

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 20th February 2013
at The Chapel Room, South End- 7.30pm.

PRESENT: Mr Webb(Chairman), Mr Clarke, Mr Hallett, Mr McNulty, Mr Freeman, Mr Timms, Mr Geraghty
 Members of Public 0

1. APOLOGIES FOR ABSENCE

All members were present.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 19th December 2012, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Dog Fouling

Mr Freeman reported that the fouling was 100% worse. The football club had cleared the pitch up on the morning of a game and by the time they played there was another bag. He added that he had taken a photograph of a dog unattended and could name the owner. The Chairman agreed to follow up and prepare another article for the Village Voice.

-Mr Webb

4.2 Football Team Floodlights

Mr Freeman and Mr Timms advised that the floodlights had been used the previous evening by both football clubs. Four lights had been purchased by a sponsor. It was advised that they encouraged a practically full attendance which did not usually happen on the all weather surface. The club was looking at purchasing a further two lights. Mr Geraghty expressed concern over the use of the ground and suggested it would help the cricket club if the lights were moved around. Mr Freeman and Mr Timms confirmed that the floodlights would be moved up and down the ground. Members were made aware that the batteries were charged on the night of use and the night before. The electricity would be monitored.

4.3 Request for a dog waste bin

Mr Hallett suggested that this be removed from the agenda as he would advise the resident when he saw her of the decision not to install a bin.

4.4 Tree Inspection

The Chairman reported that he had left a message for the District Council Tree Officer to meet. Mr Freeman advised that he had again been asked by a Tanyard resident about trimming the trees by the Pavilion back. Mr Clarke asked to be advised when the meeting with the Tree Officer was to take place as he wanted to attend.

-Mr Webb, Mr Clarke

5. OPEN FORUM

There were no parishioners in attendance.

6. CORRESPONDENCE

Correspondence received related to items on the agenda.

7. FINANCIAL REPORT

A report was circulated to members. Invoices for the 2012/13 football season were handed to Mr Freeman and Mr Timms. The Clerk advised that the Cricket Club had overpaid their fee for 2012 by £10. This would be deducted from the next invoice.

8. UPDATE ON THE ROUSES**8.1 Asbestos Cement**

The Chairman had met with the County Council Principal Management Surveyor, Christian Wilson, to discuss the asbestos on site. The Chairman had suggested that the County Council pay for the initial asbestos removal and if needed the Parish Council would pay for a further fine clean. Mr Wilson had written to say that the County Council did not feel it to be reasonable to contribute anything financially as the parish took the land 'as is' and the County Council were not aware of asbestos being buried. The Chairman agreed to provide Mr Hallett with a copy of the letter. Mr Wilson reminded the Chairman that support, training for the removal of asbestos and assistance with site registration was available. Mr Wilson confirmed that subject to the site being cleared and no further digging taking place the football use could then proceed. Any proposed digging and mounding for BMX use, as permitted under the lease, would pose too much risk of uncovering further asbestos cement. It was suggested that BMX ramps could be constructed on the ground surface using imported earth and a 'No Digging' notice erected. Members discussed the initial and subsequent clearance and the importing of earth on a regular basis to discourage any digging. Mr Geraghty advised that he would be happy to volunteer to clear up. Mr Hallett suggested using a contractor for the first clearance as this would provide documentary evidence to the County Council that the problem had been addressed. After further discussion it was proposed by the Chairman that a contractor be appointed to carry out the initial sweep and if needed a second sweep which would cost approximately £2,500 maximum. A vote was taken with five members in agreement and one against.

-Mr Hallett

It was agreed that the Chairman would prepare a draft response to Mr Wilson, for the Clerk to send, agreeing to the points raised in his letter.

*-Mr Webb
& Clerk***8.2 Fallen Tree**

A letter had been received from AVIVA relating to the information sent to the Parish Council Insurers, Came and Company, regarding the insurance claim. They had asked for confirmation on the date the lease was signed with a copy of the lease to view. They had also asked if any checks were made to the state of the land and trees, before the lease was signed, and whether any maintenance /checks had been carried out by a professional arbroculturist on the trees.

-Clerk

Mr Hallett suggested that AVIVA be made aware that the County Council had previously been told about the condition of the trees and did not take any action. The Clerk was asked to respond.

9. RECREATION GROUND MAINTENANCE**9.1 South End Ditch**

The Chairman would follow up.

*-Mr Webb***9.2 Elbourn Way Trees**

There was no further update.

9.3 Mole Removal

Members agreed that the mole problem was getting worse. The Clerk was asked to contact the contractor used in the past.

*-Clerk***10. WEEKLY PLAY AREA SAFETY REPORTS****10.1 Replacement gate/Play area refurbishment**

There was no further update.

The Clerk had forwarded a communication from a visitor to the Elbourn Way play area. There was broken glass on the equipment and the visitor was distressed at the vandalism. Mr Hallett advised that he had cleared the glass up and swept the area. He stated that there were several carrier bags from the SPAR shop and agreed to e-mail their management. Mr Freeman suggested that residents should have heard the breaking of glass and queried why they had not taken any action. The Clerk would advise e-cops and ask them to patrol the recreation area on foot, during darkness, when they were in the village.

