

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Present : Councillors Douglass (Chairman), Catherall, Davis, Dixon, Hallett, Hodge, Geraghty, Leith, Spenceley, Sams, Wakefield and White.

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

District Cllr N Cathcart was also present.

3 Members of the public joined the meeting.

During public session questions were asked and answered regarding audit dates, end of year figures and The Limes/Old School Business Case.

1	Apologies for absence : County Cllr S Van de Ven sent her apologies due to annual leave. Cllrs Hirtzel and Oakley were not present.	
2	Declaration of Interests : Cllrs Hodge and Hallett declared nonpecuniary interest for item 5.	
3	Minutes of Meeting held on the 21st July 2020 had been previously circulated and were signed as agreed with the amendment to 6.3.1 to read 20b (not 20a). Proposed Cllr Hodge, seconded Cllr Wakefield.	
4	Casual Vacancy <u>4.1 Co-option for one casual vacancy</u> Cllr Douglas proposed that Mrs Kirsty Carter be co-opted to the Council. Cllr Hallett seconded this. She was welcomed to the Council and signed the Declaration of Acceptance of Office. Terms of Reference for the HR Committee are to be reviewed.	VT
5	The Limes/Old School <u>5.1 Draft lease</u> This had been received from SCDC, and Advisory Group had met once to review the document. A further meeting has been arranged. <u>5.2 Report back from The Limes Advisory Group</u> The Business Case continues to evolve, and the current version is to be uploaded to website.	BI
6	<u>Governance</u> <u>6.1 To agree revised Terms of Reference :-</u> Clerk had updated the following groups terms of reference to include the following clause :- "At each meeting to appoint a Leader/Scribe to prepare a report for Council". The following Terms of Reference were adopted en bloc on proposition of Cllr Davis, seconded Cllr Hallett. 6.1.1 The Limes Advisory Group 6.1.2 Traffic and Travel Advisory Group 6.1.3 Neighbourhood Plan Advisory Group 6.1.4 Environment Advisory Group 6.1.5 War Memorial Advisory Group <u>6.2 To consider continuance, purpose and accountability of Pavilion Advisory Group</u>	

	<p>Discussion took place regarding the Pavilion Advisory Group and its role in moving forward with the redevelopment. Terms of Reference have been difficult to locate.</p> <p><u>6.3 Appointments to Advisory Groups</u></p> <p>Cllr Wakefield was nominated to The Limes/Old School Advisory group. Proposed by Cllr Hodge, Seconded. Cllr Davis</p> <p>Cllr Carter was appointed to The Limes/Old School Advisory Group. Proposed Cllr Douglass, seconded Cllr Wakefield.</p> <p>Cllr Carter was appointed to the HR Committee. Proposed Cllr Hallett, seconded Cllr Spenceley.</p> <p>All Agreed.</p>	ED/ SD VT
7	<p>Pavilion</p> <p><u>7.1 To consider and agree/approve work to provide tender specification.</u></p> <p>Clerk reported that she had only been able to obtain one further quotation for this work in time for the required circulation deadline. Council agreed there were other issues which need to be included in the scope for architectural services to provide a tender specification.</p> <p>Pavilion Advisory Group was tasked with meeting as quickly as possible. Proposed Cllr Catherall, seconded Cllr Dixon. Agreed with one abstention.</p> <p><u>7.2 Report from Pavilion Advisory Group Meeting Monday 3rd August</u></p> <p>Notes had been circulated.</p> <p>It was confirmed that there is still a Pavilion Management Committee. Cllr Douglas is in process of unravelling the accounts. It was accepted this committee had not been regularly active.</p> <p>Cllr Leith continues to work on the business case, and he is to meet with Cllrs Douglass and Dixon and the Officers to firm up expected users requirements etc. It was noted that the business case should include reference to other buildings in the village and what purposes users could make of them in order that there was no duplication.</p> <p>Discussion took place regarding previous tendering process in early 2019 for the new build. The Clerk and RFO relayed to Council the advice given by CAPALC and the SLCC, which confirms the views that Council must comply with its Standing orders, Financial Regulations and ensure transparency.</p> <p>The Clerk had been unable to find adequate confirmation in either electronic or paper files that the tendering process complied with. Councillors were assisting in the search.</p> <p><u>7.3 Re-opening of Pavilion :hire agreement and key allocation</u></p> <p>The Amenities Committee had considered the process document and recommended that there be a clause relating to users having keys cut.</p> <p>It was agreed Clerk would now circulate procedures, advise groups regarding collection and return of keys, and collate usage of the building.</p>	PAG/ VT
8	<p>Cambs County Council : C Cllr Van de Ven</p> <p>Apologies have been received.</p>	
9	<p>South Cambs District Council :</p> <p>District Cllr Cathcart had circulated his report. Discussion on the planning consultation "Planning for the Future". (see also 13)</p>	
11	<p>Advisory Groups update from any meetings held through month.</p>	

11.1 Environment

The Group were due to meet on Saturday 22nd. Cllr Hallett reported that a Village Litter pick is being organized as well as another trail through Keith Wood.

