

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Wednesday 9th January 2019 at
The Limes, High Street 7.15pm

PRESENT: Cllr Douglass (Chairperson), Cllr Sams, Cllr Hallett, Cllr Dixon, Cllr Oakley, Cllr McNulty
 Parish Councillors - Cllr Catherall, Cllr Leith, Cllr Prentice, Cllr Hirtzel, Cllr Geraghty, Cllr Ridsdale

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Freeman.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 4th December 2018, copies previously distributed, were agreed a true record and signed by the Chairman.
 There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Update on Recovery of Rent

The Chairperson reported that the Request for Judgement form had been returned to the Parish Council completed by the ex-tenant who, accepted the amount due and, offered to pay a monthly instalment of £50.00.

A discussion took place on this proposal which Councillors agreed was unacceptable. They were reminded that this was a joint tenancy and contact details had been obtained for the second tenant. It was agreed that the Clerk would notify the County Court that the Parish Council did not accept the proposal for repayment and they were now also going to pursue a payment from the second tenant.

-Clerk

6.2 Cemetery Lodge

6.2.1 Agreement of Quotation for electrical work

The Clerk had asked for quotations from three electrical contractors and to date two had agreed to quote. The Chairperson would contact them and arrange for access. She asked for a committee member to carry out regular checks on the property whilst empty. Cllr Leith offered to do this. The Clerk was asked to advise the insurance company that the property was empty whilst refurbishment works were taking place.

*-Cllr
Douglass,
Cllr Leith
& Clerk*

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

There were no memorials for approval.

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

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 5th February 2019

The Chairperson closed the meeting at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
PLANNING COMMITTEE
Minutes of Meeting held on Tuesday 19th March 2019
at The Limes, High Street- 7.15pm.

PRESENT: Cllr Hallett (Chairman), Cllr Douglass, Cllr Sams, Cllr Spenceley, Cllr Catherall, Cllr Freeman, Cllr Oakley
 Members of Public 2

1. **APOLOGIES FOR ABSENCE** Apologies were received from Cllr Hirtzel, Cllr Prentice, Cllr Leith, Cllr McNulty, Cllr Dixon, Cllr Ridsdale, Cllr Geraghty, County Cllr van de Ven and District Cllr Cathcart.

2. **DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**
 Cllr Catherall declared a non pecuniary interest under Item 7.1.1 as a tenant of the landowner.

3. **MINUTES OF LAST MEETINGS**

3.1 Minutes of Planning Committee meeting 5th March 2019

Minutes of the Planning Committee Meeting held on Tuesday 5th March 2019 were agreed a true record and signed by the Chairman.

4. **MATTERS ARISING**

4.1 East West Rail

The Chairman reported that the representation had been submitted to East West Rail. There was a copy on the village website and also in the Village Voice. There were some reasonable technical and economic reasons included to support that the Cambourne routes were the best. The Chairman thanked Cllr Hirtzel for attending the County Council Economy and Environment Committee meeting to present the Parish Council view however the County Council agreed that route A, through Bassingbourn, was the best option. There was a concern over the Committee Chairman who declared a non pecuniary interest in East West Rail. He stayed in the meeting and voted when it was felt he should have stepped down from the Chair for that item.

4.2 Mud on The Causeway

The Chairman had received a reply from the District Council Enforcement Officer regarding mud from the 131 The Causeway site. The officer advised that he had visited the site several times but the Chairman believed that the visit had been to the CALA site instead of 131. He would follow up with the Enforcement Officer.

*-Cllr
Hallett*

5. **CORRESPONDENCE**

5.1 Request for Street Name Suggestion

The Clerk advised that she had received a letter from 3C Shared Services asking for suggestions for a street name for the CALA development. She had replied advising that the Parish Council had made the suggestion of Robinson Gardens in 2018.

6. **OPEN FORUM**

There were no issues raised.

7. **PLANNING/TREE WORK APPLICATIONS**

7.1 Planning

7.1.1 Planning Ref S/0649/19/FL

7-13 The Causeway –Erection of 8 dwellings following demolition of four existing properties (E W Pepper Ltd)

The Chairman advised that this was the third application for this site. It was noted that in the accompanying documentation the bat survey did not relate to the village. The traffic survey was also for 2011.