*-Mr
Hallett &
Clerk***10.2 Weekly Inspection Reports**

The Clerk advised that the springy was still being highlighted as a problem in the inspection reports. Mr Freeman advised that he was aware that he had an outstanding action.

*-Mr
Freeman*

11. PAVILION WORKING PARTY UPDATE11.1 Agreement of Project Manager

The two quotations had been circulated to Councillors as agreed at the December 2012 meeting. They were discussed by members who agreed that they had no experience of fundraising and one of the applicants had. A discussion took place on the expenditure and the hourly/daily rates quoted. The Chairman reminded members that the intention was for the project to be cost neutral to the parish with costs revamped from funding. After further discussion it was unanimously agreed that Mrs Bridget Smith be chosen and that the Chairman would ask her for a more concrete price figure to put before the Parish Council for approval.

*-Mr
Webb*

12. PROJECTS12.1 Proposed Section 106 Funding Projects

Mr Hallett explained the process of the Section 106 Agreement and that as a result of the Butterfield Drive development the developers had been asked to contribute £18,641.01 as a financial contribution in lieu of on-site provision of public open space, £7,021.51 towards maintenance of the public open space and £4,330.94 towards the off-site provision of community facility space.

A discussion took place on what the money could be used for with the extension and fencing of the South End area and fencing of the Elbourn Way area being suggested projects. More equipment for small children was also suggested. This would be discussed in more detail once the money was received and further clarification on the use of the money was sought.

12.2 Recommendations for Project Reserves in Year End Accounts

A discussion took place on the end of year process where the Parish Council needed to explain to the auditors, and parishioners, how the funds carried forward were allocated. It was agreed that £14,000 should be carried forward from 2012/13 for the Pavilion Project. There was also £10,000 for play area improvements along with the Section 106 Funding. The Clerk reminded Councillors that the same amount was carried forward every year from the Section 106 Agreement for Fortune and Elbourn Way. It was originally intended that the bank interest on this amount would pay for the maintenance of the open spaces. This had not been the case for the last few years due to the poor interest rate. It was agreed that this should be reviewed by the Finance and General Purposes committee where other reserves would be recommended.

13. PARISH PATHS13.1 Footpath 21

Mr Hallett had been made aware that motorbikes, horses and quad bikes had been using the footpath from Chestnut Lane to Dyers Green. This was a footpath and motor vehicles or horses were not permitted. He agreed to ask the County Rights of Way officer if a sign could be erected.

*-Mr
Hallett*

13.2 CCC Rights of Way Meeting

A meeting was to be held in Over on the 7th March 2013. Mr Hallett was not sure whether he was free to attend. If not the Chairman volunteered to attend.

*-Mr
Webb, Mr
Hallett*

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

14.1 Ditch Clearing

Mr Clarke suggested that a letter be sent to the riparian owners of the village ditches as he was concerned over their condition. As 'ditches' were not in the remit of this committee it was agreed that this issue would be an agenda item at the next Finance and General Purposes committee meeting.

14.2 Vehicles on Recreation Ground

Mr Geraghty expressed his concern over the decision made at a meeting in late 2012 to ban vehicles from the recreation ground. He advised that people came to the village, some in wheelchairs, to watch cricket from their car. As Mr Geraghty was not at the meeting where the decision was made the Chairman explained what had instigated it. It was agreed that 'Parking on the Recreation Ground' would be an agenda item for the next meeting so that a reversal of the decision could be discussed.

14.3 Grass Cut

The Clerk was asked to contact the grasscutting contractors to request a cut of the recreation ground, and light roll, soon.

-Clerk

14.4 Pool Table

A discussion took place on the table which was in the Pavilion. Mr Freeman confirmed that it belonged to the football club but they wanted to dispose of it. He suggested that the Youth Club be asked. It was stated that they met in the Village College so did not have a facility for storing the table. Mr Freeman would arrange to advertise the table in the next newsletter.

**-Mr
Freeman**

15. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 17th April 2013.

The meeting closed at 8.55 pm

Chairman_____

Date_____

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 24th April 2013
at The Chapel Room, South End- 7.30pm.

PRESENT: Mr Webb(Chairman) Mr Hallett, Mr McNulty, Mr Timms, Mr Geraghty
 Members of Public 2

1. APOLOGIES FOR ABSENCE

Mr Clarke, Mr Freeman

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 20th February 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Dog Fouling

The Chairman had prepared a notice, with pictures pointing out the health hazards relating to dog fouling, for the Village Voice. Mr Geraghty stated that a lot of people with dogs came from outside the village so would not see the article. Members agreed that all they could do was try to decrease the problem and agreed that the notice be sent to the Editor for the next Village Voice edition.

*-Mr
Webb*

4.2 Tree Inspection

The Chairman had met with the District Council Tree Officer, Roz Richardson, to discuss the condition of the trees in the village. She recommended that a professional tree consultant be asked to carry out a complete survey of all the trees with recommendations. The Chairman suggested that the survey be carried out on Fortune Way and South End recreation areas. It was agreed the Chairman seek quotations.

