

# Bassingbourn-cum-Kneesworth Parish Council

## Minutes of Amenities Committee Meeting held on the 14<sup>th</sup> December 2020

Present : Cllrs Dixon (Chairman), Catherall, Davis, Douglass, Geraghty, Hodge, Wakefield.

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

Also present were Cllrs Hallett, Leith and Spenceley.

During the public speaking session, the Council received a presentation regarding a Scribe product for cemetery management. Councillors were able to ask questions. It was concluded that the package would be extremely useful especially the mapping element. Current burial data which is available on the Council website up to 2002 could be transferred on to the package.

1	<b>Apologies for absence</b> : Apologies for absence were received from County Cllr Van de Ven. Cllr Oakley was not present.	
2	<b>Declarations of Interests relating to items on the agenda and dispensations</b> 2.1 To receive declarations of interest from councillors on items on the agenda. Cllr Wakefield declared a non-pecuniary interest for item 5.	
3	<b>Minutes of meeting held on 12<sup>th</sup> November 2020</b> having been previously circulated were signed as agreed on the proposition of Cllr Douglass, seconded Cllr Hodge. These would be signed once Council was able to meet in person.	
4	<b>Clerks Report :-</b> <u>4.1 Seat on Brook Road</u> Clerk reported that CH had started work to remove the seat. All the timbers are perishing but he hoped to be able to store the metal parts as spares. <u>4.2 Tree for Willmott Rec</u> Cllr Geraghty confirmed that the Football Club were willing contribute towards the purchase/planting of the tree. Due to the required girth of the tree which is 10-12 cm, a mechanical digger will be required. Sources for the purchase were discussed and it may be necessary for the contractor to arrange collection. The siting to be agreed. Clerk and RFO to action.  Cllr Leith joined the meeting at this point at 8 pm  <u>4.3 Trees for which work required – Inspection of Tree, Willmott Rec</u> Committee had received the arboriculturalists report following a climbing survey. Extract:- <i>The tree is a large mature specimen which stands approximately 16m high, an average crown spread of 7.25m and a diameter measured at 1.5 m of 1205mm. Its general physiological condition appears to be normal given the tree's age and size. The tree has undergone recent tree surgery and is under good arboricultural practice. The request to undertake a</i>	VT/ BI

	<p><i>climbing inspection and further investigation is the result of a recent primary branch failure which has revealed a large area of decay on the main stem at approximately 7m.</i></p> <p><i>The climbing inspection revealed no significant defects within the crown other than old pruning wounds (some of which have occluded). Epicormic growth (weakly attached) growing along the primary branches. This is most likely the result of the recent crown reduction. No significant deadwood was found within the crown. The tests were undertaken to all four quadrants (north, south, east and west). Decay and suspect wood was found in all four quadrants, with significant decay found in the northern quadrant.</i></p> <p><i>The following recommendations are based on the overall vitality, test results and tree location. Three options were considered:</i></p> <ol style="list-style-type: none"> <li><i>1. A further crown reduction to reduce the loading on a decaying stem would not be advisable as this may add strain leading to stress, which is irreversible, resulting in the tree's eventual decline.</i></li> <li><i>2. Retain the tree at its current size and reduce the health and safety risk by constructing a post and rail fence around the drip line of the canopy to prevent general public access. As the tree is in the open and not surrounded, should the stem fracture there are no targets within reach. This option retains the tree and reduces the health and safety risk.</i></li> <li><i>3. Fell tree and replant space.</i></li> </ol> <p>Committee agreed to recommend to full Council that the tree be removed, and replanting should take place. Proposed Cllr Douglass, seconded Cllr Davis.</p> <p><u>4.4 Play area Inspections/repairs</u></p> <p>Items of repairs to note following inspections:-</p> <p>4.4.1 Instructions have been placed for the repair work to the safety matting. Caps for the Proludic equipment had arrived and are in process of fitting.</p> <p>4.4.2 Further items from the RoSPA inspection which need to be addressed include the moving of the litter bins from within the four play areas.</p> <p><u>4.5 Bubble spinner</u></p> <p>The RFO reported that the new bubble spinner was due to be installed on 18<sup>th</sup> January.</p> <p><u>4.6 Cemetery/Cemetery Lodge Report</u></p> <p>4.6.1 Clerk reported two interments of ashes had taken place and permission granted for a memorial.</p> <p>4.6.2 Regarding the separation of the electricity supply, due to the lock down it has not been possible to obtain a second quote for the replacement and provision of meters. There will also need to be a reimbursement to the tenants for electricity used in the Chapel over the past year.</p>	<p>VT</p> <p>VT</p> <p>VT/ JD</p>
5	<p><b>Pavilion</b></p> <p><u>5.1 Business Case</u></p> <p>Cllr Leith reported that no further amendments or additions had been made to the Business Case as he was awaiting the drafting of the tender documentation.</p> <p><u>5.2 Meeting with Architect</u></p>	<p>RL MW</p>