Recommendation –Object

Inaccuracy of Bat survey and outdated traffic survey

7.1.2 Planning Ref S/0685/19/FL

Land to the rear of 5& 7 Spring Lane –Demolition of existing steel framed corrugated iron dutch barn and proposed 5 dwellings (D&S Cousins +E&R Purdy)

Recommendation –No Recommendation

7.1.3 Planning Ref S/0905/19/RM

Land east of Spring Lane –Reserved matters application for approval of appearance, landscaping, layout and scale following outline planning permission S/1745/16/OL for 30 dwellings and associated garages, additional parking for Bassingbourn Surgery including vehicular access, pedestrian links, public open space, drainage, landscaping and associated works

(Mr C Farningham)

Recommendation –Object

-The layout and design of the site entrance is incompatible with the location and fails to take advantage of the detention basin as a positive design feature (District Design Guide SPD)

-The tree survey has only changed in one minor respect since 2016 (one tree has fallen) and there is insufficient information to demonstrate compliance with policy SC/2

-The sustainability statement states that heating will be by high efficiency gas boilers but there is no mains gas in Bassingbourn and the drawings do not show LPG storage (non-compliance with policy CC/3)

-Drawings show a footway on one side of the access road only but in the interests of highway safety it is recommended that the footway should be provided on both sides of the road-The traffic survey is considered to be out-of-date as traffic volumes have increased, particularly with the return to use of Bassingbourn Barracks

-There is no provision in the public open space for a community orchard (policy SC/7)

- Since older children would be expected to visit the Willmott Recreation Ground only 250 metres away, the provision of an on-site play area would be better established for younger children as a LAP rather than for older children as a LEAP (policy SC/7)

7.1.4 Planning Ref S/3049/18/DC

Land adj The Causeway –Discharge of conditions 11 (Surface Water Drainage) and 22 (Site Management) of planning permission S/1566/16/OL

(Mr N Farnsworth)

There were no comments to make.

7.2 Tree Work Applications

7.2.1 Planning Ref S/0838/19/TC

The Coach House, 9A Mill Lane – 2 Common Horse Chestnut Crown reduction and Fell

There were no comments to make

7.2.2 Planning Ref S/0902/19/TP

37 Spring Lane –Various Tree Work

There were no comments to make.

7.3 Planning Decisions notified by District Council

7.3.1 Planning Ref S/4745/18/FL

2 Elbourn Way –Removal of existing rear conservatory and erection of new single storey side and rear extension

-Planning Permission granted by District Council

7.3.2 Planning Ref S/4433/18/OL

Garage site off Knutsford Road –outline permission for the demolition of existing garages and development of 1 bungalow for SCDS ‘Self-Build’ programme.

-Planning Permission granted by District Council

8. NEIGHBOURHOOD PLAN UPDATE

The Chairman reported that the working group had met but due to the East West Rail consultation, which overshadowed the meeting, there was not a lot of progress. This was only likely to hold the process up by a few weeks.

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

9.1 SCDC Planning Forum

The Chairman reported that he had attended the Forum where it was advised that officers had started work on the next Local Development Plan and a call for sites was in progress. This would end on the 26th March 2019 and after that date the Parish Council should have an idea of the sites in the village put forward. He added that not all sites put forward were picked.

9.2 New Houses on A1198

Cllr Spenceley reported that he had visited the five houses in the process of being built following car parking concerns. There was now going to be visitor parking where the three garages had been.

- 10. DATE OF NEXT MEETING**
Tuesday 2nd April 2019

The meeting closed at 8.30 pm

Chairman _____

Date _____

**Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE**

**Minutes of Meeting held on Tuesday 7th May 2019 at
The Limes, High Street 7.15pm**

PRESENT: Cllr Douglass (Chairperson), Cllr Sams, Cllr Hallett, Cllr Freeman, Cllr Spenceley
Parish Councillors - Cllr Ridsdale, Cllr Hirtzel

01. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Dixon, Cllr Prentice, Cllr Oakley and Cllr Leith

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 2nd April 2019, copies previously distributed, were agreed a true record and signed by the Chairman.
There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

5.1 Homeserve –Landlords Emergency Plus Cover

The renewal of the emergency policy for the next year had been received at a cost of £202.80. It was agreed that the service continue. Clerk to arrange payment.

-Clerk

06. CEMETERY LODGE

6.1 Update on Recovery of Rent

The Clerk advised that no payments had been received. She had tried to contact the County Court Claims department by telephone but the queue to speak to someone had been extremely long. She had now sent a letter advising the court and asking what the next step would be. The Clerk had also queried the lack of response regarding the application for the joint tenant.

6.2 Cemetery Lodge

6.2.1 Update on progress with refurbishment

Following the extraordinary Parish Council meeting held on the 24th April 2019 the contractors had been asked to proceed with the remedial work. The Letting Agent had also been instructed to advertise the property for rent once the work, and a satisfactory EPC were completed.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial additional inscription–ENGLAND Approved.