*-Mr
Webb*

The Clerk advised that the removal of dead wood from the Kefford Close tree was still outstanding. She was having a problem finding a Tree Surgeon to carry out the work. She would continue to pursue.

-Clerk

4.3 Parking on the Recreation Ground

The Chairman reminded members that they had agreed to limit the access to the recreation ground by keeping the gate locked. The padlock had now disappeared and the general feeling was that nobody would adhere to the ban. He suggested drawing up some guidelines for the clubs and allow parking. Mr Geraghty agreed that this approach made more sense as he had never witnessed an incident with vehicles on the recreation ground. Mr Hallett stated that the committee had made a decision to stop parking and should stand by it. He added that this part of the recreation ground was for recreation not parking.

Mr Robinson, cricket club member, was invited to speak. He advised that the cricket club were against the ban and that the clubs should have been consulted. Access was required for the disabled, elderly and emergency services. He added that the committee had no legal authority to enforce.

*-Mr
Webb*

After further discussion considering all comments made, the Chairman proposed that parking would be allowed on the recreation ground by sports clubs only with a code of conduct drawn for guidance. A vote was taken with two members in agreement and two abstentions. Carried. The Chairman would prepare a draft Code of Conduct.

5. OPEN FORUM**5.1 Dog Fouling**

The proposed notice for the Village Voice was referred to. It was pointed out that cats carried the Toxocara Canis roundworm more than dogs. The Chairman advised that the reason for the notice was to try and encourage people to clean up. If they wanted to challenge the notice this would be addressed.

5.2 Elbourn Way Trees

The resident asked for an update on action regarding the cutting back of the trees behind the houses. The Chairman advised that Buchans were no longer insured to carry out tree work so other contractors would need to be approached. The resident suggested that 10feet needed to be cut off the tree tops and anything less would not be worthwhile. The Chairman agreed to seek quotations and, so that the work could be carried out as soon as possible, this would be an agenda item for the expenditure to be approved at the next Finance and General Purposes Committee meeting on the 7th May 2013.

*-Mr
Webb*

6. CORRESPONDENCE

Correspondence received related to items on the agenda.

7. FINANCIAL REPORT

A report was not provided at this meeting as the new financial year had just started.

8. UPDATE ON THE ROUSES**8.1 Asbestos Cement**

A letter had been sent to Mr Wilson on the 17th March 2013. A response had not yet been received. The Clerk was asked to urge copying in County Cllr Mrs Oliver.

-Clerk

8.2 Fallen Tree

As discussed at the last meeting the Clerk had responded to the AVIVA. There had been no further communication to date.

9. RECREATION GROUND MAINTENANCE**9.1 South End Ditch**

The Chairman would follow up.

-Mr Webb

9.2 ElbournWay Trees

This item was discussed under Item 5.2.

9.3 Mole Removal

The Clerk had arranged for Mr Such, the mole contractor, to treat the moles. She had not yet received an invoice. It was observed that there was a further mole hill on the cricket pitch side. The Clerk to find out whether the treatment had taken place.

-Clerk

10. WEEKLY PLAY AREA SAFETY REPORTS**10.1 ROSPA Inspection Reports**

The Chairman advised that the reports for the three areas had been received and nothing had been highlighted as needing immediate attention. He confirmed that a swing in the Elbourn Way play area had been repaired following damage being brought to his attention through the weekly inspection reports.

10.2 Replacement gate/Play area refurbishment

The Chairman had prepared a rough map of where the new fencing should go. He also had two examples of fencing, one wood and one metal. Members preferred the metal option feeling that it would be more vandal proof. A discussion took place on extending the play area which could then accommodate additional equipment. Some Section 106 money was available for recreational use. It was then agreed that quotations be sought for the fencing plus an additional six metres to extend the play area in South End.

*-Mr
Webb*

The Chairman suggested that the picnic bench on Elbourn Way, which was destroyed by vandalism, be replaced. The bench was used a lot before it was set on fire. Members would consider options for the bench at the next meeting when more information would be available.

11. PAVILION WORKING PARTY UPDATE**11.1 Agreement of Project Manager**

The Chairman to follow up with Mrs Smith.

**-Mr
Webb**

11.2 Horse chestnut Trees

Ms Richardson, the District Council Tree Officer, had advised that she would not object to the tree by the existing Pavilion being removed so that the footprint for the new Pavilion could be moved forward to avoid the cricket boundary. It was acknowledged that there were people in the village who would be against this.

12. PARISH PATHS

There was nothing to report.

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

There were no points raised.

15. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 19th June 2013.

The meeting closed at 8.15 pm

Chairman _____

Date _____

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 19th June 2013
at The Chapel Room, South End- 7.30pm.

PRESENT: Cllr Webb(Chairman) Cllr Hallett, Mr McNulty, Cllr Clarke, Cllr Geraghty
 Members of Public 1

1. ELECTION OF CHAIRMAN

The Parish Council Chairman, Cllr Hallett, opened the meeting and asked for nominations for Chairman. Cllr Geraghty proposed Cllr Webb which was seconded by Cllr Clarke. There were no other nominations. Cllr Webb agreed to continue as committee Chairman.

