

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Wednesday 9th January 2019 at
The Limes, High Street

Cllr Sams (Chairperson), Cllr Douglass, Cllr Hallett, Cllr Leith, Cllr Catherall, Cllr Oakley, Cllr Geraghty,
 Cllr McNulty, Cllr Dixon, Cllr Prentice, Cllr Ridsdale, Cllr Hirtzel

District Cllr Cathcart
 Members of Public 1

1. APOLOGIES FOR ABSENCE

Cllr Freeman and County Cllr van de Ven.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 4th December 2018

Minutes of the meeting held on Tuesday 4th December 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area

4.1.1 Agreement and Signature of Lease

The Lease had been received for signature by the Parish Council Chairperson and Vice Chairperson. The lease had been copied to all Councillors. Cllr Hallett stated that there was an indemnity clause which should not be a big issue. There was also a requirement to erect a fence around the area which would be a substantial cost. The Parish Council would also have to stop people using the area as a permissive path to access the allotments.

The Clerk reminded Councillors that the fencing issue had been discussed at previous meetings and Cllr Dixon was investigating costs for this in addition to a small piece of play equipment to be included in the 2019/20 budget. It was acknowledged that the area was adjacent to a parking area and stream. Cllr Dixon stated that there was another entrance to access the allotment land so this should not be an issue.

It was then proposed by Cllr Sams, seconded by Cllr Dixon, that the Lease be agreed and signed by Cllr Douglass and Cllr Hallett. A vote was taken with two abstentions the rest in favour.

-Clerk

The lease was signed as agreed and would be returned by the Clerk.

4.2 Defibrillator Update

The Parish Council was still waiting for delivery. As reported at the December meeting the council was top of the list for the equipment once Community Heartbeat was satisfied with the defibrillator rebuild.

4.3 Recreation Ground Signage

Cllr Cathcart had received some information from the District Council which he would forward to the Chairman. Once the cheque for the Fortune Way play area sign was signed, later in the meeting, the Clerk would then be able to collect the sign and arrange for the handyman to install.

*-Cllr
Cathcart
& Clerk*

4.4 The Limes Storage Request

The SCDC Senior Estate Officer had agreed to look where a cabinet could be kept in The Limes the next time she was in the building. The Clerk to urge a response.

-Clerk

4.5 Bassingbourn Community Primary School –Request for contribution towards outside play area

Cllr Hallett had prepared a response to CAPALC, as advised at the last meeting, which had been agreed by the Chairperson. The Clerk was asked to circulate to Councillors and forward to CAPALC for their response.

-Clerk

5. CORRESPONDENCE

Correspondence received was discussed under agenda items.

6. OPEN FORUM

The member of the public in attendance was invited to contribute to the discussion on the Budget/Precept 2019/20 under Item 8.4.

7. FINANCE AND GOOD GOVERNANCE

There was nothing to report.

8. FINANCE

8.1 Payment of Accounts

The invoices were checked by Cllr Hallett

THE POST OFFICE

Recreation Ground bin emptying SCDC 1/4/18-31/3/19 (inc. £343.20VAT) £2059.20

VIKING

Stationery (inc £28.97VAT) £113.12 to be reclaimed from other Councils £ 173.80

UNLIMITED LOGOS

Replacement sign for Fortune Way play area (inc. £8.00VAT) £ 48.00

HALES PRINTERS

Newsletters £875.00

BASSINGBOURN PAVILION COMMITTEE

Funds for running costs 2018/19 £ 250.00

DAVID OGILVIE ENGINEERING LTD

Seat for war memorial area (inc. £169.80VAT) £1018.80

SLCC

Contribution towards membership 2019 £ 136.00

MRS S WALMESLEY

Clerks salary & expenses December 2018 £853.47

HMRC

PAYE October –December 2018 Tax £27.60 NI £79.89 (Employer £42.72) £107.49

BASSINGBOURN PCC

Hire of Church Room for NHP meetings July-November 2018 £ 80.00

WORBOYS FARM PARTNERS

Allotment land rent July 2019-June 2018 £400.00

BUCHANS LANDSCAPES

Grounds maintenance December 2018 (inc. £278.79VAT) £1672.72

AGREED AT RECREATION GROUND COMMITTEE MEETING 12/9/18

MR C HOLCROFT

Labour charge for bench installation £300.00

Labour charge for plaque installation £398.00 £698.00

TOTAL £5395.92

PROPOSED Cllr Hallett SECONDED Cllr Sams AGREED

8.2 Proposal for Donations Policy

A discussion took place on a grants/donations policy which needed to be compiled. It was noted that there was an allocation in the budget, under Section 137, for this.

8.3 Electronic Banking

Cllr Catherall again stated that the facility of internet banking should be available for the Parish Council to use. The Clerk was asked to commence the procedure to open a Treasurers bank account with Lloyds bank.

-Clerk

8.4 Budget/Precept 2019/20

The Chairman had circulated a draft budget and asked Councillors for their comments. He stated that the Parish Council was currently unsure of how much the Pavilion project was likely to cost and estimated that it would exceed the original estimate. Cllr Catherall advised that it would be about six weeks until the costs were known. The existing earmarked funds would not cover the cost and so other funding would need to be investigated be it grants, increased precept or a public works loan.

A discussion took place with a member of the public who suggested that local tradesmen would be able to carry out the works on the Pavilion, at a minimum cost, and offered to quote along with the contractors arranged by the Project Manager. This would be arranged by Cllr Catherall.

A discussion took place on current sports club users and the intention that the new build would attract a lot of different groups. Cllr Hirtzel suggested that if the building was to be used by the community then fund raising would be a way forward. Cllr Douglass advised of possibilities of use. Discussions also took place on Parish Council assets where it was agreed that The Limes would be a good asset to acquire and would not need a lot of money spent on it initially.

*-Cllrs &
Cllr
Catherall*

The Chairman reminded Councillors that the Precept needed to be agreed at the Parish Council meeting on the 22nd January 2019. The budget decision could be delayed until after this date.

9. VILLAGE MAINTENANCE**9.1 Repairs to Benches**

A map of the recreation ground benches needing attention had been forwarded to the handyman for him to quote for their repair, Cllr Catherall had been in discussion with the handyman over materials with suggestions made including the use of recycled plastic. Cllr Hallett expressed his concern over the plastic option feeling that it would not be fireproof.

It was agreed to wait for the quotation from the handyman, with his recommendations, before further discussion.

9.2 Replacement litter bins for recreation areas

The Clerk reported that she had also been in contact with the South Cambridgeshire District Council officers and had copied Cllr Dixon in on the correspondence. The SCDC Waste Operations Manager had advised that going forward it might be possible to have a dual litter and recycling bin. Currently this was not being rolled out in South Cambs but was something being investigated for the future.

9.4 LHI 19/20 Panel Meetings January 2019

Cllr Hallett confirmed that he would be attending the Panel meeting, to support the Parish Council application, the following week.

10. UPDATE ON PAVILION PROJECT

This had been discussed at length under Item 8.4. Cllr Catherall reiterated that in six weeks there should be some idea of the costs. He added that there was not enough of the existing building salvageable to extend so this project must be a rebuild which had already been agreed by the Parish Council. Once costs were known details would need to go out to all club members to see how donations could be sourced. Cllr Hirtzel stated that she was pleased to see, during discussion under Item 8.4, that there was some strong support from the public over the Pavilion. She suggested that a Community Art project might be a fundraising option.

11. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

There was nothing further to report. The District Council Officers were investigating the questions put to them, following the meeting in September, and would respond once they had answers. Cllr Cathcart would follow up with the officers.

*-Cllr
Cathcart*

12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**12 Newsletter Article**

A parishioner had written a moving article about an encounter he had with distant relatives of a man named on the War Memorial, when the relatives were visiting the village recently. This had been circulated to Councillors and would appear in the next edition of the Village Voice.