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

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 4th June 2019

The Chairperson closed the meeting at 7.20 pm

**Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE**

**Minutes of Meeting held on Tuesday 7th May 2019 at
The Limes, High Street 7.15pm**

PRESENT: Cllr Douglass (Chairperson), Cllr Sams, Cllr Hallett, Cllr Freeman, Cllr Spenceley
Parish Councillors - Cllr Ridsdale, Cllr Hirtzel

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

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09. DATE OF NEXT MEETING

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The Chairperson closed the meeting at 7.20 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 4th June 2019 at
The Limes, High Street 7.55pm

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

01. ELECTION OF CHAIRMAN

The Parish Council Chairperson opened the meeting and asked for nominations for Chairman. There were none made. She agreed to continue to Chair the meeting for the time being.

02. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Leith

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

04. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 7th May 2019, copies previously distributed, were agreed a true record and signed by the Chairman. There were no matters arising from the minutes.

05. REVIEW OF COMMITTEE TERMS OF REFERENCE

A draft had been prepared and circulated by Cllr Hallett. It was agreed that the Terms of Reference be adopted following an addition of wording relating to the Cemetery Regulations. The adoption would be ratified at the next Parish Council meeting on the 23rd July 2019.

06. OPEN FORUM

There were no issues raised.

07. CORRESPONDENCE

Correspondence received was discussed under agenda items.

08. CEMETERY LODGE

8.1 Update on Recovery of Rent

The Clerk had circulated the latest response from the Court regarding the non receipt of payment by the tenant. She had also received a duplicate notice of Issue from the Court Money Claims Centre, for the second tenant, which did not have any details of the proposed repayment. She was trying to make contact with the Court to report this.

-Clerk

8.2 Cemetery Lodge

8.2.1 Update on progress with refurbishment

There was no further update. Cllr Hallett reported that he had heard the heating boiler when passing the Lodge and also inspected the heating oil tank which was running low. He acknowledged that it was reasonable for the boiler to run sometimes during the warmer weather but suggested that the thermostat should be checked to ensure that it was set low.

-Cllr

The Clerk advised that Cllr Leith was currently unable to help but he had passed the keys of the property to Cllr Spenceley. The Chairperson agreed to ask Cllr Spenceley to investigate.

Douglass

8.2.2 Proposal for Garden fence

The committee agreed that it would be inappropriate for a fence to be erected around the Lodge but a boundary could be marked out to highlight the extent of the garden for the tenants to maintain. The Chairperson, Cllr Hallett and the Clerk to mark this out.

-Cllr

Cllr Catherall suggested a small hedge be planted, or a stone line installed, to indicate the boundary.

*Douglass,
Cllr Hallett
& Clerk*

09. OTHER CEMETERY BUSINESS

9.1 Approval of Memorials

9.1.1 Kerbstones–BIRD Approved.

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

There were no issues raised.

11. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 2nd July 2019

The Chairperson closed the meeting at 7.55 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 2nd July 2019 at
The Limes, High Street 7.15pm

PRESENT: Cllr Douglass (Chairperson), Cllr Sams, Cllr Hallett, Cllr Freeman,
 Parish Councillors - Cllr Catherall, Cllr Hodge, Cllr Spenceley
 District Cllr Cathcart
 Members of Public -7

01. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Leith, Cllr Oakley, Cllr Dixon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 4th June 2019, copies previously distributed, were agreed a true record and signed by the Chairman. There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Update on Recovery of Rent

As discussed at the last meeting the Clerk had written again to the County Court querying the lack of a repayment proposal for the second tenant. No further decision had been made on the action to take regarding tenant one.

-Clerk

6.2 Cemetery Lodge

6.2.1 Update on progress with refurbishment

There was no further update. The Chairperson advised that she had spoken to the contractor and the refurbishment work was near completion. She agreed to follow up so that the Letting Agent could arrange the EPC, or Exemption certificate, so that the property could be advertised.

*-Cllr
Douglass*

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Replacement Memorial -CLARKE. The Clerk advised that a broken memorial in the Chapel arch was to be replaced by the family.

7.2 Fallen Trees

The trees had been raised at the recent Recreation Ground committee meeting and a photograph had been circulated to Cemetery members. Cllr Freeman reported that he was trying to arrange a meeting with the grounds maintenance contractors and they would be asked to remove the trees.