11.2 War memorial

Cllr Catherall reported on the installation of the new plinth and plaque. The group were congratulated on the impressive design and thanked for their efforts on the village's behalf. Council discussed what might be an appropriate way to thank the members.

11.3 Traffic and Travel

Cllr Leith reported that the Group had met the previous evening. The locations of the MVAS were discussed together with locations where permission will need to be sought. Group discussed the safety at North/South Ends as well as use of the footpath via Hill View Farm to Kneesworth House.

11.4 The Limes

Cllr Hodge reported that the draft lease had been received and the Advisory Group had met twice to review and make comments which would be fed back to Mills & Reeve.

12

Financial matters:

12.1 Authorisation of Payments

Contractor	Invoice No	Net	VAT	Gross
Newline Anglia – automatic soap dispensers, soap, paper towel holders, paper towels - Pavilion	Credit Card RFO 1036107/1	482.01	96.40	578.41
Opus Energy-Street Lighting	DD	202.14	40.43	255.95
Holcroft Services – Installation of soap dispensers & paper towel dispensers, Covid signs on Play areas.	175347	162.00	0.00	162.00
The Letting Agency Management Fee	11092	119.40	23.88	143.28
The Letting Agency service of Boiler, install new nozzle at Cemetery Lodge	50707	114.00	0.00	114.00
The Letting Agency Management Fee	10452	119.40	23.88	143.28
Unity Trust Service Charge		18.00	0.00	18.00
		£1,216.95	£ 184.59	£1,414.92

RECEIPTS

The Letting Agency – Cemetery Lodge income less payments above – 04.08.20	737.72	£995.00 – £257.28 = £737.72
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The Letting Agency – Cemetery Lodge income – 02.06.20	851.72	£995.00 - £143.28 = £851.72
Groundworks UK – Grant for NHP Consultant	6004.00	
Rent arrears final payment	2500.00	
Transfer and closing Barclays Tracker account	168.32	Transferred to Barclays Premium account
	£10,261.76	

31.07.20	Unity Trust Current	23,059.99
31.07.20	Unity Trust Savings	2505.00
06.04.20	Santander Savings	41558.13
31.12.19	Cambridge B Society	85224.72
31.07.20	Barclays Current	65,292.96
31.07.20	Barclays Tracker	0.00
31.07.20	Barclays Premium	74249.46
		£291,890.26

Cllr Hallett proposed that the above payments be made, Cllr Hodge seconded the motion which was agreed.

12.2 Feedback from Internal Auditor

The Independent Internal auditors report had already been circulated by RFO. The Chairman stated that this was to be reviewed at the HR Committee, together with the Clerks and a paper would be prepared for council. Councillors were asked to send any comments to Clerk as soon as possible.

On proposition of Cllr Hallett, seconded by Cllr Davis it was agreed that the Council become a member of the Institute of Cemetery and Crematorium Management (ICCM).

Council expressed thanks to RFO and Clerk for getting council through the audit.

12.3 External Audit requirements

The date for Inspection period has been changed : 17th August to 2th September. RFO reported that as council holds over £200k she is being asked to supply additional information.

13 **Planning :**

13.1 Tree works in Conservation Area

20/1715/TTCA Crown reduce silver birch and reduce height of Maple 9 North End
20/1707/TTPO 5 day notice to fell dead Ash Tree 43 Spring Lane
SCDC has already approved these applications.

13.2 Street Naming – Development off South End

Following discussion it was proposed by Cllr Hallett, seconded Cllr Douglass to request that the development be called "The Cedars". Agreed unanimously.

13.3 Planning for the Future consultation

Cllr Hallett asked all councillors to review this consultation document. He anticipated the Planning committee meetings in September and possibly October would discuss the issues fully in order to refer to the October meeting of the Council.

		ALL
14	<p>Councils Response to the Covid 19</p> <p><u>14.1 Sensitive Information disposal</u> Clerk was in process of destroying hard copies of information held.</p> <p><u>14.2 The food bank</u> has closed for the time being.</p>	
15	<p>Committee Meetings held:-</p> <p>To record following meetings which have been held and minutes circulated to all councillors.</p> <p>15.1 Finance Committee meeting held on the 4th August</p> <p>15.2 Planning Committee meeting held on 4th August</p> <p>15.3 Amenities Committee meeting held on the 12th August</p>	
	<p>There being no further business the meeting closed at 9.05 pm</p> <p>Signed Chairman Date</p>	

Dates of Meetings :-

Amenities Committee :2020 – 9th September; 14th October; 11th November; 9th December.

Finance : Planning:- 2020 - 1st September; 6th October; 3rd November; 1st December.

Main Council:- 15th September; 20th October; 17th November; 15th December; **2021** 19th January; 16th February 2021; 16th March; 20th April; 18th May (plus Annual Meeting) APM ? ; 15th June; 20th July; 17th August; 21 September; 19th October; 16th November; (21st Dec ?)