2. APOLOGIES FOR ABSENCE

Cllr Freeman, Mr Timms

3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted.

4. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 24th April 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

5. MATTERS ARISING

5.1 Dog Fouling

The Chairman reported that the article discussed at the last meeting had been printed in the Village Voice. He had received some positive comments.

5.2 Tree Inspection

The Chairman suggested that to keep costs down neighbouring Parish Councils be asked if they also needed a professional tree inspection. Clerk to find out. *-Clerk*

A communication had been received from residents of the Tanyard regarding the large trees by the Pavilion. The trees were blocking light into their properties and gardens. The Chairman advised that the District Council Tree Officer had already looked at the trees and did not agree that they should be cut back. It was agreed that the communication would be forwarded to Ms Richardson for her advice. Cllr Hallett stated that if she did change her mind and agree to some tree work the committee should not commit to the work, which would incur expenditure, without discussing further.

The Clerk had received a quotation for work on the tree in Kefford Close. The Chairman reminded members that it had been agreed to remove the dead wood. The quotation was in excess of the expected expenditure. The Clerk advised that she had some dealings with Shire Trees and would obtain a quotation from them. The Chairman suggested that a quotation also be sought for the cutting back of the trees on Elbourn Way as discussed at the last meeting. Clerk to arrange. *-Clerk*

5.3 Parking on the Recreation Ground

The Chairman had drawn up some rules which were circulated to members for agreement. There was one item added relating to cars not to be left on the Recreation Ground overnight. It was then agreed that the document would be passed on to the sports clubs for their comments. *-Cllr Webb*

6. OPEN FORUM**6.1 Goalposts**

Mr Marriage confirmed that he would arrange for the goalposts to be removed and stored. Cllr Geraghty offered his help.

*-Cllr
Geraghty*

7. CORRESPONDENCE**7.1 Complaint regarding behavior of sports club member**

The Chairman advised that a complaint had been made that the member had been aggressive towards some children on the recreation ground whilst carrying out some groundwork. He had then allegedly driven his vehicle towards them. Following that the mother of the children had reported him to his employer who had been identified by the vehicle he was driving. As a result the member had nearly lost his job and had been banned from using the vehicle for anything other than his work. He could no longer carry out the voluntary groundwork on the cricket field as he was doing. Some committee members knew the man personally and it was believed that he would not drive a vehicle at children. It was felt that the situation may have been misjudged. A discussion took place on a reply to the mother of the children. It was stated that there was no evidence either way on what happened on the recreation ground. It was then agreed that the Clerk reply stating that the committee would not be taking any further action on this issue. They had reviewed and assessed both views and felt that the sports club member has been penalised for the alleged action by no longer being able to carry out voluntary work for the village sports clubs through the restraints on using his work vehicle.

-Clerk

8. FINANCIAL REPORT

A copy of the expenditure against budget was distributed to members. The expenditure to date was within budget. Cllr Hallett expressed concern over the lack of a budget figure for the play area running costs and would cross check the agreed Parish Council budget.

*-Cllr
Hallett*

9. UPDATE ON THE ROUSES**9.1 Asbestos Cement**

Christian Wilson, County Council Principal Management Surveyor, had confirmed verbally that he was happy to proceed with the removal of the cement as discussed at a previous meeting. He was to adapt the letter sent from the Parish Council confirming this for both parties to sign. It could then be kept with the lease. Mr Wilson also suggested that contact be made again with Phil Hill, the County Asbestos Officer.

The Chairman expressed his concern over proceeding with the clearing without the signed document. The Clerk was asked to urge this. In the meantime he would contact Phil Hill again. Cllr Geraghty asked about the timescales and suggested that the County Council be asked to extend the lease for a further year as this was taking so long. It was agreed that the Clerk would request this too. The Clerk was asked to copy in County Cllr Adrian Dent.

*Cllr Webb
& Clerk*

9.2 Fallen Tree

There was no further communication regarding this. The Chairman asked for the item to be removed from the agenda.

10. RECREATION GROUND MAINTENANCE**10.1 South End Ditch**

The Chairman would follow up with the probation service who he had already met on site.

10.2 Elbourn Way Trees

This item was discussed under Item 5.2.

10.3 Mole Removal

This had been completed and the moles had gone.

-Cllr Webb

11. PLAY AREAS**11.1 Weekly Play Area Safety Reports**

The inspection had recently identified a missing screw on the corner of the Eboorn Way play area wobbly bridge. Cllr Geraghty agreed to look to see what could be done and if need be remove the bridge until a repair could be made.

*-Cllr
Geraghty*

11.2 Repair Work

Cllr Hallett expressed concern over some repairs which were not able to be carried out by Councillors. A lot of the equipment was custom made so major work needed to be carried out by contractors. A discussion took place on public liability. The Clerk was asked to find out the position with the insurance company regarding members of the committee carrying out repairs.

