

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 21st January 2014 at

The Limes, High Street 7.45pm.

Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Geraghty, Cllr Webb, Cllr Clarke, Cllr Robinson, Cllr Freeman
District Cllr Cathcart, District Cllr McCraith
Members of Public –1

01. APOLOGIES FOR ABSENCE

Cllr Sappol, Cllr Hirtzel, Cllr Vigus, Cllr Cooper, County Cllr Dent

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

Cllr Hallett declared an interest under Item 11. He had applied for a Dispensation which had been granted by the Clerk for a four year period. Cllr Webb also declared a non disclosable interest under this item.

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 19th November 2013

It was agreed the minutes of the Parish Council Meeting held on Tuesday 19th November 2013, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Traffic Calming Gates

The gate was now installed by the 30mph speed limit signs on The Causeway. The Chairman explained the history of why the gate was put there. There were mixed views on whether this would help slow the traffic down entering the village.

4.2 High Street Waiting Restrictions

The painting of the lines still had not been carried out. There was also the outstanding action for the implementation of the 20mph area around the primary school which had been a successful bid under the Minor Highway Initiative a couple of years ago. The Clerk was asked to urge.

-Clerk

05. CORRESPONDENCE

5.1 Post Office –Proposed Changes to Bassingbourn

A letter had been received advising that the Post Office were intending to remove the secure area of the existing post office and replace with a service available behind the SPAR counter. The Chairman advised that a plus point was that there would be longer opening hours but there would be fewer services. Cllr Robinson advised that this system was used in Meldreth and it made queues a lot longer. Cllr Freeman added that there was also the service in Queens Road, Royston with the same problem. Cllr Mead-Blandford expressed concern over the loss of privacy for some customers. The loss of some services would also affect businesses in the village. Cllr Webb stated that this move appeared to be the Post Office's answer to avoid Post Office closures in the villages. After further discussion it was agreed that a letter be sent objecting to the proposal, raising concerns over the loss of privacy, increased queuing for service, security and the loss of services especially some parcel services. The response would also state that Councillors have had a poor experience looking at other branches where this system was used.

-Clerk

5.2 Police Panel Meetings

Notification had been received to advice that the smaller panels had now been combined into larger panels based around three geographical bases, Sawston, Histon and Cambourne. The meetings would now be held three times a year. Parish Councils were now going to be part of the process by passing on comments from parishioners to include on the agenda. Parishioners needed to be made aware that if they have issues these can be routed through the Parish Council. Cllr Geraghty expressed his concern over the police response, particularly the 101 telephone service, which he felt was a waste of time. Cllr Webb added that it should also be stressed that individuals were still invited to attend the meetings.

5.3 Village Services and Facilities Update

A review was taking place and councils were being asked to look at updated information and highlight any additions, amendments or deletions that were appropriate. These were requested by the 28th February 2014.

-Cllr Webb

Cllr Webb agreed to carry out the review and return the paperwork via the Chairman.

06. OPEN FORUM

6.1 Post Office Changes

Councillors were urged to speak to the SPAR Manager who was very informative about the proposed changes. The reason why the service was changing was because the customer base was below a certain level.

6.2 127 Bus Service

Concerns were again raised over the bus used. A discussion took place on the lack of facilities for people with mobility issues. It was stated that legislation would be coming into force in 2015 but until then the bus met the criteria for the contract.

6.3 101 Experience

The parishioner advised that she had a good experience when using the 101 police contact number. She also had good feedback from the police officers.

07. FINANCES

7.1 Payment of Accounts

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Council Tax charge for 25/6/13-31/7/13 (property vacant) £253.10

MRS B SMITH

Proposed Pavilion –Project development and fundraising support report £278.05

SLCC

Membership 2014 £129.00

TOTAL £660.15

The invoices were checked. Agreed. PROPOSED Cllr Mead-Blandford SECONDED Cllr Clarke

The following payments were made at the Finance & General Purposes committee meetings on 3rd December 2013 and 7th January 2014

BUCHANS LANDSCAPES

Grounds Mtce November 2013 (inc. £283.44VAT) £1700.66

WORBOYS FARM PARTNERS

Half year allotment rent July-Dec 2013 £ 150.00

BASSINGBOURN URC

Hire of meeting room 2013 (5 @£10.00) £ 50.00

MRS S WALMESLEY

Clerks salary 1/11/13 –30/11/13 £ 734.34

A MEAD BLANDFORD

Refurbishment of village benches £ 700.00

BUCHANS LANDSCAPES

Grounds Mtce December 2013 (inc. £283.44VAT) £1700.66

PROMPT GLAZING LTD

Emergency glazing of bus shelter following vandalism (inc. £32.28VAT) £ 193.70

HALES PRINTERS

Newsletters £ 789.00

PLAYGROUND SERVICES LTD

New fencing for South End and Elbourn Way play areas (inc. £2732.80VAT) £16396.80