13. DATE OF NEXT MEETING

Tuesday 5th February 2019

The Chairman closed the Meeting at 10.00 pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th February 2019 at
The Limes, High Street -8.45pm

Cllr Sams (Chairperson), Cllr Douglass, Cllr Hallett, Cllr Leith, Cllr Catherall, Cllr McInulty, Cllr Dixon,
 Cllr Ridsdale, Cllr Hirtzel, Cllr Freeman, Cllr Spenceley

District Cllr Cathcart
 Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Oakley, Cllr Geraghty, Cllr Prentice and County Cllr van de Ven.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 9th January 2019

Minutes of the meeting held on Wednesday 9th January 2019 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Completed lease

The Clerk reported that the lease had been completed and once the fee was received the process for the transfer of the land would be complete.

4.2 Defibrillator Update

The Chairman reported that the equipment was ready for delivery to the village. Cllr McInulty agreed that delivery be made to his home. The Clerk to advise the supplier Community Heartbeat. The equipment required installation on a post. It was suggested that CALA, be asked to see if they could help with the post installation as they were working in the village and had the necessary equipment. Once the delivery had been made more detail about the installation should be known.

-Clerk

4.3 Recreation Ground Signage

There was no further update.

4.4 The Limes Storage Request

The Senior Estate Officer had asked the size of storage cupboard needed. It was agreed that a two drawer filing cabinet would be sufficient for the projector and some paperwork for the time being. Cllr Hallett advised that the screen, which was about 8ft wide, could be wall mounted eventually. Until then any images could be projected onto the wall.

The Clerk to advise Ms Dyer of the proposal for a two drawer filing cabinet and if she agreed the Clerk would arrange the purchase.

-Clerk

4.5 CAPALC Response regarding Primary School request for donation

The query to CAPALC had been escalated to NALC for their legal opinion. A reply had now been received. The conclusion was that the NALC Solicitor was unaware of a legal power that would allow a council to fund through a section 137 grant. The Clerk had also spoken to Ian Dewar, CAPALC CEO, who confirmed the NALC view. He added that there was probably a Partnership Agreement in place between the parties provided as an example in the original query.

-Clerk

Councillors conceded that it was clear that a contribution could not be made to the school. The Clerk to advise the Primary School of this.

5. CORRESPONDENCE

5.1 Request for dog waste bin

A resident had expressed concern over the lack of dog waste bins in the village particularly at the end of Mill Lane. The lack of bins encouraged some dog walkers to be irresponsible.

It was noted that South Cambridgeshire District Council made the decisions on the locations of bins and in the past requests by the Parish Council had been unsuccessful. The Clerk was asked to advise the resident of this but would contact the District Council to see if a bin in the Mill Lane area would be possible.

-Clerk

5.2 Churchyard Maintenance

A neighbouring resident of the Churchyard had concerns over trees on the boundary being overrun with ivy. He asked for the Parish Council to arrange the removal of the ivy and overgrown shrubbery as it would encroach his land if left. -Clerk

The Clerk was asked to obtain a cost for this work from the grounds maintenance contractors.

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE AND GOOD GOVERNANCE

7.1 Parish Council Policies

Cllr Spenceley suggested that the Parish Council liaise with Melbourn Parish Council over their documented procedures and policies and prepare similar documents for Bassingbourn. This was agreed in principle but noted that every procedure should be considered separately and modified if needed to suit this council. As this progressed the Parish Council would need to agree all documents.

8. FINANCE

8.1 Payment of Accounts

The invoices were checked by Cllr Hallett

THE POST OFFICE

Cemetery Lodge Council Tax £303.00

BUCHANS LANDSCAPES

Grounds mtce January 2019 (inc £278.79VAT) £1672.72

Ditch bramble clear (inc. £23.40VAT) £ 140.40

Brook Road bench bramble clear (inc. £20.40 VAT) £ 122.40 £1935.52

VIKING

Stationery envelopes (inc £2.07VAT) £ 12.44

PROLUDIC LTD

Play area equipment (inc. £5060.01 VAT) £30360.01

Fortune Way Play area (inc, £939.99VAT) £ 5639.99 £36000.00

CAMBRIDGESHIRE COUNTY COUNCIL

Contribution towards LHI project Chestnut Lane/Causeway £ 2000.00

CAMBRIDGESHIRE COUNTY COUNCIL

Street lighting October 2017 –September 2018 £2488.41

CURRIE AND BROWN

Pavilion Survey fee –second stage (inc £200.00 VAT) £1200.00

TEES

Legal fees for Park Close play area transfer to PC £ 901.60

TOTAL

£44840.97PROPOSED Cllr Hallett SECONDED Cllr Sams AGREED

8.2 Proposal for Donations Policy

A draft policy to be compiled.

8.3 Electronic Banking

To complete the application form for a Treasurers Account with Lloyds bank the Clerk needed personal information from the signatories. They agreed to forward the required information so that the application could be pursued.

-Cllrs
Sams,
Douglass,
Hallett

9. VILLAGE MAINTENANCE

9.1 Repairs to Benches

Cllr Douglass reported that the contractor had looked at the benches on the recreation ground and agreed that some were in a poorer state of repair than others. Cllr Hallett queried the specification for the works as he was concerned over the suggestion of using recycled plastic. Cllr Catherall confirmed that plastic and wood composite was used widely in other communities. He felt that by using an alternative to wood it would save on future maintenance.

The handyman would be asked for quotations for both materials.

9.2 Replacement litter bins for recreation areas

It was agreed to remove this item from the agenda for this meeting but would remain on the Recreation ground agenda to try and progress.

10. UPDATE ON PAVILION PROJECT

Cllr Catherall reported that the tenders were expected back within the next two to three weeks. Councillors would then need to evaluate them. He added that it would probably be April time before any progress was made. Cllr Freeman asked for copies of the plans, tender documents and quotations as he had appointments with the Football Foundation and Grassroots. Cllr Catherall to arrange.

*-Cllr
Catherall*

The Chairman added that the Youth Football Club and Cricket Club should also investigate grant options.

11. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

Cllr Cathcart had confirmed that he had urged a response to the questions put to the officers in October 2018.

12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK12.1 Proludic Play Equipment installation

Cllr Dixon asked that the payment for the new play equipment be held back as the flooring was still to be completed. The Clerk would hold the cheque until confirmation of completion was received from Cllr Dixon.

-Clerk

12.2 High Street Blocked Drain

Cllr Dixon advised that the drain was causing a large build up of water and was affecting pedestrians walking to and from the Primary School. She agreed to report on the County Council website.

*-Cllr
Dixon*

12.3 Office Equipment

Cllr Spenceley reported that he had been working with Cllr Hallett on arrangements for the new Clerk's office equipment. The Clerk advised that she had two printers, a laser and colour inkjet, which belonged to the Parish Council.

13. DATE OF NEXT MEETING

Tuesday 5th March 2019

The Chairman closed the Meeting at 9.40pm pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th March 2019 at
Bassingbourn Village College -7.10pm

Cllr Sams (Chairperson), Cllr Douglass, Cllr Hallett, Cllr Leith, Cllr Catherall, Cllr McNulty, Cllr Dixon,
 Cllr Ridsdale, Cllr Hirtzel, Cllr Oakley

District Cllr Cathcart
 Members of Public 4

1. APOLOGIES FOR ABSENCE

Cllr Freeman, Cllr Geraghty, Cllr Prentice and County Cllr van de Ven.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. OPEN FORUM

3.1 Church Close

A resident expressed concern over recent activity in Church Close where people with clipboards were observing the land around the Church Close recreation area. The residents were advised that the survey was in connection to a potential housing development. The resident asked if the Parish Council was aware of any development planned for the allotment site.

Cllr Hallett advised that this question related to the Planning Committee and would answer in more detail at the Planning Committee meeting which followed.