Clerk

11.3 RoSPA Inspection 2013

There was nothing highlighted needing urgent attention.

11.4 Replacement Gate/Fencing/Play Area Refurbishment

The Chairman had approached three companies regarding quotations for metal railings. This would be funded through budgeted and section 106 money. Details of a replacement picnic bench had been obtained from Wickes. It was suggested that a village contractor, Stan Martin, be asked to make one. This would be a lot stronger than the Wickes model which was intended for garden use. Cllr Hallett proposed that Mr Martin be asked to make a bench up to a cost of £159. This was agreed. Mr Marriage agreed to ask Mr Martin.

12. PAVILION WORKING PARTY UPDATE

The Chairman advised that he had been speaking to Bridget Smith and requested a more detailed idea of the costs. She had come back with a cost to get the project underway. This was £1820. She could not advise any further ahead as she did what her input would be to the project. A discussion took place on the proposed Pavilion and it was acknowledged that there would be a lot of work to do before the building commenced. Cllr Hallett stated that at this stage expertise was needed. After further discussion the figure of £1820 was agreed to get the project underway. As this was in excess of the committee's expenditure limit this would be ratified at the next Parish Council meeting.

13. REVIEW COMMITTEE TERMS OF REFERENCE

These were circulated to members. It was agreed that no changes were needed at this time.

14. PARISH PATHS**14.1 Path from Wellhead to Litlington Road**

Members were asked about the path which used to be used by the Village College as a cross country route. It had been ploughed up and not reinstated. Cllr Hallett confirmed that this was not an official Right of Way.

15. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**15.1 Tap on Pavilion**

This had been fitted.

15.2 Lock on recreation ground gate

Cllr Geraghty queried the proposed style of lock intended for the gate once the parking rules were approved. He suggested that a padlock with a key was better than a combination lock. He offered to be a key holder for occasions where Bill Robinson was not able to open/close the gate.

15.3 Co-option of member

Mr Tom Marriage had agreed to attend recreation ground committee meetings to represent the football club. He would be co-opted at the next meeting where this would be an agenda item.

16. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 21st August 2013.

The meeting closed at 8.40 pm

Chairman _____

Date _____

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 21st August 2013
at The Limes, High Street- 8.35pm.

PRESENT: Cllr Webb(Chairman) Cllr Hallett, Mr McNulty, Cllr Freeman, Mr Marriage
 Members of Public 0

1. APOLOGIES FOR ABSENCE

Cllr Clarke, Mr Timms

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted.

3. CO-OPTION OF FOOTBALL CLUB REPRESENTATIVE

The Chairman advised that Mick Freeman, who used to be the club representative, was now a Parish Councillor. It was agreed that Mr Tom Marriage represent the Football Club on the committee.

4. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 19TH June 2013, copies previously distributed, were agreed a true record and signed by the Chairman following the insertion of the following under Item 15.1 Tap on Pavilion –‘This had been fitted’.

5. MATTERS ARISING

5.1 Tree Inspection

The Clerk to see if any of the neighbouring Parish Council would like the inspection so that the cost could be shared. *-Clerk*

5.2 Parking on the Recreation Ground

Draft regulations had been distributed to members. Cllr Hallett had suggested some amendments which had been incorporated. Cllr Freeman expressed concern over the key to the gate and who would hold it in case of emergency. Mr McNulty proposed that one key be kept inside the Pavilion in a key lock. This was agreed.

5.3 Kefford Close Tree

The Chairman and Clerk had met with a contractor (Shire Landscapes) at the beginning of July and it had been agreed that the dead wood would be cut back, and the tree made safe, for a cost of £180. The contractor had said that he would carry out the work the same week. It had not yet been done. The Clerk was asked to urge. *-Clerk*

5.4 Insurance Liability for Councillors

An extract from the Parish Council Insurance policy was handed to the Chairman.

6. OPEN FORUM

There were no members of the public present.

7. CORRESPONDENCE**7.1 Footpath Leaflet**

A letter had been received from a parishioner over the statement made at the last meeting relating to the out of date footpath leaflet and errors. Concern was also raised over the decision made by the Chairman to give the leaflets away instead of offering them for sale.

Cllr Hallett advised of the following errors in the publication:-

- Eastern end of footpath 3 not shown
- Eastern end of footpath 8 not shown
- Path 15 shown as footpath when it was actually a By-way
- Path 22 shown as a footpath when it was actually a By-way
- Path 24 shown as a footpath when it was actually a by-way
- Permissive footpath from Spring Lane eastwards to footpath 12 not shown

Cllr Hallett added that the leaflet was now out of date because the new permissive footpath alongside Windmill Close was not shown.

The Chairman re-iterated his reason for giving the leaflets away. The leaflet could be accessed through the Parish Council website, there had been changes and a new leaflet needed to be compiled.

After discussion, where members confirmed that they were happy that the leaflet should be given away, it was agreed that the Clerk would reply to the parishioner.

-Clerk

8. FINANCIAL REPORT

A copy of the expenditure against budget was distributed to members. The expenditure to date was within budget.

