

## BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Minutes of Full Council Meeting held virtually on 19<sup>th</sup> May 2020.

Present : Cllrs Douglass; Catherall; Dixon; Davis; Freeman; Hallett; Hodge; Leith; Oakley; Sams, Spenceley and White.

Also County Councillor S Van de Ven and District Councillor N Cathcart.  
Mrs V Tookey was in attendance as Clerk and Mrs B Isherwood as RFO.

1	<p>• <b>Apologies for absence :</b> None were recorded. Cllrs Hirtzel and Geraghty were not present. Chairman reminded Council that existing rules about the number of councillors or members of a group required to attend to make a meeting valid will remain, and now virtual attendance will count towards the non-attendance ruling.</p>	
2	<p><b>Declaration of Interests</b> Cllr Hodge declared non-pecuniary interest re Item 9.</p>	
3	<p><b>Minutes of Meeting held on the 21<sup>st</sup> April 2020 held virtually</b> having been previously circulated, were approved as agreed. Proposed Cllr Hallett, seconded Cllr Dixon. These Minutes would be signed once the Council meets again in person.</p>	
4	<p><b>Minutes of Extraordinary Parish Council Meeting held on 28<sup>th</sup> April held virtually</b> having been previously circulated, were approved as agreed. Proposed Cllr Hallett, seconded Cllr Dixon. These Minutes would be signed once the Council meets again in person.</p>	
5	<p><b>Casual Vacancy</b> Clerk reported that notice of vacancy has been displayed. Should ten electors call for an election by 27<sup>th</sup> May, then such election would not be held until May 2021 under the current legislation. If there is no request, then Council may move to co-option.</p>	VT
6	<p><b>To Review and agree Standing Orders</b> 6.1 Council discussed proposed changes to the <u>Standing Orders</u> arising from the Extraordinary Meeting held in February. Cllr Douglass proposed that Cllrs Hallett and Leith draft wording for Council to consider. Cllr White seconded the proposal, and all agreed. 6.2 Council then <u>discussed recording of meetings</u>. Currently this states:- “the purpose of recording is to enable persons not present to see or hear the meeting as it takes place or later or to report or provide oral or written commentary about the meeting so that report or commentary is available as the meeting takes place or later to persons not present.” There have been instances of heated debates due to Councillors understanding of decisions. The point was made that sometimes Councillors talk to one another whilst a discussion is taking place. Various other views were raised including the possibility that recording could inhibit free discussion, how to store, who is responsible and the cost of the equipment. It was also felt that Council should be clear about resolutions and that the complete resolution should be repeated before the vote takes place. Council accepts that the Minutes only reflect the decisions made and that the possibility of a separate record of the discussion points should be considered. Cllr Leith and Spenceley will research costs.</p>	MH/ RL  RL/ JS
7	<p><b>To review and agree Code of Conduct</b> Following review, it was agreed to maintain the legislation as the 2011 documentation and adopt the Code. Proposed by Cllr Hallett, seconded Cllr Dixon. (attached to these Minutes)</p>	
8	<p><b>The Limes</b></p>	

	<p>8.1 <u>The appointment of solicitors</u> to act on Councils behalf with regard to the lease to be deferred as Clerk was awaiting a third quotation.</p> <p>8.2 <u>Working Group</u> The Working Group is awaiting the detailed structural survey. Council recorded that Mr M Ridsdale will remain on the Working Group and that Cllr Leith has agreed to be a member.</p>	
9	<p><b>Pavilion</b> The detailed structural survey had only just been received. Council discussed the findings and in particular point 16.02 of the summary which opens the option of refurbishment. Points raised regarding refurbishment were :-</p> <ul style="list-style-type: none"> <li>a) Would refurbishment provide value for money - a new build would have a much longer life</li> <li>b) A specification of work required, and price, is needed</li> <li>c) A project manager would be required</li> <li>d) Does the foundation slab meet up to date building regulations ?</li> <li>e) Need a business case to include revenue stream</li> <li>f) Spokesperson for the clubs (LC) - should be asked to get costings for refurbishment – will be needed for Business Case (District Cllr Cathcart confirmed that the LC was able to work with village architects to get high level costings for refurbishment and this could be done fairly quickly)</li> </ul> <p>A concern was expressed as to the brief given to the surveyor and Cllr Catherall offered to review the report. Council was reminded that the Council had decided to await the surveyors report, which it now had.</p> <p>On the proposal of Cllr Douglass, seconded Cllr Davis the following actions were agreed :-</p> <ul style="list-style-type: none"> <li>i) Clerk to ask Building Regulations to confirm whether the foundations are “fit for purpose”.</li> <li>ii) Cllr Leigh to write a Business Case</li> <li>iii) L C to be asked to obtain costings for refurbishment and extend.</li> </ul>	
10	<p><b>Cambs County Council</b> 10.1 C Cllr Van de Ven had circulated her report and offered to forward details of <u>grant funding available</u> for capital projects, which could be used for the Pavilion. 10.2 <u>Footpath/Footbridge A505</u> Councillors stressed the need for a pedestrian/cycle link to the A505 and Royston. County Cllr Van de Ven stated that for the past two years she has been in contract with the landowners to try to get the bridge opened and it is proving complicated. The Redrow Development has a requirement to re-site the footpath toward the bridge, but this work is on pause due to lockdown. Could there be a footpath/cycleway inside the barrier alongside the road by the shops ? and could a link be made to the path at bottom of Spring Lane in order that Royston could be reached were suggestions made by Councillors.</p>	
11	<p><b>South Cambs District Council</b> D Cllr Cathcart reported that an important action was that SCDC are now building council houses again. SCDC has also adopted its Health and Wellbeing strategy. A question was raised regarding house building in the field behind Wellington Place. D Cllr Cathcart was not sure if this site is included in the Local Plan.</p>	