4. FINANCE

8.1 Payment of Accounts

The invoices were checked by Cllr Sams

COMMUNITY HEARTBEAT

Defibrillator annual support (year 3) inc £25.20VAT)	£151.20
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BASSINGBOURN URC

Hire of schoolroom for meetings 6 @£15	£ 90.00
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LITLINGTON & MORDENS MOBILE WARDEN SCHEME

Donation 2018/19	£500.00
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ALEX COLLINS

Electrical inspection of Cemetery Lodge	£110.00
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CHRIS HOLCROFT

Installation of Fortune Way play area sign and Xmas tree man-hole cover	£208.00
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Renovation of War Memorial bench	£425.00
	£633.00

BASSINGBOURN VILLAGE COLLEGE

Hire of main school hall 5 th March 2019 for meeting	£ 90.00
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BRUNEL ENGRAVING

Amendments to WW1 plaques	£ 82.92
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MRS S WALMESLEY

Clerks salary & expenses January 2019	£798.75
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MRS S WALMESLEY

Clerks salary & expenses February 2019	£797.43
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TOTAL	£3253.30
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4.2 Agreement if quotation to clear Churchyard tree ivy

The Parish Council contractor had quoted £204.00 plus VAT for the removal of ivy and brambles from the boundary Church wall. It was reiterated that the Churchyard was the responsibility of the Parish Council and therefore the Church could not be asked for a contribution towards the cost. It was proposed by Cllr Sams, seconded by Cllr Leith, to accept the quotation and ask the contractor to proceed with the work. All Councillors in agreement.

-Clerk

5. APPOINTMENT OF A CONSULTANT FROM THE LOCAL COUNCIL CONSULTANCY TO ASSIST WITH EMPLOYMENT OF NEW CLERK

The Chairman advised that the HR working group had discussed how to proceed with the appointment of a new Clerk/Clerks and agreed that the best, and most professional approach, was to seek advice from the Local Council Consultancy. The consultancy would make sure that the

potential applicants had the right skills for the position before applying. The cost of this would be £722 plus VAT. It was proposed by Cllr Sams, seconded by Cllr Ridsdale, to proceed with the appointment. All Councillors in agreement.

6. DATE OF NEXT MEETING

Tuesday 2nd April 2019

The Chairman closed the Meeting at 7.10pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd April 2019 at
The Limes, High Street -8.02pm

Cllr Sams (Chairperson), Cllr Douglass, Cllr Hallett, Cllr Leith, Cllr Dixon,
 Cllr Ridsdale, Cllr Freeman, Cllr Spenceley, Cllr Oakley

Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Prentice, Cllr Hirtzel, District Cllr Cathcart and County Cllr van de Ven.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 5th February 2019

Minutes of the meeting held on Tuesday 5th February 2019 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

3.2 5th March 2019

Minutes of the meeting held on Tuesday 5th March 2019 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Recreation Ground Signage

It had been agreed at the Parish Council meeting that an order be placed for four signs. The Clerk was waiting for an invoice as the company wanted payment with the order.. Once payment had been received the company would progress the artwork. Councillors were reminded that the signs would need to be installed on posts.

Cllr Freeman advised that he had eight 6ft 6ins scaffold poles which could be used to mount the signs. He added that the signs could be drilled and tapped. He also agreed that the signs could be delivered to his home address which the Clerk would arrange. *-Clerk*

4.2 The Limes Storage Request

The Clerk was still waiting for the Senior Estate Officer to reply regarding the purchase of a two drawer filing cabinet.

4.3 Installation of Recreation Ground Signs

This was discussed under Item 4.1.

5. CORRESPONDENCE

Correspondence received was discussed under agenda items.

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE AND GOOD GOVERNANCE

7.1 Parish Council Policies

Cllr Spenceley suggested that Councillors look at the policies of other Parish/Town Councils and decide which should be progressed. Councillors were reminded of the proposed donations policy. The Clerk had circulated a copy of a suggestion which had not been followed up. Cllr Ridsdale agreed to investigate compiling a draft. *-Cllr Ridsdale*

8. FINANCE

8.1 Payment of Accounts

The invoices were checked by Cllr Hallett	
Grounds mtce March 2019 (inc. £278.79VAT)	£1672.72
THE POST OFFICE	
Cemetery Lodge Rate	£222.47
CAMBRIDGESHIRE COUNTY COUNCIL	
Speedwatch signs for village entrances	£318.00
CAMBRIDGESHIRE COUNTY COUNCIL	

Application for PFHI Chestnut Lane HOMESTART ROYSTON AND SOUTH CAMBRIDGESHIRE	£500.00
Donation (agreed at PC meeting 19/3/19) CAMBRIDGESHIRE ACRE	£250.00
Membership 2019 MR R LEITH	£ 57.00
Reimburse for Cemetery Lodge expenses (inc. £67.24 VAT)	£403.51
TOTAL	£3423.70

PROPOSED Cllr Douglass SECONDED Cllr Ridsdale AGREED

8.2 Proposal for Donations Policy

A draft policy to be compiled by Cllr Ridsdale as discussed under Item 7.1.

8.3 Electronic Banking

The Clerk had been made aware that to open an account with Lloyds bank the Parish Council would need to have a .gov website. This needed to be confirmed once the Clerk had collated the personal details of signatories for the application.

Cllr Hallett advised Councillors of the history of the current bassingbourn.org website which was created for the community and not just for the Parish Council. At that time there was less Parish Council information that needed to be recorded on the site. He added that it would be possible to have two websites, one for the Parish Council and one for the community. Cllr Spenceley suggested that the Parish Council should investigate a .gov website for the future.

-Clerk

The Clerk to obtain confirmation from Lloyds bank of the requirement.

8.4 Appointment of Internal Auditor 2018/19

The Clerk reminded Councillors that LGS Services had carried out the internal audit for a number of years. Cllr Spenceley queried whether the audit was sufficient to check all processes. It was acknowledged that their check list satisfied the mandatory requirement. It was then proposed by Cllr Sams, seconded by Cllr Hallett that LGS Services be appointed for 2018/19. The Clerk to arrange to internal audit in the next few weeks.

-Clerk

9. VILLAGE MAINTENANCE

9.1 Repairs to Benches

A quotation for the repairs was awaited. A discussion took place on the advertisement for an additional handyman. The Clerk advised that there was interest expressed by one person from the village and she had requested a copy of his insurance documents. These had not been forthcoming. Cllr Douglass agreed to follow up with the person.

-Cllr
Douglass

9.2 Request for a grit bin in Tower Close

The Clerk had been contacted by a resident who advised that she had previously asked that a bin be installed but this had not happened. Cllr Hallett reported that some years ago he was approached by a resident with a request. He had put this to the Parish Council at the time. A discussion took place on the use of the grit bins around the village. It was noted that very few residents used the grit.

As the Clerk had not received anything in writing from the resident, as requested, a bin would not be considered at this time.

9.3 Request for a dog waste bin in the Mill Lane area

The Clerk had attended a site meeting with the District Council Commercial Team Manager who agreed that a bin could be placed at the end of Mill Lane by the start of the footpath. He advised that the bins now being installed were dual use for both dog waste and general litter. The cost of the bin would be £360 plus VAT and as the bin would be on the roadside there would be no additional charge for emptying.

-Clerk

It was proposed by Cllr Sams, seconded by Cllr Douglass to purchase the bin for £360 plus VAT. All Councillors in agreement. Clerk to place the order.

10. UPDATE ON PAVILION PROJECT

The Clerk had forwarded a link to the Public Loans Board website and also an application form which needed to be returned through CAPALC to apply for a loan.

The Chairman reported that the project was moving steadily with the quotations currently being followed up. He added that the correct procedures were being followed.

-Cllr Sams

Cllr Hallett queried whether grant applications should be considered before a loan. Cllr White added that work could not start until funding was in place. The Chairman agreed to discuss with Cllr Catherall.

11. PROPOSAL FOR A COMMUNITY SPEEDWATCH PROJECT

Cllr Douglass had asked for this to be put on the agenda following discussion at the March 2019 Parish Council meeting. She advised that the schools were interested but it had been a busy time and she had not had chance to progress yet.

12. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

As reported at the Parish Council meeting the Clerk had confirmed that the Parish Council still wanted to go ahead with discussions regarding the offer. Cllr Hallett advised that Cllr Cathcart was becoming concerned that neither side was pushing this as there were no ongoing conversations. He felt that if nothing happened the proposal may go back to the Portfolio holder who could decide that the building should be sold.

Councillors also expressed their concern over the delay. It was felt that part of the delay was due to the request for a freehold lease to be considered. The Clerk was asked to arrange a meeting with the officers so that an update could be given. Councillor Cathcart to be copied in on correspondence,

*-Clerk***13. ANNUAL PARISH MEETING TUESDAY 30TH APRIL 2019**

The Clerk had circulated a draft notice based on previous years. She confirmed that a large classroom in the Village College had been booked from 7pm and refreshments ordered.

It was agreed that the draft notice be displayed around the village and sent out with the invitation to the village organisations and groups. The Chairman urged Councillors to print a copy off themselves and display.

*-Cllrs***14. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**14.1 Skate Park Proposal

Cllr Dixon reported that she had a very interesting meeting with County Youth Worker, Amanda Sylvester, about a skate park in the village. She suggested that a working group be formed and the Village College had agreed that meetings of the group could be held there. Cllr Dixon advised that there were other parishes with the same requirements which were progressing. The Chairman reminded Councillors that the biggest problem was the availability of land.

It was agreed that Cllr Dixon would check out the viability of the proposal and if viable then the Parish Council could agree to a formal working group being formed.

14.2 Request for Clerk information

Cllr Spenceley reminded the Clerk that she was to provide details of the software used for the Clerk/RFO administration and also size of data, which she agreed to do.

*-Cllr
Dixon**-Clerk***13. DATE OF NEXT MEETING**

Tuesday 7th May 2019

The Chairman closed the Meeting at 8.52pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th May 2019 at
The Limes, High Street -8.02pm

Cllr Sams (Chairperson), Cllr Douglass, Cllr Hallett, Cllr Ridsdale, Cllr Freeman, Cllr Spenceley, Cllr Hirtzel
 District Cllr Cathcart, County Cllr van de Ven
 Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Prentice, Cllr Dixon, Cllr Leith, Cllr Oakley, Cllr White

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 2nd April 2019

Minutes of the meeting held on Tuesday 2nd April 2019 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 The Limes Storage Request

The Clerk was still waiting for the Senior Estate Officer to reply regarding the purchase of a two drawer filing cabinet. She had urged again.

4.2 Installation of Recreation Ground signs

A cheque for the payment of the signs was on the list of payments for the meeting later in the evening. A proof would be requested before production of the four signs. Cllr Freeman confirmed that he was happy for the signs to be delivered to his home.

5. CORRESPONDENCE

5.1 Precept and Project Concerns

A resident had been in communication with the Chairman over the increase to the Precept for 2019/20. Clarification of the reason for the increase had been made at the recent Annual Parish Meeting where it was agreed that the budget would be displayed on the village website. The Clerk confirmed that she had done this and also sent a copy to the resident.

5.2 Request for a dog/litter bin South End /Stret junction

The Parish Council had been made aware that the existing bin on South End was overflowing hence the request for a further bin. Cllr Hallett confirmed the location stating that the bin number was 115. It stated on the bin that when it was full parishioners were requested to let the District Council know and they would send someone to empty it. He added that if enough requests were made this would support the request for an additional bin to the District Council. Cllr Douglass agreed to include a reference to this in her next Village Voice update.

*-Cllr
Douglass*

5.3 Homestart-Letter of Thanks

The Parish Council was thanked for the donation to the Homestart scheme.

5.4 Request to purchase land Elbourn Way

Cllr Hallett advised that a request for the same piece of land had been made to the Parish Council in the past. At that time it was resolved that this was not possible because there was a covenant on the land which was transferred to the Parish Council under a Section 106 Agreement. The covenant stated that every part of the land had to be retained as a public open space. The Clerk to advise the resident.

-Clerk

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE AND GOOD GOVERNANCE

7.1 Parish Council Policies

7.1.1 Proposal for a Donations Policy

As agreed at the last meeting Cllr Ridsdale had prepared and circulated a draft policy based on a number of policies adopted by other Parish Councils. A discussion took place on tweaks to wording and the difference between a grant application and donation. It was agreed that the

-Cllr

maximum donation should be £1250. Cllr Ridsdale agreed to update the draft and circulate to Councillors ahead of the Parish Council AGM on the 21st May where it would be adopted. *Ridsdale*

The Chairman thanked Cllr Ridsdale for a good document.

7.1.2 Proposal for e-mail Policy

Cllr Hallett had prepared and circulated a policy. He asked Councillors to check the wording and advise him of any suggested alterations before the AGM where the agreement of the Policy would be an agenda item.

8. FINANCE

8.1 Payment of Accounts

The invoices were checked by Cllr Hallett

BUCHANS LANDSCAPES		
Grounds mtce April 2019 (inc. £287.15 VAT)		£1722.89
THE POST OFFICE		
Cemetery Lodge Rate		£223.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Annual rent for Rouses Land		£ 55.00
PLAYSAFETY LTD		
RoSPA inspection 2019 (inc. £44.60VAT)		£267.60
E-ON		
Pavilion electricity (inc £3.71VAT)		£ 77.96
CAMBRIDGE WATER BUSINESS		
Water rate recreation ground Oct18 –April19	£152.28	
Water rate Cemetery	£ 18.61	£170.89
VALUE PRODUCTS LTD		
Signs for Recreation Ground x 4 (inc £91.84VAT)		£551.04
UNLIMITED LOGOS		
2 Play area gate signs (inc £12.00 VAT)		£ 72.00
BASSINGBOURN VILLAGE COLLEGE		
Hire of facilities for Annual Parish Meeting 30/4/19 and refreshments		£ 75.00
SLCC		
Consultancy services for review of Governance and Job Description (inc.£143.40VAT)		£860.40
MR M HALLETT		
Reimburse for Zoho PC e-mail addresses (inc. £97.92VAT)		£587.52
MRS S WALMESLEY		
Clerks Salary April 2019 & expenses March/April 2019		£835.89
TOTAL		£5499.19

Agreed. PROPOSED Cllr Freeman SECONDED Cllr Douglass

8.2 Electronic Banking

The Clerk suggested that to avoid duplication it would be better to wait until the new Clerk/RFO was in post before setting up the new bank account. *-Clerk*

8.3 Appointment of Internal Auditor 2018/19

The Clerk reported that the paperwork was now with the Internal Auditor. She would let Councillors know when the interview with the Auditor was to be held. *-Clerk*

9. VILLAGE MAINTENANCE

9.1 Repairs to Benches

Cllr Douglass reported that she had been made aware that the regular contractor used by the Parish Council was currently involved with a very large project elsewhere. She had been speaking to another contractor working in the village who advised that he was interested in the outstanding small works. Councillors agreed that the contractor should be asked for his insurance details and then if satisfactory he would be asked to quote for the repairs. Cllr Freeman confirmed that he had made the bench on Brook Road safe following the report made at the Recreation Ground committee meeting. *-Cllr Douglass*

10. UPDATE ON PAVILION PROJECT

There was no update made. Cllr Sams advised that a meeting was to be held to discuss the way forward with the project.

11. PROPOSAL FOR A COMMUNITY SPEEDWATCH PROJECT

Cllr Douglass advised that the schools were busy at this time of year with exams. Cllr Spenceley suggested that there could be some confusion with the name of the project, with the Community Speedwatch team, and suggested this project be named the 'Children's Community Speedwatch'. It was noted that progress would probably now not be made until after the Summer break.

12. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

A meeting was to be held with the District Council officers, on Tuesday 14th May 2019. Cllr Cathcart advised that a survey of the building had taken place and the officer would bring along the results. Some of the issues that needed to be discussed were the cost of running the building, insurance and the continued use by the sheltered scheme residents.

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK13.1 Football Club Success

Cllr Freeman reported that Bassingbourn Football Team had been promoted into the Senior Division. The Junior team had also won the County Cup beating Bar Hill. The cup was going to be displayed at the Mayhem celebration.