The Clerk advised that the Cricket Club fees for 2013 had been received.

9. UPDATE ON THE ROUSES**9.1 Asbestos Cement Removal**

A letter had now been signed by the Parish Council and County Council which confirmed the agreed actions. The Chairman advised that he had been in touch with the County Council officer, Phil Hill, regarding some quotations. He was currently on leave.

10. RECREATION GROUND MAINTENANCE**10.1 South End Ditch**

The Chairman would follow up with the probation service who he had already met on site.

-Cllr Webb

10.2 Elbourn Way Trees

The contractor referred to under Item 5.3 had agreed to provide a quotation. The Clerk to urge this also.

-Clerk

11. PLAY AREAS**11.1 Weekly Play Area Safety Reports**

The weekly inspection had recently highlighted a problem with a swing on Elbourn Way in addition to the regular observations. The Chairman confirmed that the swing had been repaired.

11.2 Replacement Gate/Fencing/Play Area Refurbishment

Two quotations had been received to date and a third would be sought from Buchans Landscapes. The Chairman advised that Elbourn Way was currently undergoing some vandalism and the wooden fence in particular had been a target. It was agreed that once the third quotation was received, all using the same specification, the contractor offering the cheapest option would be recommended to the Parish Council. This would be an agenda item at the September Parish Council meeting.

-Cllr Webb

11.3 Picnic Bench

The replacement bench had been purchased, as agreed at the last meeting. Mr Marriage agreed to source the stakes to keep it in the ground.

-Mr Marriage

12. PAVILION WORKING PARTY UPDATE

The Chairman advised that the expenditure for Ms Smith, to get the project underway, had been agreed at the earlier Finance and General Purposes committee with four votes and three abstentions. The project would now be able to proceed. Cllr Hallett asked the Clerk to find out if the expenditure could come out of the Section 106 money held from Butterfield Drive.

-Clerk

13. PARISH PATHS14.1 Footpaths 12 and 21

Cllr Hallett advised that County Cllr Dent had received a complaint regarding footpath 21 (Chestnut Lane to Whaddon) and he had also received a complaint about footpath 12. Both had been ploughed up by the farmer and not reinstated. This had been referred to the County Rights of Way officer who was following up.

14.2 Footpath Cutting

Cllr Hallett then reminded Councillors that once the current contract for footpath cutting came to an end a review of the cutting would need to take place as the Parish Council were no longer getting a grant towards the work. He had been made aware that the cutting responsibility could be passed back to the County Council for two cuts per year. He added that the Parish Council could then pay for intermediate cuts. After discussion it was agreed that the responsibility would be handed back to the County Council. It was noted that Buchans contract would come to an end in March 2013. Clerk to advise the County Council.

*-Clerk*14.3 Footpath 6

Cllr Hallett confirmed that the crumbling steps from the footpath to Park View had been reported to the District Council who had acknowledged and advised that the repair would be dealt with as a matter of urgency.

14. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK14.1 South End Hedge

Cllr Freeman reported that the hedge from Hill Hall Farm was encroaching across the footpath making it impossible to use. The Chairman agreed to speak to the resident and ask for the hedge to be cut back.

*-Cllr Webb***16. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 23rd October 2013.

The meeting closed at 9.15 pm

Chairman _____

Date _____

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 23rd October 2013
at The Chapel Room, South End- 7.30pm.

PRESENT: Cllr Webb (Chairman) Cllr Hallett, Mr McNulty, Cllr Freeman, Cllr Clarke, Cllr Geraghty
 Members of Public 0

1. APOLOGIES FOR ABSENCE

Mr Timms, Mr Marriage

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 21st August 2013, copies previously distributed, were agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Tree Inspection

The Clerk advised that other Councils were not interested in sharing the advice of an Arborist. She was asked to find out some contact details of companies and would also see if the District Council could recommend any.

-Clerk

Cllr Freeman advised that there was a problem with a Leylandii tree by the Pavilion. It had been cut back several times in the past but it was becoming a problem. It was noted that because the recreation ground was within the conservation area permission would need to be sought from the District Council Tree Officer. The Chairman agreed to contact her.

-Cllr Webb

4.2 Kefford Close Tree

The Clerk advised that she had made a number of attempts by e-mail and telephone to urge the tree work without success. The neighbouring resident had contacted the County Cllr, Adrian Dent, to complain. The Clerk had advised him of the background. The Chairman asked the Clerk to forward the details of the Tree Surgeon and he would urge the work.

*-Clerk &
Cllr Webb*

4.3 South End Hedge

The Chairman advised that he had spoken to the resident concerned and she had agreed to cut the hedge back further.

5. OPEN FORUM

There were no members of the public present.

6. CORRESPONDENCE

Any correspondence received was discussed under agenda items.

7. FINANCIAL REPORT

A copy of the expenditure against budget was distributed to members. The expenditure to date was within budget. There had been a £15 donation made for Pavilion use.

8. UPDATE ON THE ROUSES

8.1 Asbestos Cement Removal

The removal of the cement had now taken place. The Chairman was waiting for confirmation from the County Council officer, Phil Hill, that works on the site could be resumed.