	<p>Councillors had been able to listen to a recording of the “meet and greet” virtual meeting with the Architect. Cllr Wakefield responded to a query regarding amount of funding which had been quoted to the Architect. He had stated that there were S106 monies which had to be spent on the pavilion. It was confirmed that there was a sum of around £142,000 in the budget.</p> <p>Cllr Wakefield reported following the on-site meeting with the Architect held on Tuesday 8<sup>th</sup> December at which he, Cllrs Catherall and Oakley together with RFO attended.</p> <p>Council now needs to agree a specification which can be used for the tender documents. Committee agreed it would like a verandah, although there are concerns regarding anti-social behaviour as that had happened in the past. The verandah would, however, help with provision of the ramp for D.D.A. access. It was agreed that the kitchenette should remain a kitchenette with a separate grill and a combination microwave.</p> <p>The architect will ask for each element to be costed which will aid Councils’ decision on the specification. The architects first thoughts were that costs were likely to be around £100,000. Council may have to consider a phased approach. The RFO reminded Committee that v.a.t. will need to be paid.</p> <p>Cllr Wakefield reminded Committee that Council had resolved to complete the extension and make the building compliant with DDA and FA requirements.</p> <p>On proposition of Cllr Geraghty, seconded Cllr Hodge it was agreed to move forward instructing the Architect to prepare a tender document using the details as drafted by Cllr Wakefield. This was agreed with one abstention.</p> <p>Cllr Catherall stated that Cllr Wakefield had explained the proposals very well but the aspirations did not stack up for him. At which point Cllr Wakefield asked for explanation and it was suggested that a conversation should be had between Cllrs Catherall, Wakefield and Leith.</p> <p>The meeting was closed at 8.45 p.m. : - with Cllrs Catherall, Wakefield and Leith remaining on zoom.</p>	
	<p>Signed ..... Chairman ..... Date</p>	

**Dates of Meetings**

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**Amenities Committee : 2021:** 14<sup>th</sup> January; 8<sup>th</sup> February; 8<sup>th</sup> March; 12<sup>th</sup> April; 10<sup>th</sup> May; 14<sup>th</sup> June; 12<sup>th</sup> July; 9<sup>th</sup> August; 13<sup>th</sup> September; 11<sup>th</sup> October; 8<sup>th</sup> November 13<sup>th</sup> December.

**Finance Committee; 2021:** 12<sup>th</sup> January; 2<sup>nd</sup> February; 2<sup>nd</sup> March; 6<sup>th</sup> April; 4<sup>th</sup> May; 1<sup>st</sup> June; 6<sup>th</sup> July; 3<sup>rd</sup> August; 7<sup>th</sup> September; 5<sup>th</sup> October; 2<sup>nd</sup> November; 7<sup>th</sup> December.

**Full Council Meeting:** 15<sup>th</sup> December **2021** 19<sup>th</sup> January; 16<sup>th</sup> February; 16<sup>th</sup> March; 20<sup>th</sup> April; 18<sup>th</sup> May (plus Annual Meeting) ; 15<sup>th</sup> June; 20<sup>th</sup> July; 17<sup>th</sup> August; 21<sup>st</sup> September; 19<sup>th</sup> October; 16<sup>th</sup> November; 21<sup>st</sup> December.  
*17<sup>th</sup> May suggested as Annual Parish Meeting*

**Planning Committee: 2021:** 12<sup>th</sup> January; 2<sup>nd</sup> February; 2<sup>nd</sup> March; 6<sup>th</sup> April; 4<sup>th</sup> May; 1<sup>st</sup> June; 6<sup>th</sup> July; 3<sup>rd</sup> August; 7<sup>th</sup> September; 5<sup>th</sup> October; 2<sup>nd</sup> November; 7<sup>th</sup> December.

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