13.2 Proposed Bollards in High Street

Cllr Ridsdale had witnessed a motorcyclist riding along the pavement opposite the SPAR shop. There were daily occurrences of vehicles mounting/parking on the pavement which was a danger to pedestrians. Cllr Hallett advised that following the Annual Parish Meeting, where the bollards were discussed, he had resubmitted the request to the County Council. Cllr van de Ven was also going to chase the installation of the bollards.

*-Cllr van
de Ven*

13.3 Replacement Clerk/RFO update

Cllr Douglass advised that the advert for the position would be circulated to Councillors for their agreement before publication.

13.4 Donation of Memorial Bench

Cllr Douglass advised that the memorial bench at the War Memorial had now officially been handed over to the Parish Council. 13.5 Kneesworth Grasscutting

Cllr van de Ven reported that she had been contacted by a resident of Kneesworth asking that the grass verge along the A1198 be cut more frequently. She added that the County Council only cut the verges that they were responsible for twice a year. Cllr Spenceley advised that there was also an issue with the footpath from the mini roundabouts at Kneesworth to the Royston roundabout where the growth in the verge had cut the footpath in half. He added that in recent days there had been some work carried out there.

The Clerk confirmed that the Parish Council was only responsible for the grasscutting within the 30mph limit. Cllr Freeman added that the grasscutting contracts were to be reviewed for 2020 so there may be an option to include any additional grasscutting then. Cllr van de Ven agreed to go back to the resident to see if there was a safety issue.

*-Cllr van
de Ven*

13.5 Refreshing of White Lines

It was noted that the white lining at the mini roundabout junction at Kneesworth were in need of refreshing. Cllr van de Ven and the Clerk had made the request in the past through the County Council website and would do so again.

-Clerk

14. DATE OF NEXT MEETING

Tuesday 4th June 2019

The Chairman closed the Meeting at 8.52pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th June 2019 at
The Limes, High Street -8.35pm

Cllr Sams (Chairperson), Cllr Douglass, Cllr Hallett, Cllr Freeman, Cllr Oakley, Cllr White, Cllr Catherall, Cllr Hodge
 District Cllr Cathcart,
 Members of Public 0

1. ELECTION OF CHAIRMAN

The Parish Council Chairperson opened the meeting and asked for nominations for Chairman. It was proposed by Cllr Douglass, seconded by Cllr Catherall that Cllr Sams be nominated. There were no other nominations. Cllr Sams agreed to continue as Chairman.

2. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Prentice, Cllr Dixon, Cllr Leith, Cllr Hirtzel, Cllr Spenceley, Cllr Ridsdale

3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

4. MINUTES OF LAST MEETING

3.1 7th May 2019

Minutes of the meeting held on Tuesday 7th May 2019 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

5. MATTERS ARISING

5.1 The Limes Storage Request

The Clerk was still waiting for the Senior Estate Officer to reply regarding the purchase of a two drawer filing cabinet. It was agreed that the filing cabinet be purchased and the positioning of it be discussed with the Officer once received.

5.2 Installation of Recreation Ground signs

The cheque had been sent along with the request for the draft artwork to be agreed before the production of the signs. The Chairman expressed his dissatisfaction at the length of time that this was taking. The Clerk was asked to urge. -Clerk

5.3 Defibrillator Installation

Cllr Catherall confirmed that the defibrillator would be installed the following week. A discussion on commissioning of the equipment took place.

6. REVIEW OF COMMITTEE TERMS OF REFERENCE

A draft had been circulated. Following slight amendment the Terms of Reference for the Committee were agreed. This would be ratified by the Parish Council at the next meeting.

7. CORRESPONDENCE

7.1 CAPALC Annual Conference 2019

Details had been circulated to Councillors. The conference would be held on Friday 28th June 2019.

8. OPEN FORUM

There were no members of the public in attendance.

9. FINANCE AND GOOD GOVERNANCE

The Internal Audit for 2018/19 had been carried out and the report would be distributed to Councillors for discussion at the next meeting.

10. FINANCE**10.1 Agreement of Expenditure for latest Local Council Administration for Chairperson**

It was proposed by Cllr Sams, seconded by Cllr Hallett that the expenditure of £ 103.99 plus postage be approved for the purchase of the book. Clerk to order.

10.2 Agreement of Expenditure for War Memorial Lectern

Cllr Catherall explained that the lectern fitted in with the bench at the site. There was quite a lot of work to do and the top part of the structure would be more expensive. There was also still the WW2 plaques to purchase and some spelling mistakes to rectify. Third party funding, towards the costs, was to be investigated. It was proposed by Cllr Douglass, seconded by Cllr Oakley that the Lectern be ordered at a cost of £491.00 plus VAT. All Councillors in agreement.

10.3 Payment of Accounts

The invoices were checked by Cllr Hallett

THE POST OFFICE

Cemetery Lodge Rate	£ 223.00
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STANLEY TEES LLP

Park Close Solicitor fees (inc £180.00VAT)	£1116.00
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DAVID OGILVIE ENGINEERING LTD

War Memorial Lectern (inc £98.20)	£ 589.20
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NALC

Annual subscription 2019/20	£ 17.00
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TOTAL

	£1945.20
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Agreed. PROPOSED Cllr Freeman SECONDED Cllr Douglass

10.4 Electronic Banking

It had been agreed to wait until the appointment of the new Clerk/RFO before setting up a new bank account.

11. VILLAGE MAINTENANCE**11.1 Repairs to Benches**

A quotation had been received giving an estimate for the repair to a reasonable condition bench and a poor condition bench using hardwood slats to repair.

A discussion took place on the use of reclaimed plastic instead of wood. Cllr Catherall stated that a plan of action was needed so that all benches could be brought up to standard with those in need of attention being dealt with first. It was suggested that it might be a cheaper option to purchase new benches in some cases but retain the historic frames around the village moving them onto the recreation ground. Cllr Hallett agreed to prepare a map of the village which would show where the benches were. Cllr Freeman agreed to assist as he already had the details of those on the recreation ground.

*-Cllr
Hallett &
Cllr
Freeman*

The Clerk was asked to go back to the contractor and ask the cost of repair should reclaimed plastic be used instead of wood. The costs would also be compared to the price of a completely new bench.

-Clerk

Cllr Douglass advised that she had the insurance details of another local handyman who should be also able to quote for the repairs. The details would be forwarded to the Clerk.

*Cllr
Douglass*

11.2 Gate to Children's Play Area

Cllr Hodge reported that that gate on the South End play area did not close properly and asked that this be repaired. She was advised that a different style of catch had been tried on the Fortune Way area but had been highlighted as a concern in the recent RoSPA play area inspection report. Cllr Dixon was investigating other options.

11.3 Elm Tree Drive Street Nameplate

Cllr Hallett reported that the nameplate was seriously broken. He agreed to report to South Cambridgeshire District Council.

*-Cllr
Hallett*

12. UPDATE ON PAVILION PROJECT

There had been an Extraordinary Parish Council meeting held prior to this meeting where it had been agreed to hold another Extraordinary Parish Council meeting the following week to try and find a way forward.

A discussion took place on the current status of the project, and finances, including possibilities for funding through the sports clubs. It was acknowledged that Cllr Catherall had spent a lot of time on this project.

It was proposed by Cllr Hodge, seconded by Cllr Oakley, that Cllr Catherall should advise the contractor that the project was not now going to go ahead until the finances were in place. The contractor would be asked if they could hold their price until that time. This was agreed by all Councillors.

*-Cllr
Catherall*

13. PROPOSAL FOR A COMMUNITY SPEEDWATCH PROJECT

This would be followed up after the Summer break when the children were back at school.

14. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

An extraordinary Parish Council meeting was to be held to discuss the latest information on this, and also how to proceed with the Pavilion, the following week.