9. RECREATION GROUND MAINTENANCE9.1 South End Ditch

The Chairman would follow up with the probation service who he had already met on site. He now had the contact details.

9.2 Elbourn Way Trees

The contractor referred to under Item 4.2 had agreed to provide a quotation. This would be urged again.

10. PLAY AREAS10.1 Weekly Play Area Safety Reports

The weekly inspection had continued to identify the problem with the springy. Members had attempted to tighten without success. It was proposed that a new springy be purchased to replace it up to a maximum cost of £750. This was agreed. Cllr Geraghty volunteered to remove the existing springy from the play area. The Chairman to find a replacement.

*-Cllr
Garghty &
Cllr Webb*

10.2 Replacement Gate/Fencing/Play Area Refurbishment

The fencing had been ordered. There had been an additional cost, due to the colour, which was approved at the Parish Council meeting in September. The Chairman advised that most of the cost would be covered by the Section 106 money in hand.

10.3 Fortune Way Fencing

A parishioner had advised that the ground had sunk causing the fencing to become unstable. Cllr Hallett had taken a look and advised that there were about four wooden posts which needed to be replaced. It was agreed that quotations be sought for new posts to keep the fence secure. Clerk to arrange.

-Clerk

10.4 Picnic Bench

Members were not sure whether bench had been positioned. This would be checked.

11. PAVILION WORKING PARTY UPDATE11.1 Working Party Update

The Chairman advised that a meeting of the working party was planned for the 30th October 2013 at 7.30pm. The Project Manager, Bridget Smith, would be in attendance. The Chairman added that once the meeting had taken place it was hoped the project could start moving forward.

Cllr Hallett advised that he had attended a meeting where fund raising was the topic. It was stated at the meeting that volunteer time should be counted in any applications.

11.2 Review of Hire Fees 2014/15

The current hire fees were £280 for each club. It was agreed that for 2014/15 they would be increased to £285 to cover inflation.

12. PARISH PATHS12.1 Parish Paths Networking Meeting

Cllr Hallett reported that he would be attending a meeting in Toft on the 14th November. The Chairman also expressed an interest in attending.

He then stated that the committee would need to see which paths would need enhanced cuts in 2014. The Clerk reminded Councillors that the grasscutting contracts would need to be renewed from April 2014. This would be an agenda item for the next meeting.

12.2 Footpath 6

Mr McNulty advised that the steps had been repaired well but there was now a problem with the loose hand rail. Cllr Hallett to report to the District Council.

12.3 Footpath 7

Cllr Hallett advised that someone had put down some more planings on the path. The surface was quite good there now.

*-Cllr
Hallett*

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK13.1 Bench Refurbishment

The Chairman advised that the contractor was going to start work on the refurbishment in the following days.

14. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 11th December 2013.

The meeting closed at 8.15 pm

Chairman _____

Date _____

Bassingbourn-cum-Kneesworth Parish Council
RECREATION GROUND COMMITTEE MEETING
Minutes of Meeting held on Wednesday 11th December 2013
at The Chapel Room, South End- 7.30pm.

PRESENT: Cllr Webb (Chairman) Cllr Hallett, Mr McNulty, Cllr Clarke,
 Members of Public 0

1. APOLOGIES FOR ABSENCE

Mr Timms, Cllr Geraghty, Cllr Freeman

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted.

3. MINUTES OF LAST MEETING

The minutes of the meeting held on Wednesday 23rd October 2013, copies previously distributed, were agreed a true record and signed by the Chairman following the deletion of the last sentence of Item 9.1.

4. MATTERS ARISING

4.1 Tree Inspection

The District Council had recommended the contractor Haydens of Bury St Edmonds as they were set up to survey for Parish Councils. A discussion on the trees to be surveyed, which were the recreation areas and area immediately behind the War Memorial, took place and Cllr Hallett also asked for the cemetery trees to be included. The Chairman would draw up a specification for contractors. It was stated that the trees on North End towards the Church needed attention. These trees were on the Highway and therefore not within the Parish Council's remit. Members agreed that the Clerk suggest to the County Highway Officer that the North End trees be included in the survey with the County Council invoiced for a proportion of the cost.

*-Clerk &
Cllr
Webb*

4.1.1 Leylandii tree by the Pavilion

The Chairman confirmed that he had looked at the tree and could understand why the tree was getting in the way of the footballers. It was positioned on the boundary of a property in the Tanyard. The Chairman wanted to speak to the neighbouring resident, before any work to the tree was agreed, as his garden would be exposed.

*-Cllr
Webb*

4.2 Kefford Close Tree

The work was still outstanding with contractors being urged by both the Clerk and Chairman. The Clerk advised that she had spoken to another contractor, JP Landscapes and Tree Surgery, who seemed happy to quote. She would arrange a meeting.

-Clerk

5. OPEN FORUM

There were no members of the public present.

6. CORRESPONDENCE

6.1 Fridge dumped on the recreation ground

The Chairman confirmed that the fridge had been removed.