12	<p><b>Working Groups</b> update from any meetings held through month:-</p> <p><u>12.1 Traffic and Travel</u> Cllr Hallett reported that according to the County Council website the two Local Highway Initiatives for Whaddon and Bassingbourn did not meet the criteria. The Group had been awaiting some ideas for project from the school children and had received concerns about speed of traffic in the 40 mph section of the Old North Road, which might require attention. Whaddon Parish Council are also seeking support for a refined L.H.I. project.</p> <p><u>12.2 Environment</u> Cllr Hallett reported that there was still a move by the Climate Group to hold a Climate Emergency Day but that contingency plans were also being discussed.</p> <p><u>12.3 Neighbourhood Planning</u> The Group had been reviewing progress to date.</p>																																																																	
13	<p><b>Financial matters:</b></p> <p>13.1 <u>To record that the signing of Pt 3 of the AGAR</u> will be deferred until Council meets again in person as a "wet" signature is required.</p> <p>13.2 To record that dates set for the <u>Exercising of Public Rights</u> will be set once the AGAR has been signed. The RFO explained that she was aiming for the beginning of September.</p> <p>13.3 <u>Authorisation of Payments</u> The list of payments had been previously circulated, and were agreed on proposition of Cllr Hallett, seconded Cllr Hodge.</p> <table border="0" data-bbox="183 1030 1433 1792"> <tr> <td>V Tookey</td> <td>30.04.20</td> <td>Clerk's salary</td> <td>1,037.33</td> </tr> <tr> <td>V Tookey</td> <td>30.04.20</td> <td>Clerk working from home</td> <td>20.00</td> </tr> <tr> <td>B Isherwood</td> <td>30.04.20</td> <td>RFO salary (change in tax code)</td> <td>856.30</td> </tr> <tr> <td>B Isherwood</td> <td>30.04.20</td> <td>RFO working from home</td> <td>20.00</td> </tr> <tr> <td>B Isherwood</td> <td>01.04.20</td> <td>Payment for Zoom Pro I</td> <td>119.90</td> </tr> <tr> <td>HMRC</td> <td>31.03.20</td> <td>NI/PAYE</td> <td>452.49</td> </tr> <tr> <td>CCC</td> <td>22.04.20</td> <td>Annual Rent for the Rouses</td> <td>55.00</td> </tr> <tr> <td>EON (est)</td> <td>23.04.20</td> <td>Pavilion electricity</td> <td>84.33</td> </tr> <tr> <td>Payments from grant (C19))</td> <td>30.04.20</td> <td>1 x payment</td> <td>16.16</td> </tr> <tr> <td>Payments from grant (C19)</td> <td>30.04.20</td> <td>1 x payment</td> <td>60.82</td> </tr> <tr> <td>LCR</td> <td>05.05.20</td> <td>Subscription Clerk (Nalc)</td> <td>17.00</td> </tr> <tr> <td>Herts &amp; Camb</td> <td>29.04.20</td> <td>Playground checks, grass cutting &amp; verges</td> <td>1,458.33</td> </tr> <tr> <td>Herts &amp; Cambs</td> <td>29.04.20</td> <td>Watering grass at Elbourn Way x 8 @ £80.00</td> <td>640.00</td> </tr> <tr> <td>Herts &amp; Cambs</td> <td>29.04.20</td> <td>Spray around cemetery, tidy paths &amp; graves</td> <td>120.00</td> </tr> <tr> <td>Herts &amp; Cambs</td> <td>09.04.20</td> <td>Remove bubble spinner, fence off, repair to bent swing &amp; basket swing</td> <td>270.00</td> </tr> <tr> <td>Payment from grant (C19)</td> <td>12.5.20</td> <td></td> <td>137.64</td> </tr> </table> <p><b>TOTAL :       £5,365.30</b></p> <p><u>13.4 Consideration of quotations for table/bench sets for the play Areas</u></p>	V Tookey	30.04.20	Clerk's salary	1,037.33	V Tookey	30.04.20	Clerk working from home	20.00	B Isherwood	30.04.20	RFO salary (change in tax code)	856.30	B Isherwood	30.04.20	RFO working from home	20.00	B Isherwood	01.04.20	Payment for Zoom Pro I	119.90	HMRC	31.03.20	NI/PAYE	452.49	CCC	22.04.20	Annual Rent for the Rouses	55.00	EON (est)	23.04.20	Pavilion electricity	84.33	Payments from grant (C19))	30.04.20	1 x payment	16.16	Payments from grant (C19)	30.04.20	1 x payment	60.82	LCR	05.05.20	Subscription Clerk (Nalc)	17.00	Herts & Camb	29.04.20	Playground checks, grass cutting & verges	1,458.33	Herts & Cambs	29.04.20	Watering grass at Elbourn Way x 8 @ £80.00	640.00	Herts & Cambs	29.04.20	Spray around cemetery, tidy paths & graves	120.00	Herts & Cambs	09.04.20	Remove bubble spinner, fence off, repair to bent swing & basket swing	270.00	Payment from grant (C19)	12.5.20		137.64	