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

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 6th August 2019

The Chairperson closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 6th August 2019 at
The Limes, High Street 7.15pm

PRESENT: Cllr Douglass (Chairperson), Cllr Dixon, Cllr Hallett, Cllr Freeman
 Parish Councillors - Cllr Catherall, Cllr Geraghty, Cllr Spenceley, Cllr White
 District Cllr Cathcart
 Members of Public -7

01. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Leith, Cllr Oakley, Cllr Hodge, Cllr Sams

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 2nd July 2019, copies previously distributed, were agreed a true record and signed by the Chairman. There were no matters arising from the minutes.

04. OPEN FORUM

4.1 Cemetery Lodge Expenditure

The committee were asked whether they used the income from the Lodge for the upkeep. It was noted that there had been a lot of expenditure in relation to the building recently.

The Chairman explained the history of the previous tenants where they had carried out works without the Parish Council consent. This had resulted in a lot of remedial works. She added that the house was now ready to let but as the recent ECP failed the standard required to be rented an exemption certificate would need to be obtained. The agent dealing with the property had changed.

05. CORRESPONDENCE

Correspondence received was discussed under agenda items.

06. CEMETERY LODGE

6.1 Update on Recovery of Rent

The Clerk reported that the second tenant had offered to pay £50 per month. She reminded Councillors that this was the same amount offered by the first tenant which the committee refused. She had advised the Claims Court that £100 was required but the tenant had not replied and the Council was advised by the Court of different actions they could take to try and recover the debt. These would all cost money.

-Clerk

After discussion it was agreed that the Clerk would advise the Claims Court that the Parish Council wanted a repayment of £100 per month. As the outstanding rent was tax payers money the committee was asked to look at the information provided by the Court, for the next stage, so that the recovery of the rent could be followed up.

-Cllrs

6.2 Cemetery Lodge

6.2.1 Update on progress with refurbishment

The refurbishment work had been completed. As reported under Item 4.1 an exemption certificate needed to be obtained so that the property could be let. The Clerk to apply.

-Clerk

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

There were no memorials for approval.

7.2 Recording of a Burial

The Clerk advised that there had been a recent interment in the cemetery and she would process the paperwork with the new Clerks.

7.3 Fallen Trees

Cllr Hallett advised that a further tree had fallen. Cllr Freeman was to arrange a meeting with the grounds maintenance contractor and he would be asked to remove the trees.

-Cllr
Freeman

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

There were no issues raised.

09. DATE OF NEXT MEETING

The next meeting would be held on Tuesday 3rd September 2019

The Chairperson closed the meeting at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
CEMETERY COMMITTEE
Minutes of Meeting held on Tuesday 3rd September 2019 at
The Limes, High Street 7.15pm

PRESENT: Cllr Douglass (Chairperson), Cllr Dixon, Cllr Hallett, Cllr Freeman, Cllr Sams
 Parish Councillors - Cllr Catherall, Cllr Spenceley, Cllr White
 District Cllr Cathcart
 Members of Public -1

01. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Leith, Cllr Oakley, Cllr Hodge, Cllr Prentice

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. MINUTES FROM LAST MEETING and MATTERS ARISING

Minutes of the Cemetery Committee Meeting held on Tuesday 6th August 2019, copies previously distributed, were agreed a true record and signed by the Chairman.
 There were no matters arising from the minutes.

04. OPEN FORUM

There were no issues raised.

05. CORRESPONDENCE

5.1 Valuation Office Agency

A communication had been received asking for information on the Cemetery including the land needed for interments in the future. Cllr Catherall advised that there was a formula to determine this and would investigate for discussion at the Amenities Committee meeting.

06. CEMETERY LODGE

6.1 Update on Recovery of Rent

There was no further update. It was agreed that as this item was related to finance the rent recovery would be dealt with in future by the Finance Committee.

6.2 Cemetery Lodge

The Lodge Exemption had been registered and the letting agent asked to proceed with letting the property. The Chairperson and Cllr Hallett were to mark out the boundary of the garden, with a view to planting a privet hedge, so that residents were aware of their responsibility. Once planted the hedge would need to be maintained by the tenant.

6.2.1 Update on Letting

Tenants had been found and a tenancy agreement was being prepared with a rent of £950 per month. The Chairperson stated that the Parish Council should not get involved directly with the tenants. All issues were to be dealt with by the Letting Agent. Cllr Catherall urged Councillors to act swiftly if there were any problems to avoid the previous situation.

07. OTHER CEMETERY BUSINESS

7.1 Approval of Memorials

7.1.1 Memorial –TASSALL Approved.

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

There were no issues raised.

09. DATE OF NEXT MEETING

This was the last meeting of the Cemetery Committee. Ongoing and future business would be discussed by the Amenities Committee. Date of first meeting to be agreed.

The Chairperson closed the meeting at 7.25 pm