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

15.1 Village Voice

Cllr White advised that his contact details had been omitted from the latest Village Voice. It was noted that there was a breakdown of communication with the new Editors and the list of Councillors would be updated with the details for Cllr White and Cllr Hodge for the next edition. It was also pointed out that Councillors needed to use the Parish Council e-mail addresses and it was agreed that these would be included in the list in the Village Voice.

15.2 The Limes

Cllr Cathcart advised on the history of the building stating that it was offered to the Parish Council in 1992 for £1.00 which was refused **which was refused. Subsequently South Cambridgeshire District Council spent £250,000 on renovation.**

16. DATE OF NEXT MEETING

Tuesday 2nd July 2019

The Chairman closed the Meeting at 9.50pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd July 2019 at
The Limes, High Street -8.35pm

Cllr Sams (Chairperson), Cllr Douglass, Cllr Hallett, Cllr Freeman, Cllr Hirtzel, Cllr Catherall, Cllr Hodge, Cllr Spenceley
 District Cllr Cathcart,
 Members of Public 7

1 APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Prentice, Cllr Dixon, Cllr Leith, Cllr Oakley, Cllr White

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 4th June 2019

Minutes of the meeting held on Tuesday 4th June 2019 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman following amendment to Item 15.2 to read –Cllr Cathcart advised on the history of the building stating that it was offered to the Parish Council in 1992 for £1.00 which was refused. Subsequently South Cambridgeshire District Council spent £250,000 on renovation.

4. MATTERS ARISING

4.1 The Limes Storage Request

The Clerk had asked Cllr Cathcart to follow up where the two drawer filer could go with the South Cambridgeshire District Council Estate Officer.

4.2 Installation of Recreation Ground signs

Cllr Freeman reported that the signs had been delivered adding that they were flimsy. He would put some straps across the back to keep them rigid, and also an additional pole across the middle, before installation.

5. CORRESPONDENCE

5.1 Clarkes Way/Footpath Boundary

Concern had been raised by a resident over the path along the back boundary of Clarkes Way where there had been little management of the growth and was now a couple of properties with overhanging shrubbery obstructing the path.

The ownership of the permissive path was unknown. It was stated that a local resident had cut the grass on the path in the past as a favour. The position of the shrubbery was discussed before it was agreed that, as this was not a formal footpath, there could be no enforcement. Clerk to advise the resident.

-Clerk

5.2 Street Lighting

A communication had been received from Cambridgeshire County Council advising that they would no longer be buying energy on the Parish Councils behalf and recharging at the end of the year. This meant that parishes would now need to set up new arrangements for procuring and paying for street lighting energy themselves. A copy of the lighting inventory was provided with guidance on how to proceed.

-Clerk

This would be investigated for further discussion on the way forward at the next meeting.

6. OPEN FORUM

6.1 Proposals for Guise Lane/North End Junction

Concern was raised by residents of the area over the proposal to change the junction. They were unaware of any consultations on the plans. The residents were advised that the Parish Council Traffic and Travel Working Group had been working with Cambridgeshire Highways to find a solution to allow the 127 bus to turn around at the junction. At the present time the bus company was stating that it did not go as far as the junction as the bus could not turn around safely. The bus therefore was unable to pick up from the Guise Lane end of the village.

A discussion took place on parking should double yellow lines be introduced. Residents were advised that the Highway Engineer took into account the parking concerns. Cllr Hallett stated

that he was aware that a member of the Traffic and Travel Working Group had called at most of the houses around the junction to seek views of residents.

A discussion took place on parking restrictions during certain times during the day when most residents were out at work. These would allow the bus to make the turn. It was then suggested that the Traffic and Travel Working Group go back to County Highways with the suggestion of the restricted parking hours.

It was recognised that the bus service was heavily subsidised and could easily be lost.

7. FINANCE AND GOOD GOVERNANCE

There was nothing to report.

8. FINANCE

8.1 Payment of Accounts

The invoices were checked by Cllr Hallett

BUCHANS LANDSCAPES

Grounds mtce May 2019 (inc £287.15VAT) £1722.89

THE POST OFFICE

Cemetery Lodge Rate £ 223.00

WARBOYS FARM PARTNERS

Allotment rent July 2019-June 2019 £ 400.00

LGS SERVICES

Internal Audit 2018/19 (inc £31.00 VAT) £ 186.00

CURRIE AND BROWN

Fee for Pavilion Project Manager (inc £125.00 VAT) £ 750.00

SLCC

Local Council Administration Book £ 108.79

MR S SAMS

Reimb for Neighbourhood Plan expenses £ 42.00

HOLCROFT SERVICES

Remedial work required by RoSPA inspection £ 56.50

MRS S WALMESLEY

Clerks salary & expenses May 2019 £808.97

Clerks salary & expenses June 2019

Clerks salary 1/6/19 –30/6/19 £976.27

HMRC

PAYE April –June 2019

NI 99.74 (Employer £53.35) TAX £25.60 £125.34

RUSSELL WOLLASTON

Skip hire for Park Close area £210.00

TOTAL £5609.76

Agreed. PROPOSED Cllr Hallett SECONDED Cllr Freeman

8.1.1. Parish On –Line subscription 2019/20 –Agreement of Membership

An invoice had been received but there was no record of a decision to take out a subscription which appeared to have been automatically created following a trial period. Councillors agreed that the subscription was not needed. Cllr Spenceley was asked to arrange the cancellation of the subscription.

-Cllr
Spenceley

8.2 Internal Audit Report 2019

A copy of the audit report had been circulated to Councillors. Cllr Douglass advised that she had attended the three hour audit interview with the Clerk. Issues identified for attention were –

8.2.1 Code Of Conduct

Councillors should undertake relevant training on the Code of Conduct and Parish Council Procedure. There had been occasions where a Councillor had acted without prior consent, or in excess of the remit given by the Council.

8.2.2 Copies of Councillor Register of Interest Forms should be forwarded to SCDC for Publication

Some of the Register of Interests forms were not available on the South Cambridgeshire District Council website. The Clerk confirmed that she had recently appealed for Councillors to update their Register and forward either to her or South Cambridgeshire District Council.

8.2.3 Staff Appraisals

It had been previously highlighted that staff appraisals should take place to ensure that the

Council has appropriate staff resources to carry out its workload. The Parish Council should also take its role as an Employer seriously.

Since the Internal Audit the Parish Council had sought advice from an SLCC Consultant and was in the process of updating the working and recruitment processes.

Cllr Douglass asked for this item to be kept on the agenda until all actions were carried out

8.3 Electronic Banking

It had been agreed to wait until the appointment of the new Clerk/RFO before setting up a new bank account.

8.4 Agreement of expenditure for Defibrillator signage

The Chairman advised that County Highways had quoted a charge of £70 to attach the signage for the defibrillator to an existing post. He suggested that the sign could be attached by the Parish Council at a cost of around £12, a lot cheaper. The expenditure was agreed. The Chairman to arrange.

-Cllr Sams

8.5 Agreement of expenditure for Swing Repair (RoSPA Inspection)

Details were not available at this meeting.

9. HIGHWAY PROJECTS

9.1 Approval of expenditure for High Street Bollards

Cllr Hallett had received a costing for the bollards to be installed opposite the SPAR on the High Street. The cost to provide the Oak bollards with installation was £2286.46. On a proposal by Cllr Douglass, seconded by Cllr Sams, the expenditure was agreed.

9.2 Design approval for Guise Lane bus turn 2019/20 LHI

This had been discussed at length under Item 6.1. On a proposal by Cllr Hallett, seconded by Cllr Sams, it was agreed that the Traffic and Travel Working Group would go back to Cambridgeshire County Council and accept the proposal with single yellow lines.

9.3 Proposals for 2020/2021 LHI

Cllr Hallett gave an update on the proposals currently being discussed by the Traffic and Travel Group. It had been suggested by Cllr van de Ven that Bassingbourn-cum-Kneesworth Parish Council submit a joint application with Whaddon Parish Council and Bassingbourn Barracks to reduce the speed limit on the A1198 past the barracks. There was also another proposal for the junction of the A1198/Chestnut Lane and The Causeway which was to carry out some realignment at the roundabouts with build outs. The Working Group had discussed the possibility of joining these two projects. Cllr Hallett advised that there was to be a meeting the following day with Whaddon Parish Council and Bassingbourn Barracks.

