

# BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Dear Councillor

I hereby give you notice that a meeting of the Parish Council will be held ***virtually*** on **TUESDAY 21<sup>st</sup> July 2020** at **7.30 pm.**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

**The Council welcomes members of the public to their meetings.  
At the beginning of the meeting, for 15 minutes, members of the public  
may contribute their views and comments to the Parish Council.**

**Zoom details : ID 825 2889 7450 (AMENDED 21.07.20)  
Meeting Password : 909863**

Dated this 14<sup>th</sup> July 2020

*Valerie Tookey*  
Clerk of the Parish Council

1	<b>Apologies for absence :</b>	
2	<b>Declaration of Interests :</b>	All
3	<b>To approve Minutes of Meeting held on the 16<sup>th</sup> June 2020</b> (previously circulated)	All
4	<b>Casual Vacancies</b> <u>4.1 Co-option for one casual vacancy</u> HR Committee recommendation to be discussed and approved. New councillor to sign Acceptance of Office. <u>4.2 To agree to move to co-option for one casual vacancy</u> Council to approve the move to co-option. No request for an election received.	All
5	<b>The Limes/Old School</b> <u>5.1 Business Case</u> (draft previously circulated) <u>5.2 Structural Survey</u> To record the full report is now to hand and was circulated to councillors.	ALL ALL
6	<b>Governance</b> <u>6.1 Policies :</u> 6.1.1 To consider, agree and approve Vexatious Complainant Policy (previously circulated) 6.1.2 To consider, agree and approve Lone Working Policy (previously circulated) 6.1.3 To consider, agree and approve Grants and Donations Policy (previously circulated)	All All All

	<p><u>6.2 Appointments to Advisory Groups</u> Cllr Davies to be nominated to The Limes/Old School Advisory group.</p> <p><u>6.3 Standing Orders Revision</u> 6.3.1 Clarification of amendment to clause 20a : addition to (unless there are urgent and/or exceptional circumstances to include "<b>which need to be stated</b>").</p> <p>6.3.2 Request from Clerk to agree terminology - Business Case, Business Plan, Project Plan or Management plan – consistency required.</p>	All  All
7	<p><b>Pavilion</b> 7.1 Meeting with Clubs/LC/DC (note circulated) 7.2 To consider and agree/approve work to provide tender specification. (circulated)</p>	ED All
8	<b>Cambs County Council</b> : C Cllr Van de Ven	
9	<b>South Cambs District Council</b> : D Cllr Cathcart	
10	<b>Local Government Association – Consultation on Model Member Code of Conduct</b> (previously circulated). Closing date is 17 <sup>th</sup> August.	ALL
11	<p><b>Advisory Groups</b> update from any meetings if held through month</p> <p><u>11.1 Environment</u> <u>11.2 War memorial</u> – Update on proposed works – for information and agreement of costs (e mail previously circulated by PC) <u>11.3 I.T. Advisory Group</u> -Note re Website Accessibility circulated. Agreement of actions to meet September deadline.</p>	MH PC  MH/BI
12	<p><b>Financial matters:</b> <u>12.1 Authorisation of Payments</u> (list to be circulated) <u>12.2 Update on getting Barclays Current and savings accounts online.</u> <u>12.3 Annual Governance and Audit Report</u> :</p> <p>12.3.1 To approve and sign the Annual Governance Statement 2019/2020 12.3.2 To approve and sign the Accounting Statements 2019/2020 12.3.3 To record that the end of year financial figures published in the Village Voice in July 2020 is incorrect. This is normally (pre-covid) completed alongside the Annual Governance Accounting Statement before being published to ensure accuracy. The accounts are now accurate as of this date and will in future not be published until the AGAR has been completed each year.</p> <p><u>12.4 Cemetery Lodge/Unpaid Arrears</u> (paper circulated) To discuss offer from previous tenant. <u>12.5 Supply of bollards for Chestnut Lane</u> To record that at meeting held on 19<sup>th</sup> May 2020, the contractor chosen to supply bollards for Chestnut Lane was Manit Contractors, and not John Cobb &amp; Sons. Since that date and the RFO sending a Purchase Order for the works to Manit Contractors, Manit Contractors have gone out of business. They have now become A&amp;B Contractors. The RFO has sought advice from Cambridgeshire County Council who have assured her that A&amp;B Contractors have the correct insurances and permissions from CCC to carry out the work in Chestnut Lane. To approve the change of named contractor from Manit Contractors to A&amp;B Contractors and for the work to go ahead.</p>	All BI  All All All  All   All

	<u>12.6 To approve the transfer of £45,000.00 from the Barclays Current account to Unity Trust Savings account.</u>	All
13	<p><b>Planning :</b></p> <p><u>13.1 Items for consideration and response:</u></p> <p>13.1.1 S/4194/18/COND5 Traffic management Plan. Taunus Old North Road</p> <p>13.1.2 S/4194/18/COND6 External materials. Taunus Old North Road</p> <p>13.1.3 S/4194/18/COND3 Contamination. Taunus Old North Road</p> <p>13.1.4 S/4194/18/COND7 Carbon emission. Taunus Old North Road</p> <p>13.1.5 S/4194/18/COND8 Boundary Treatment. Taunus Old North Road</p> <p>13.1.6 20/02347/FUL Erection of 3 storey dwelling in garden following demolition of garage. 14 South End</p> <p><u>13.2 Tree works in Conservation Area</u></p> <p>13.2.1 20/1524/TPO Hedge removal. St Peters and St Pauls Church</p> <p>13.2.2 20/1536/TTPO Group ash trees reduce overhanging branches/sycamore – reduce branches. Trees on Orchard land between 91 High Street and 13 Elbourn Way</p> <p><u>13.3 SCDC permission granted</u></p> <p>13.3.1 20/01885/HFUL Change of use of garage to annex. 102 Old North Road.</p>	All
14	<b>Councils Response to the Covid 19 Update</b>	AH/ VT
15	<p><b>Committee Meetings held:-</b></p> <p>To record following meetings have been held and minutes circulated to all councillors.</p> <p>15.1 Finance Committee meeting held on the 7<sup>th</sup> July</p> <p>15.2 Planning Committee meeting held on 7<sup>th</sup> July</p>	

**Dates of Meetings :-**

Amenities Committee :2020 – 12<sup>th</sup> August; 9<sup>th</sup> September; 14<sup>th</sup> October; 11<sup>th</sup> November; 9<sup>th</sup> December.

Finance : Planning:- 2020 - 4<sup>th</sup> August; 1<sup>st</sup> September; 6<sup>th</sup> October; 3<sup>rd</sup> November; 1<sup>st</sup> December.

Main Council:- 18<sup>th</sup> August;15<sup>th</sup> September; 20<sup>th</sup> October; 17<sup>th</sup> November; 15<sup>th</sup> December.