7. FINANCIAL REPORT

A copy of the expenditure against budget was distributed to members. The expenditure to date was within budget. The Chairman advised that there would be more expenditure for the Rouses and the play area fencing. It was noted that there was a budget for fencing for the current year. Section 106 allocation could also be used.

7.1 Budget Precept 2014/15

Cllr Hallett advised that there was no provision in the current budget for the play area maintenance. It was agreed that £1000 be included for 2014/15 for the annual inspection and maintenance. The Chairman would advise Cllr Robinson, the Finance and General Purposes committee Chairman, of the requirement.

*-Cllr Webb***8. UPDATE ON THE ROUSES**

The Parish Council had agreed the quotation for the hedging and matting. The contractor had been advised.

9. RECREATION GROUND MAINTENANCE9.1 South End Ditch

The Chairman would try and get in touch with the Probation Service again to see if they could help with the clearance project.

*-Cllr Webb*9.2 Elbourn Way Trees

The Clerk had been unable to get a quote but would now pursue the contractor advised under Item 4.2.

9.3 Provision of Dog Waste Bags.

Cllr Hallett had circulated website links for dog waste bag dispensers where they cost between £60 and £100 each. Members were reminded that the main problem with dog fouling was on the recreation ground and by providing bags on the ground would show that some action to try and address the problem was being taken. The dispensers would be investigated for further discussion at the next meeting. The Clerk advised that Steeple Morden Parish Council also had the same issue of dog fouling on their recreation ground. Posters advising of the health hazards of not picking up after dogs had been displayed around the ground. There had been a marked improvement. The Clerk would find out the wording used.

*-Clerk*9.4 Fallen Tree –South End recreation ground

The Clerk had been contacted by a resident of Knutsford Road advising that a tree from the recreation ground had fallen over the ditch into her garden. The Chairman would contact the resident, assess the damage, and arrange for the removal of the tree.

*-Cllr Webb***10. PLAY AREAS**10.1 Weekly Play Area Safety Reports

The reports were still highlighting the problem with the springy.

10.1.1 Purchase of Replacement Springy

Cllr Geraghty had offered at the last meeting to remove the springy but this had not happened probably because it was installed on a concrete block with a screw and would be very difficult to remove. The Chairman would seek a quotation for a replacement to include the removal of existing.

*-Cllr Webb*10.2 Replacement Gate/Fencing/Play Area Refurbishment

The fencing had been completed and looked very nice. There was a problem with the self closing mechanism on the South End play area gate. The Clerk was asked to contact the contractor and ask them to come back and rectify this. The Chairman advised that because the area had been extended by six metres there were some paving stones where the gate used to be. He suggested they be removed and the surface turfed and then reinforced where the gate was now positioned. The Clerk was asked to get a quote from Buchans.

*-Clerk*10.3 Fortune Way Dip and Fencing Repair

The Chairman confirmed that the dip did not appear to be spreading so suggested that quotations now be sought for the leveling and replacement fence posts. The Clerk to arrange.

*-Clerk*10.4 Installation of Elbourn Way Picnic Bench

The bench had not yet been installed. The best way to secure it was being investigated.

11. PAVILION WORKING PARTY UPDATE11.1 Working Party Update

The Chairman was disappointed that there were so few committee members in attendance as he wanted to discuss a report provided by the Project Manager, Bridget Smith. Cllr Hallett expressed his concern over the content of the report stating that it was very poor. He added that he was worried how much this report had cost. A discussion on some of the content took place.

The Chairman stated that there was quite a lot of opposition to hiring Ms Smith's services at Parish Council meetings. If she could not meet the demands then the Parish Council will have to tell her. It was then agreed that a meeting of the Parish Council, inviting members of the recreation ground committee, would be called in the new year to discuss the report in detail. Cllr Clarke asked for a hard copy of the report which the Clerk would arrange.

*-Cllr
Hallett &
Clerk*

12. PARISH PATHS12.1 2014 Maintenance Regime

Cllr Hallett had circulated proposals to amend the maintenance specification for the paths. He advised that the County Council had the ultimate responsibility for the maintenance so the basic grasscutting had been handed back to them from April 2014. They would however only cut twice a year. It had previously been proposed that the Parish Council should arrange for an enhanced regime on well-used footpaths in the village also cutting twice a year making four cuts in total. He added that the County Council had said that they would advise when they cut to make this easier to know when the additional cuts should take place. The footpath proposals for the specification were agreed.

13. VILLAGE GRASSCUTTING CONTRACTS 2014-2016

It was agreed that the specifications should be sent out to contractors as soon as possible so that a decision on the grasscutting could be made at the meeting on the 19th February 2014. The Chairman advised that wanted to take some photographs to add to the specifications. Cllr Hallett also wanted to update the specification for the cemetery. Members then agreed that, to allow for this, the specifications would be sent out to contractors on the 8th January 2014 following the Finance and General Purposes committee meeting where they would be agreed.

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

There were no items raised.

14. DATE OF NEXT MEETING

The next meeting would be held on Wednesday 19th February 2014.

The meeting closed at 8.35 pm

Chairman_____

Date_____