

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Dear Councillor

I hereby give you notice that a meeting of the Parish Council will be held **virtually** on **TUESDAY 17th November 2020** at 7.30 pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

**The Council welcomes members of the public to their meetings.
At the beginning of the meeting, for 15 minutes, members of the public may contribute their views and comments to the Parish Council.**

Zoom details : Meeting ID: 883 3043 6992 Passcode: 731651

Dated this 11th November 2020

Valerie Tookey
Clerk of the Parish Council

1	Apologies for absence :	
2	Declaration of Interests and dispensations : (members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances) 2.1 To receive declarations of interest from councillors on items on the agenda. 2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any) 2.3 To grant any requests for dispensation as appropriate	All
3	To approve Minutes of Meeting held on the 20th October 2020 (previously circulated)	All
4	To approve Minutes of the EPM held on the 10th November 2020 (previously circulated)	All
5	Advisory Groups update from any meetings if held through month <u>5.1 Environment</u> 5.1.1 Climate Action Plan – for consideration and adoption by Council (previously circulated) 5.1.2 Offer of trees (1 Douglas fir/10+ London Plane/30 Oak/30 Sweet chestnut/12 redwood) <u>5.2 War Memorial</u> 5.2.1 Review Event 8.11.20 <u>5.3 Traffic and Travel</u> (notes previously circulated) <u>5.4 Pavilion Advisory Group</u> 5.4.1 Terms of Reference (if available) <u>5.5 I.T. Working Group</u> 5.5.1 Update from RFO on progress with new website and website accessibility.	
6	Governance <u>6.1 Covid Response Terms of Refence</u> (draft circulated)	

	6.2 Elbourn Memorial Housing Trust Appointment of new Trustee (details previously circulated)	All
	6.3 Persistent vexatious or abusive complaints policy To adopt policy following further amendments (previously circulated)	All
	6.4 Training Records Councillor and Officer training to be recorded.	All
7	Cambs County Council : C Cllr Van de Ven	
8	South Cambs District Council : D Cllr Cathcart	
9	Pavilion : proposal Councillor Wakefield proposes that, given the budget discussions on how funds should be used in the best interests of parishioners in the current climate, the scope of the pavilion project is redefined to complete the extension of the pavilion, the associated provision of FA compliant facilities for match officials and any urgent repairs for the building to remain serviceable.	All
10	Financial matters: <u>10.1. Authorisation of Payments</u> (list below) <u>10.2 To approve budget for 2021/22</u> <u>10.3 Cemetery Roadway</u> Consideration of quotations for repair works <u>10.4 Insurance quotes for Pavilion doors (only require 2 no.)</u> <u>10.5 To approve the % of valuation attributed</u> to the buildings owned by the parish council – updated annually. <u>10.6 To approve the architect</u> To consider and agree appointment of architect to prepare tender documentation regarding the pavilion. (details previously circulated)	All BI/ALL BI/ALL ALL

Contractor	Details	Date	Net	VAT	Gross
Herts & Cambs GM	Grass cutting/playground inspections	29.10.20	1458.33	291.67	1750.00
The Letting Agency	Cemetery Lodge Management Fee	06.10.20	119.40	23.88	143.28
Morelock Signs	2 spare batteries for MVAS traffic	11.11.20	123.00	24.60	147.60
TOTAL			1700.73	340.15	2040.88
RECEIPTS					
Allotments			400.00		
Cemetery Lodge	income		995.00		
Burials			60.00		
TOTAL			1455.00		
Bank Statements		31.10.20			
Unity Trust Current		69732.92			
Unity Trust Savings		47505.00			
Barclays Current		20392.96			
Barclays Premium		74259.72			
Barclays Tracker		0.02			
Cambridge Build Society		85224.72			

Sandanter Savings a/c		41558.13			
TOTAL		338673.47			
11	Planning : <u>11.1 Tree works</u> – to respond only if we have concerns or objections. 11.1.2 20/2298/TTCA Trim overhanging branches 11 Brook Road 11.1.2 20/2240/TTPO Bury yard, Mill Lane.			All	
12	The Limes/Old School _Update			HH/ MH/NC	
13	Covid Response <u>13.1 Share'n'Care</u> <u>13.2 Welfare</u> <u>13. Communciations</u> <u>13.4 Report back from Covid Briefing by SCDC 4.11.20</u>			VT AH/ SVdV/ED	
14	Committee Meetings held through month (minutes circulated) 14.1 Finance Meeting held on 3 rd November (previously circulated) 14.2 Planning Meeting held on 3 rd November (previously circulated) 14.2.1 Update on the Causeway Development 14.3 HR Meeting held on 27 th October 2020 (previously circulated) 14.4 Amenities held on 12 th November (previously circulated)			MH	
	An "in camera" meeting will follow.				

Dates of Meetings

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

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

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

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