The Clerk advised that Litlington Parish Council were looking for support, or even a joint application, to reduce the speed limit on Bassingbourn Road which was currently 60mph. The path alongside the busy road was used by parents and children walking to and from the Primary School and Village College. Half of Bassingbourn Road was within the Bassingbourn boundary. A decision on the application recommendation by the Traffic and Travel Working Group would be made by the Parish council at their meeting on the 23rd July 2019.

10. VILLAGE MAINTENANCE

10.1 Repairs to Benches

The Clerk reported that unfortunately the contractor had stated that he could no longer carry out work for the Parish Council as there was too much delay and uncertainty, He was unable therefore to assist with progressing the bench repair and recycled plastic options.

It was stated that the Parish Council had appealed for contractors to come forward but without success. This would be pursued

10.2 Grasscutting

10.2.1 Grass verge by Church

The whereabouts of the signs relating to the conservation verge were established. Cllr Hirtzel to follow up their installation as some parishioners were under the impression that the area had been missed by the grass cutters.

10.2.2 Church and Recreation Ground Hedge

It had been noted that the width of the recreation ground hedge was a lot wider than it should have been. The hedge had since been cut back. Cllr Freeman reminded Councillors that the specification was for only one cut per year and should be cut 3-4 times per year. He added that at the SCDC Tree meeting the previous week it had been suggested that the chain link fence be removed to allow the hedge to grow thicker at the bottom.

It was also noted that historically the Church hedge was low enough to view weddings etc over

the top. This would be taken into consideration when the new grass cutting specifications were prepared later in the year.

10.2.3 Area by Doctors Surgery

It was noted that this area had been cut.

11. UPDATE ON PAVILION PROJECT

Cllr Catherall and Cllr Hodge had met with a fundraiser and exchanged information on how funds could be raised. Cllr Catherall stated that this was a positive meeting and he felt progress could be made. He proposed that this be left with Cllr Hodge to progress. She agreed that she would take the lead but wanted to know the skills of Councillors to assist with funding applications.

Cllr Douglass reported that the owner of The Belle had confirmed that a Garden Party was to be arranged in September 2019 with a monthly quiz following. Some/all profits would go towards the project.

Cllr Catherall then advised that he had a meeting arranged with the preferred contractor and he was going to ask if he would be willing to agree to stand by his offer and to indexation of the costs. This would save the Parish Council having to go through the process again. Councillors agreed this action.

*-Cllr
Catherall*

12. PROPOSAL FOR A COMMUNITY SPEEDWATCH PROJECT

Cllr Douglass explained the background to the proposal which would be to involve the schools, Police and Parish Council in a project to promote safety. This would be progressed in September after the Summer break and welcomed ideas. She added that the Primary School had just started a project where they asked drivers to turn off their engines while waiting outside the school. This request related to a big awareness push elsewhere. Cllr Spenceley advised that Cllr van de Ven had arranged for a pollution monitor on the A1198 and suggested that she be asked to do the same in the village. Cllr Douglass asked that Cllr Spenceley follow this up.

*-Cllr
Spenceley*

13. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

There was no further update. As far as was aware the draft lease was being prepared by the South Cambridgeshire District Council Legal Department.

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

14.1 Parish Clerk/RFO Vacancy

Cllr Douglass advised that a lot of people had expressed an interest in the vacancy and applications were coming forward. The deadline was the 15th July 2019. Following that date a shortlist for interview would be made by the HR Committee. A recommendation would then be made for Parish Council approval.

14.2 War Memorial Sites

Cllr Catherall advised that he had requested an agenda item to agree further expenditure for the site. The Clerk stated that she was not aware of this and would investigate for an agenda item at the Parish Council meeting on the 23rd July 2019. The Chairman and Clerk agreed to confirm the remaining allocated funds for the project.

Cllr Douglass added that Remembrance Sunday was fast approaching and urged people to become involved in the organisation.

14.3 Speed Signage

Cllr Catherall asked that funding, of around £75, be made available to modify the existing signs to remind drivers of the 30mph on The Causeway. This to be discussed at the Parish Council meeting. He added that the signage could also be utilised to make people think twice about parking on the pavement opposite the SPAR shop.

14.4 Establishment of a website Working Group

Cllr Spenceley asked that this item be included on the agenda for the next meeting.

14.5 Operation London Bridge

Details of proposals to deal with the death of a Statesman had been prepared by South Cambridgeshire District Council and circulated to Councillors. This would be an agenda item to discuss further at the Parish Council meeting on the 23rd July.

*-Cllr
Sams &
Clerk*

15. DATE OF NEXT MEETING

Tuesday 6th August 2019

The Chairman closed the Meeting at 9.40pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th August 2019 at
The Limes, High Street -7.55pm

Cllr Douglass (Chairperson), Cllr Geraghty, Cllr Hallett, Cllr Freeman, Cllr Dixon, Cllr Catherall, Cllr White, Cllr Spenceley, Cllr Oakley
 District Cllr Cathcart,
 Members of Public 7

In the absence of Cllr Sams the meeting was chaired by Cllr Douglass.

1 APOLOGIES FOR ABSENCE

Cllr Sams, Cllr Prentice, Cllr Leith, Cllr Hodge, Cllr Ridsdale

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 4th June 2019

Minutes of the meeting held on Tuesday 2nd July 2019 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman

4. MATTERS ARISING

4.1 The Limes Storage Request

The Clerk advised that she was still waiting for confirmation on where the two drawer filing cabinet could be put.

4.2 Installation of Recreation Ground signs

Cllr Freeman confirmed that the installation was in hand. He had reinforced the boards and was now waiting for the posts.

5. CORRESPONDENCE

5.1 Precept Expenditure

A letter from a resident concerned over the increase in the precept for the current financial year and why the Pavilion refurbishment/rebuild had not been completed had been received and circulated to Councillors. The resident was in attendance at the meeting and invited to speak.

He reiterated his concerns referring to previous conversations which indicated that the Pavilion would be finished and The Limes would also be taken over for use by the village.

The Chairperson explained the history of both and confirmed that the Parish Council was trying hard to obtain the lease on The Limes which would then be used for a multitude of activities in the village.

5.2 Village Voice Complaint

Cllr Dixon, as joint editor of the Village Voice, explained that a letter had been received from the Football Club relating to the Pavilion refurbishment/rebuild. The details in the letter were inaccurate and the Football Club had been asked to correct them before the letter was published.

5.3 Refreshing of High Street Yellow Lines

The Chairperson had received a request for the lines to be repainted especially around the Playles Yard entrance. This request would be reported on the County Council website.

-Clerk

6. OPEN FORUM

6.1 Pavilion

A member of the Football Club quizzed the Chairperson over the lack of action relating to the refurbishment/rebuild of the Pavilion. She confirmed that she would arrange a meeting with the village, as agreed at the Parish Council meeting on the 23rd July 2019. She added that there were difficulties due to the school Summer break.

The resident then queried why the letter from the Football Club had not been printed in the Village Voice. Cllr Dixon reiterated the reason, given under item 5.2, and advised that Cllr Prentice and her, as individuals, had agreed to become joint Editors of the publication because there was nobody else from the village willing to take on the task.

7. FINANCE AND GOOD GOVERNANCE

There was nothing to report.

