

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 19th January 2021 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 : ID: 869 4479 2740 Passcode: 123391

Dated this 12th January 2021

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	Agreement of Minutes : 3.1 To approve <u>Minutes of Meeting held on the 15th December 2020</u> (previously circulated) 3.2 To approve <u>Minutes of "In Camera" Meeting held 15th December</u> (previously circulated) 3.3 To approve <u>Minutes of the Extraordinary Meeting of the Council held on 21st December 2020</u> 3.4 To approve <u>Minutes of the "In Camera" Meeting held on 17th November 2020.</u>	All
4	To record resignation of Mrs S Dixon Agreement to post the relevant notice of vacancy.	
5	Cambes County Council : C Cllr Van de Ven (Report circulated)	SVDV
6	<u>Governance</u> <u>6.1 Policies</u> 6.1.1 To agree and adopt Equal Opportunities Policy (previously circulated) 6.1.2 To agree and Adopt the Model Councillor Code of Conduct 2020 (previously circulated) <u>6.2 Training Records</u> Councillor and Officer training to be recorded. <u>6.3 Social Media and Electronic Communications Policy</u> (current copy att.) Reminder regarding the "reply all" paragraph.	All All All

	<u>6.4 Recording of Meetings</u> <u>6.5 Review of Committee Structure</u>	MW ED/MW
7	Advisory Groups (to record any meetings held through the month <u>7.1 Environment Group</u> 7.1.1 Offer of trees/positions to be agreed. (previously circulated) <u>7.2 Climate Emergency Group</u> <u>7.3 Traffic and Travel Group</u> 7.3.1 Bollards Chestnut Lane 7.3.2 Speed Cameras	ED/VT MH RL ED
8	South Cambs District Council : D Cllr Cathcart	NC
9	Financial matters: <u>9.1. Authorisation of Payments</u> (as detailed below) <u>9.2 To approve the precept amount for 2021/2022 of £110,863.00</u> <u>9.3 To record that in the end of year accounts for 2019/2020</u> , the sum of £45,000.00 was misrepresented as a receipt and payment when it should have been noted as a transfer from one account to the other. RFO has re-presented her figures to the external auditor and is waiting to hear back from them. Revised end of year payments and receipts report sent to Councillors with agenda and will be published on the website. <u>9.4 To agree that at the next Finance committee meeting</u> , the quarterly report will be discussed. <u>9.5 Agreement to enter into contract for the Scribe Cemetery computer package:</u> (previewed at Amenities Committee Meeting) Annual fee of £468 plus set up fee of £200 – cost to come out of Cemetery budget.	All
10	Clerks report : <u>10.1 Cemetery</u> <u>10.2 Cemetery Lodge</u> <u>10.3 Street name plates</u> <u>10.4 Byway10/Fp24</u> <u>10.5 Cala Homes</u>	VT
11	Planning : 20/2404/TTCA : 15 North End removal of two large willow trees on northern boundary. Concerns regarding foundations of the listed property. Area to be replanted with small trees. (Please note that in order to comply with the tight deadlines imposed on determination of planning applications planning applications may be considered)	MH/VT
12	Pavilion: <u>12.1 Update</u> on current position with Architect/tender document. <u>12.2 Incorrect allegations</u> (paper previously circulated: Author Cllr Wakefield)	MW
13	The Limes/Old School <u>13.1 Draft lease</u> – update on progress <u>13.2 Planning Application</u>	VT HH/NC
14	Covid Response <u>14.1 Report on activity by SCDC</u> <u>14.2 Play areas</u>	VT/ AH/ SVdV

	14.3 Local Support/Initiatives 14.3.1 Information card 14.3.2 Share'n'Care 14.3.1 Other support	ED VT/AH
15	Committee Meetings held through month 15.1 Planning Meeting held on 12 th January 2021 15.2 Amenities Meeting held 11 th January 2021 15.3 Finance Meeting held on 12 th January 2021	All
	<i>Resolution exclude the public from this section of the meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i> Proposed Seconded	
16	16.1 Response to e mails regarding Audit Report. 16.2 Response to ICO following resident's complaint	All All

Contractor	Details	Date	Net	VAT	Gross
Herts & Cambs GM	Fit ropes to play area points Elbourn Way	08.01.21	120.00	24.00	144.00
Herts & Cambs GM	Install benches ref: PO	18.12.20	4900.00	980.00	5880.00
The Letting Agency	Cem Lodge Man Fee	04.12.20	119.40	23.88	143.28
B Isherwood RFO	Mobile Top-up	12.01.21	30.00	0.00	30.00
Viking Direct	See 03.11.20 payment went to wrong Viking a/c - now re-presented	26.10.20	105.14	21.03	126.17
TOTAL			5274.54	1048.91	6323.45
RECEIPTS					
Allotments			50.00		
Cemetery Lodge	16		995.00		
Burials			180.00		
Barclays Bank interest	Premium a/c		1.85		
Ecclesiastical Insurance	Pavilion doors		330.00		
TOTAL			1556.85		
Bank Statements	as of 31.12.20				
Unity Trust Current		£ 54,259.38			
Unity Trust Savings		£ 47,505.00			
Barclays Current		£ 20,392.96			
Barclays Premium		£ 74,261.57			
Barclays Tracker		£ 0.02			
Cambridge Build Society		£ 85,224.72			
Sandanter Savings a/c		£ 41,558.13			
TOTAL		£ 323,201.78			

Note : This meeting is open to the public, however the Council may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

Dates of Meetings

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

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