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	<p>The RFO had circulated quotations for picnic tables for the play areas which was to come from the Butterfield Drive S106 funds. The Amenities Committee had also reviewed the quotations. Clarification was required regarding the allocation of funding. It was agreed to revisit this purchase at next meeting.</p> <p><u>13.5 – Update on getting Barclays Current and savings accounts online.</u> Chairman has this action in hand. RFO reported that the Unity Trust Savings Account is now open.</p> <p><u>13.6 Consideration of quotations for 12 bollards in Chestnut Lane.</u> Details of the quotations had been circulated and on the proposition of Cllr Leith, seconded by Cllr Spenceley, it was agreed to accept Supplier B - John Cobb and Sons.</p> <p><u>13.7 To record notification from NALC</u> that the Working from Home allowance for Clerks has been increased from £4 per week to £6 per week w/e from 1<sup>st</sup> April 2020.</p>	
14	<p><b>Committee Meetings held:-</b> Minutes of the following meetings have been circulated to all Councillors</p> <p><u>14.1 Amenities Committee meeting held on 13<sup>th</sup> May 2020</u> <u>14.2 Finance Committee meeting held on the 5<sup>th</sup> May</u> The Planning Committee did not meet as there were no planning applications to consider.</p>	
15	<p><b>Councils Response to the Covid 19</b></p> <p><u>15.1 Share'n'Care</u> - Cllr Hirtzel, together with volunteers from the Church, have been organising the Share'n'Care sessions twice a week at the Church Rooms. The number of users is steadily increasing. Donations are being gratefully received with much of the stock being funded by the Covid 19 grant. Council recorded its thanks to Cllr Hirtzel and the other volunteers.</p> <p><u>15.2 Information and guidance to residents</u> - A further flyer was composed by Clerk and RS, with input from County and District Councillors. The Volunteer Group then took on the task of delivery to every household. Clerk reported that there is a weekly list of more people added to the "shielded" list. Council recorded its thanks to the Clerk, County and District Councillors and to the Volunteer Group with special thanks to its co-ordinator, CI.</p> <p><u>15.3 Covid 19 Grant</u> - Clerk applied for £3000 which has been granted and funds were received on 14<sup>th</sup> May.</p>	
	<p>There being no further business the meeting close at 21.25</p> <p>Signed ..... (Chairman) ..... (Date)</p>	

**Dates of Meetings :-**

Amenities Committee :2020 – 10<sup>th</sup> June; 8<sup>th</sup> July; 12<sup>th</sup> August; 9<sup>th</sup> September; 14<sup>th</sup> October; 11<sup>th</sup> November; 9<sup>th</sup> December.

Finance : Planning:- 2020 - 2<sup>nd</sup> June; 7<sup>th</sup> July; 4<sup>th</sup> August; 1<sup>st</sup> September; 6<sup>th</sup> October; 3<sup>rd</sup> November; 1<sup>st</sup> December.

Main Council:- 16<sup>th</sup> June; 21<sup>st</sup> July; 18<sup>th</sup> August; 15<sup>th</sup> September; 20<sup>th</sup> October; 17<sup>th</sup> November; 15<sup>th</sup> December.