8. FINANCE8.1 Payment of Accounts

The invoices were checked by Cllr Hallett

BRUNEL ENGRAVING COMPANY

Nameplates for War Memorial site (inc. £91.49VAT) £ 548.94

STEELWAY FENSECURE LTD

Park Close Play Area Fencing (inc. £1160.01 VAT) £6960.01

THE POST OFFICE (SLCC)

Cemetery Lodge rate £ 223.00

BUCHANS LANDSCAPES

Grounds mtce July 2019 (inc £287.15VAT) £1722.89

CHRIS HOLCROFT

Installation of conservation area signs £ 165.00

N POWER

Estimated Cemetery Lodge electricity (inc £8.87VAT) £ 186.32

TOTAL £9806.16

Agreed. PROPOSED Cllr Spenceley, SECONDED Cllr Freeman

8.2 Internal Audit Report 2019

The issues raised by the Internal Auditor had been addressed. This item would be removed from the agenda.

8.3 Agreement of Expenditure for replacement swing shackles

A quotation had been received from a play equipment repair company. Cllr Dixon reminded Councillors that the repairs had to be carried out by a play area specialist. She proposed that the quotation for £185.00 inclusive, from Playfix Ltd, be accepted. This was agreed by all Councillors. Clerk to place the order for the repair. -Clerk

8.4 Electronic Banking

Now that the new RFOs had been appointed arrangements would be made to set up electronic banking.

It was agreed that the following agenda items would be postponed for discussion at a future meeting.

9. VILLAGE MAINTENANCE9.1 Repairs to Benches9.2 Grasscutting9.3 Signage for conservation area by Church9.4 Area by Doctors Surgery –proposal for a bench9.5 Replacement Gate on Fortune Way Play Area9.6 Street Lighting energy –update on investigations for supplier**10. UPDATE ON PAVILION PROJECT****11. PROPOSAL FOR A COMMUNITY SPEEDWATCH PROJECT****12. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL****13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**13.1 The Limes Lease

Cllr Cathcart advised that he had some notes on the proposed lease and he would report to the Parish Council at the extraordinary PC meeting the following week.

13.2 CCC LHI Bid 2020/21

Cllr Spenceley confirmed that the bid had been submitted by the deadline of 4th August 2019.

13.3 War Memorial Site

Cllr Catherall expressed his concerns over the orders, and invoices, for the war memorial WW2 plaques and replacements. He asked for an update which the Clerk would provide. -Clerk

14. DATE OF NEXT MEETING

Tuesday 3rd September 2019

The Chairman closed the Meeting at 8.30pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 3rd September 2019 at
The Limes, High Street -7.55pm

Cllr Sams (Chairperson), Cllr Douglass, Cllr Hallett, Cllr Freeman, Cllr Dixon, Cllr Catherall, Cllr White, Cllr Spenceley, Cllr Hirtzel
 District Cllr Cathcart,
 Members of Public 1

1 APOLOGIES FOR ABSENCE

Cllr Oakley, Cllr Prentice, Cllr Leith, Cllr Hodge, Cllr Ridsdale, Cllr Geraghty, County Cllr van de Ven

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 6th August 2019

Minutes of the meeting held on Tuesday 6th August 2019 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman

4. MATTERS ARISING

4.1 The Limes Storage Request

The Clerk advised that she was still waiting for confirmation on where the two drawer filing cabinet could be put.

4.2 Installation of Recreation Ground signs

Cllr Freeman confirmed that everything was ready for the installation which would probably happen during the first week of October 2019.

*-Cllr
Freeman*

5. CORRESPONDENCE

5.1 Community Gritting Scheme Applications 2019/20

Volunteers were requested for the winter season. Local volunteers could help keep the community moving in freezing weather. Under the scheme Parish Councils agree specific important routes in their area and agreed these with the County Council.

Councillors agreed to decline the invitation to take part.

6. OPEN FORUM

There were no issues raised.

7. FINANCE AND GOOD GOVERNANCE

7.1 Purchase of Laptops for new Clerks

The HR working group had circulated a recommended specification. Councillors were reminded that £1500 had already been authorised. The Clerk had investigated the options to purchase the recommended equipment but as the Parish Council did not have electronic banking the process was not straight forward. It was suggested that as there was now to be two officers, a Clerk and RFO, the computer budget was no longer relevant. It was noted that the new Clerks knew what they wanted to work with and Cllr Sams agreed to investigate the best options.

-Cllr Sams

8. FINANCE

8.1 Payment of Accounts

The invoices were checked by Cllr Douglass

THE POST OFFICE (SLCC)

Cemetery Lodge rate £ 223.00

MRS S WALMESLEY

Clerks salary & expenses July 2019 £808.97

Clerks salary & expenses August 2019 £878.87

TOTAL £1910.84

AGREED AT EXTRAORDINARY PARISH COUNCIL MEETING 13TH AUGUST 2019
 BRUNEL ENGRAVING COMPANY

Nameplate for war memorial area (inc. £15.98 VAT) ` £95.88

8.2 Electronic Banking

The RFO was asked to investigate the options. She was familiar with the Unity Trust Bank where the Parish Council had opened an account previously. She would also investigate the Co-operative Bank.

-RFO

9. VILLAGE MAINTENANCE

9.1 Repairs to Benches

This was discussed at the recent Recreation Ground committee meeting. Cllr Hallett had put together a plan of the benches in the village and Cllr Catherall was going to compile a proposal for their repair. He confirmed that he had looked at the list and would remove the Brook Road bench and use this as a donor bench. Cllr Douglass asked that consideration be given to extending the concrete foot bases for wheelchairs.

9.2 Area by Doctors Surgery –proposal for a bench

After discussion it was agreed that this bench would be put on hold until Cllr Catherall's proposal was known.

9.3 Street Lighting energy –update on investigations for supplier

The Clerk confirmed that this was in hand. UK Networks had been asked to provide a MPAN number and once this was received then energy quotes could be sought.

10. UPDATE ON PAVILION PROJECT

Cllr Catherall reiterated the report made at the Recreation Ground committee meeting by Cllr Douglass. He stated that there had been reasonable open discussion and it was agreed that refurbishment of the Pavilion would be investigated. He added that he would not be carrying out any more work on this project so it was now down to a charitable Trust being formed and quotations for the refurbishment sought. The notes from the discussions in 2018 had been made available. Cllr Douglass advised that she and Cllr Hobbs would compile a discussion paper giving the pros and cons. A presentation would also be arranged for the village to gauge views.

11. PROPOSAL FOR A COMMUNITY SPEEDWATCH PROJECT

Cllr Douglass asked for this item to be removed from the agenda for the time being as the project was likely to develop into a large 'Green' project which would include more than traffic. Councillors would be consulted once a proposal had been compiled.

12. SCDC THE LIMES –UPDATE ON PROPOSAL TO TRANSFER TO PARISH COUNCIL

Cllr Cathcart reported that there was no further update.

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

13.1 Wildlife Conservation Signs

Cllr Hallett asked if approval could be given for the replacement signs on North End. Several had been vandalised and could not be recovered.

A discussion took place on the conservation area. Hirtzel suggested that the area be extended to cover the whole village as this was standard practice elsewhere. It was noted that there had been some negative comments to the trial area as it looked untidy.

It was agreed that the suggestion to extend the area be an agenda item for the Amenities Committee. In the meantime Cllr Hirtzel would seek opinions from residents through the Village Voice. It was also agreed not to replace the wildlife area signs until feedback from Cllr Hirtzel.

**-Cllr
Hirtzel**

13.2 Recreation Ground Incident

Cllr Freeman reported on an incident which involved the police and the recovery of drugs and gas canisters. He added that there were a lot of youngsters around at the time. He gave a description of the vehicle used in the incident and urged people to call the police if seen. Cllr Catherall stated that there was a lot of activity in the Ashwell Street area.

13.3 Sports Club shed locks

It was agreed at a previous meeting to pay a third of the cost of replacement locks. A copy of the invoice would be sought.

**-Cllr
Freeman**

13.4 Grants for zero carbon projects

Cllr Cathcart reminded Councillors about the grants which could be applied for through South Cambridgeshire District Council. The applications had to be submitted by the 31st October 2019.

14. DATE OF NEXT MEETING

This was the last Finance and General Purposes Committee meeting. Ongoing business would in future be discussed at either the Finance Committee or Amenities Committee.

The Chairman closed the Meeting at 9.15pm