loss of light, highway traffic generation and safety. It would appear that residents of 14 Robinson Gardens have not been asked to comment.</p> <p><u>10.2 Planning Approval Recorded :</u> Variation of condition 2 re 41 Fen Road This is just to record the approval granted. Also circulated has been 20/02347/FUL - 3 storey dwelling 14 South End – revised red line on site location plan. Received for information only.</p> <p><u>10.3 Tree Application for corner of Fortune Way also received – 20/1794/TTCA –</u> Council raised concerns about work to Nos 4,5 and 6 and would like the Trees Officer to assess whether these trees or any other on the site require a TPO.</p> <p><u>10.4 20/02347/FUL 14 South End – revised location plan</u> Whilst not on the agenda due to the time scale Council agreed to consider this application. Council had considered original application at Council meeting in July at which it objected to the development. Council agreed to sustain its objections which are in line with the Conservation Officers view and the proposals are not considered to comply with Local Plan policy NH/14.</p> <p><u>10.5 20/03716/HFUL 35 Cambridge Crescent - Erection two storey side extension</u> Another application which has been received with a deadline of 2nd October. Council considered the application and agreed to support.</p>	
11	<p>Planning Consultation : The Governments “Planning for the Future” consultation has been circulated for councillor’s perusal. The deadline is 29th October. Three councillors had forwarded comments to Cllr Hallett to date. It was agreed that any other comments should be forwarded to Cllr Hallett in order that he can compile a draft response to be considered at the Planning Committee meeting and then to be presented for approval at the October Full Council.</p>	
12	<p>The Limes/Old School <u>11.1 Draft lease</u> The Advisory Group had met twice in order to work through the draft lease and send back comments. Mills and Reeve will be forwarding Council’s response to SCDC this week and is now working on searches. <u>11.2 Report back from The Limes Advisory Group</u> 11.2.1 The Advisory Group had also met at The Limes to look at what possibilities there were for the internal re-modelling as one of the first actions would be to re-locate the library. 11.2.1 Group had also completed a Planning Pre app regarding use of building.</p>	
	<p>There being no further business the meeting closed at 10.05 pm</p> <p>Signed Chairman Date</p>	

Dates of Meetings :-

Amenities Committee :2020 –

Finance : Planning:- 2020 - 6th October; 3rd November; 1st December.

Main Council:- 20th October; 17th November; 15th December.