

# Bassingbourn-cum-Kneesworth Parish Council

Minutes of Meeting of Full Council  
held remotely on Tuesday 20<sup>th</sup> October at 7.30 pm

**Present :** Cllrs Douglas (Chairman), Catherall, Carter, Davis, Dixon, Geraghty, Hallett, Hodge, Leith, Oakley, Spenceley, White and Wakefield.

County Councillor Van de Ven, District Councillor Cathcart and five members of public joined the meeting.

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

During public speaking session Julian Ayres from South Cambs District Council's Community Lifeline Service gave a presentation. Councillors were able to ask questions and were very supportive of the scheme.

<b>1</b>	<b>Apologies for absence :</b> Cllr Sams due to personal commitment. Cllr Hirtzel was not present. Cllr Dixon joined the meeting at this point at 7.40 p.m.
<b>2</b>	<b>Declarations of Interests relating to items on the agenda and dispensations:</b> Cllr Wakefield declared a non-pecuniary interest in relation to any items relating to The Tanyard and Pavilion. Cllr Hallett declared a non-pecuniary interest in relation to any items relating to Allotments.
<b>3</b>	<b>Minutes of meeting held on 15<sup>th</sup> September</b> having been previously circulated were agreed on the proposition of Cllr Hallett, seconded Cllr Hodge. Signing to take place once Committee was able to meet in person. Cllr Leith joined the meeting at this point at 7.45 pm.
<b>4</b>	<b>Minutes of Meeting held on 28<sup>th</sup> September</b> having been previously circulated were signed on the proposition of Cllr Carter, seconded Cllr Davis.
<b>5</b>	<b>Advsory Groups:-</b> <u>5.1 Environment</u> 5.1.1. A very successful Family Trail had taken place. 5.1.2 Climate Emergency Actions to date included inserts covering a variety of topics for the Village Voice to raise awareness. 5.1.3 The Environment Group had spent a lot of time in compiling the Climate Action Plan which had been circulated to councillors. The Group were thanked for all their work and County Cllr Van de Ven reported that the Cycling and Walking Group had met and would hope to influence the Action Plan. Group was also asked to consider an increase to the aspiration of 3% reduction in carbon by the end of 2021. The Action Plan is to go forward for a future meeting. <u>5.2 War Memorial</u> The Event Management and Risk Assessment Plan for the 8 <sup>th</sup> of November had been circulated and Group is continuing to plan the event in line with Government guidelines. "Nudge" Wardens will be in place, socially distance notices will be displayed along with the QR code for the area. The Grounds Maintenance Contractor will work on area on the Friday before and also provide a clear round on the Sunday

	<p>morning (the latter to be free of charge). The plaque has been restored and will be in place for the event.</p> <p><u>5.3 Traffic and Travel</u> The Group were to meet next week.</p> <p><u>5.4 Pavilion</u> The Terms of Reference were still in draft stage. On proposition of Cllr Douglass, seconded by Cllr Geraghty it was agreed that Cllr Wakefield be a member of the Pavilion Advisory Group. Cllr Sams would now step down. Notes from Meeting of 5<sup>th</sup> October were to follow.</p> <p><u>5.5. I.T</u> The Group had met to discuss the website. Cllr Hallett reported that although efforts had been made to improve the current website, it could not be made compliant with the Website Accessibility requirements. Council is also recommended to move to a '.gov.uk' domain, which the I.T. Group support.</p>	
<b>6</b>	<p><b>Governance</b></p> <p><u>6.1 Pavilion Hire Agreement</u> Revised Agreement had been circulated and was adopted on proposition of Cllr Geraghty, seconded Cllr Wakefield.</p> <p><u>6.2 Pavilion Advisory Group</u> Draft Terms of Reference awaited.</p> <p><u>6.3 Elbourn Memorial Housing Trust</u> On proposition of Cllr Hallett, seconded by Cllr Hodge Mr J Malin was appointed at a Trustee.</p> <p><u>6.4 Persistent, vexatious or abusive complaints policy</u> Council wished a further revision to include mediation. The HR Committee to action.</p> <p><u>6.5 Appointment to Committees/working Groups</u> Cllr Wakefield to be appointed to Finance and Amenities Committees. Proposed by Cllr Carter, seconded by Cllr Douglas.</p> <p><u>6.6 HR committee</u> Council agreed that meeting prospective councillors would be at full council.</p> <p><u>6.7 Training Records</u> An Action Point from the Internal Audit was that records should be held of all councillors and officers training. Councillors to forward their training details to the Clerk. If Councillors identify their training needs Clerk will endeavour to access the relevant courses, even if it is just to update knowledge.</p>	<p>HR</p> <p>ALL</p>
<b>7</b>	<p><b>Cambs County Council</b> County Cllr Van de Ven had circulated her report. Discussion took place regarding the No. 127 Bus, school crossing point and the roadside parking by users of The Belle.</p>	T&T
<b>8</b>	<p><b>South Cambs District Council</b> Cllr Cathcart had circulated his report. He referred to the recent "Call for Sites" which could have significant implications for the village. The List of 'preferred sites' will be agreed next summer/autumn. He warned that the parish council needed to be alert to the process and may need to fund a planning consultant for guidance.</p>	ALL
<b>9</b>	<p><b>Financial Matters</b></p> <p><u>9.1 Authorisation of Payments</u> The following payments were authorized on the proposition of Cllr Hallett, seconded Cllr Hodge.</p>	BI

Contractor	Invoice No	Date	Net	VAT	Gross
RFO – payment for Remembrance Day Wreath	Email receipt	15.10.20	18.50	0.00	18.50
RFO – top up mobile Tesco	Credit Card	05.10.20	20.00	0.00	20.00
Herts & Cambs GM – New chain & padlock Elin Way	413	02.10.20	58.00	11.60	69.60
Herts & Cambs GM – cut back hard section of boundary to cemetery	414	02.10.20	140.00	28.00	168.00
Came & Co. – annual insurance	390542672	21.09.20	2954.57	0.00	2954.57
Holcroft Services – installation of new noticeboard at Kneesworth	175372	04.10.20	157.00	0.00	157.00
Holcroft Services – removal and installation of new noticeboard at The Belle.	175373	06.10.20	123.50	0.00	123.50
SLCC – Webinar for RFO on creating accessible documents 3.11.20	133041	09.10.20	30.00	6.00	36.00
Viking Direct – Lever arch files	818553	24.08.20	15.78	3.15	18.93
Cemetery Lodge management fee	13	04.09.20	119.40	23.88	143.28
			<b>£3,636.75</b>	<b>£ 72.63</b>	<b>£3,709.38</b>

## INCOME

30.09.20	Interest on 2 Barclays accounts	10.28
02.09.20	SCDC - Pavilion	10,000.00
Various dates	Burials etc.	180.00
04.09.20	Cemetery Income – less management fee above	995.00
15.09.20	Refund from Eon	4.60
Various	Allotment payments	575.00
25.09.20	50% Precept	49028.00
		<b>£60792.88</b>

## **BANK & BUILDING SOCIETY BALANCES SEPT 2020**

30.09.20	Unity Trust Current	78287.34
30.09.20	Unity Trust Savings	47505.00
06.04.20	Santander Savings	41558.13
31.12.19	Cambridge B Society	85224.72
30.09.20	Barclays Current	20292.96
30.09.20	Barclays Premium	74259.72
30.09.20	Barclays account that should have been closed	0.02
		<b>£298,825.80</b>

### 9.2 Quotation for new website to meet accessibility requirements.

The RFO had previously circulated the quotations. She also reported that the IT Advisory Group recommend moving to a '.gov.uk domain'. The RFO had researched fully and the I.T. Group had had chance to also look at the three companies' websites. The Group would recommend moving to Eyelid. This was agreed. Proposed by Cllr Hallett, seconded by Cllr Spenceley.

BI

	<p>Following discussion Council agreed that the full quotations for the repairs/resurfacing of the cemetery driveway be circulated, redacted as applicable.</p> <p><u>9.3 Budgeting for 2021/22</u> The RFO had circulated a first drafting of the budget following receipt of the various groups/committees request for funding. The draft showed several items which it was felt could not be included this year. Further discussion would take place at the next Finance and Full Council meetings.</p>	VT  ALL
<b>10</b>	<p><b>Planning :</b></p> <p><u>10.1 20/2009/TTCA 9 South End.</u> 2 yews reduce height to form hedge. Remove overhanging branches to adjacent property by approx. 2m back to boundary line. Walnut – shorten branches overhanging ADJACENT property by approx. 2 -3 m back to boundary line. Already considered on 6 October. No objection.</p> <p><u>10.2 133 The Causeway</u> variation of condition 2 to include amendment to house design and layout of plot 2 -planning permission S/1754/19/FL. (internal layout remodelled to change from three bedroom to four bedroom.) Council agreed “no recommendation”. Proposed Cllr Davis, seconded Cllr Douglass.</p> <p><u>10.3 Planning Consultation :</u> <a href="https://www.gov.uk/government/consultations/planning-for-the-future">https://www.gov.uk/government/consultations/planning-for-the-future</a> Response had been in drafting stage for three previous meetings. It was agreed the response as circulated be submitted on proposal of Cllr White, seconded by Cllr Davis.</p>	VT
<b>11</b>	<p><b>The Limes/Old School</b></p> <p><u>11.1 Lease</u> The draft lease had been returned to SCDC with Councils comments. The relevant searches have been instructed by council's solicitors.</p> <p><u>11.2 Advisory Group Meeting</u> Notes from last meeting had been circulated which included suggested variations to the internal remodeling. This suggestion would provide the village with a better facility for the Library together with a multi-purpose room. The Group is also looking at the processes for setting up a CIO to run the facility. Further discussion on these aspects together with the costs of running, re-modelling and updating of the business case. The Advisory Group would now work on a project plan.</p>	LAG
<b>12</b>	<p><b>Covid Response</b></p> <p><u>12.1 End of Grant report</u> The report has been submitted and copy had been circulated to councillors. The Clerk has yet to submit claim for payment of hours.</p> <p><u>12.2 Current Situation</u> The Clerk reported that the volunteer group would be able to be re activated should there be the need. The remaining Share-n-Care supplies are currently stored in the Church rooms and can remain there. Group has investigated working with the school to reach any family in need. Clerk has applied for a small grant from SCDC of £300. The computer refurbishment scheme has proved a real success.</p>	
<b>13.</b>	<p><b>Committee Meetings held through the month</b></p> <p><u>13.1 Finance Meeting held on 6<sup>th</sup> October</u> The Minutes have been circulated.</p> <p><u>13.2 Planning Meeting held on 6<sup>th</sup> October</u> The Minutes have been circulated</p> <p><u>13.3 HR Meeting held on 29<sup>th</sup> September</u> (Minutes were to follow)</p> <p><u>13.4 Amenities held on 12<sup>th</sup> October</u> (Minutes were to follow)</p>	

There being no further business the meeting closed at 10.20 pm

Signed ..... Chairman ..... Date

### **Dates of Meetings**

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

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

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

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

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