CAMBRIDGESHIRE ACRE

Membership 2014 (inc. £8.00VAT) £ 48.00

E-ON

Pavilion electricity (inc. £4.45VAT) £ 93.46

INFORMATION COMMISSIONER

Data Protection Renewal 2014/15 £35.00

MRS S WALMESLEY

Clerks salary 1/12/13 –31/12/13 £790.00

HMRC

PAYE 1/10/13-31/12/13 Tax £7.20 NI £71.34 (Employer £39.12) £ 78.54

BUCHANS LANDSCAPES

Hedge Plants for The Rouses (inc. £137.00VAT) £821.99

Removal of tree from Recreation Ground(inc.£24.80VAT)	£148.80	
Removal of tree from cemetery (inc. £12.40VAT)	£ 74.40	
Roll of Football Pitch (inc. £11.00VAT)	£ 66.00	£1111.19

7.2 Agreement of Budget/Precept 2014/15

Cllr Robinson had circulated the draft budget based on discussions at the recent committee meetings. He suggested a 2% increase to the precept for 2014/15. He also suggested that the village family fun day be supported as an allocation from the money raised would be made to the Pavilion fund. Cllr Webb confirmed that the bonfire night celebration was planned to go ahead. It was hoped that with a closer relationship with the schools for 2014, and with pre paid tickets, the event would break even. There was a £20,000 allocation in the budget towards the Pavilion project which Cllr Robinson would like to see progressed. After further discussion, where the Chairman asked for the allotment expense allocation to be increased to £300, it was agreed that the precept requirement be set at £64,620. The Clerk to advise the District Council.

-Clerk

7.3 Agreement of Tree Work (Elbourn Way)

Cllr Webb advised that he had met with a Tree Surgeon, E & S Landscapes, who had provided a verbal quotation for the cutting back of the trees on Elbourn Way, for £380, and removing the dead wood off the tree in Kefford Close for and additional £80. He proposed that as the Clerk was having difficulty getting a Tree Surgeon to commit to the work, the quotation be accepted and E & S Landscapes be asked to carry out the work as soon as possible. Councillors agreed as this work had been outstanding for a long time. The Clerk to make contact with the contractors and obtain a written quotation which could then be given the go-ahead.

-Clerk

08. COMMITTEE REPORTS

8.1 Planning

A report was not available.

8.2 Finance and General Purposes

A report had been circulated and recorded at the end of the minutes.

8.3 Recreation Ground

A report had been circulated and recorded at the end of the minutes.

8.4 Cemetery

A report had been circulated and recorded at the end of the minutes.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 District Council

Cllr McCraith advised that there was to be a council meeting this week.

The Litlington Wind Farm planning application was likely to go to committee in February 2014.

A discussion took place on the recent sale of the Cedars site. Cllr Cathcart advised that he was aware that there had been a site meeting with Paul Sexton. Cllr McCraith suggested that the Parish Council contact the new owners to emphasise that it would be a good idea to liaise with both the Parish and District Councils before any planning application was submitted. It was acknowledged that the owners would be able to look at the previous applications and their outcome on the District Council website. It was agreed that the Clerk would write once she had found out details of the owners from the Estate Agent.

-Clerk

The Chairman thanked the District Councillors for their update.

10. WORKING GROUPS

10.1 Bassingbourn Village College/Primary School Liaison Group

The meeting held in December 2013, which the Chairman attended, had been reported at the Finance and General Purposes committee.

10.2. Pavilion Project

10.2.1 Project Report By Bridget Smith

The report had been circulated to Councillors with comments from the Chairman. Cllr Webb, who was leading the working group, stated that he was aware that some Councillors were not happy with the content. Cllr Mead-Blandford expressed her concern over the recommendation for the use of the proposed Pavilion feeling that it would make it more difficult for the village to resist additional housing the larger the building was. Cllr Cathcart stated that there was a planning concern adding that there were several facilities in the village which were underused and should be investigated before the consideration of a new community build. Cllr Webb confirmed that it had always been the intention to enlarge the footprint and this was reiterated by Cllr Freeman who added that the existing Pavilion building was nowhere big enough to accommodate the sports clubs and their officials. Cllr Robinson stated that the proposed building should be

planned as a village asset. A building was needed for purposes other than just sport. He suggested that Councillors look at the new Pavilion recently built in Melbourn as a starting point. It was stated that a restriction was money as this would determine the size of the building. It would be difficult to apply for grants if the Parish Council were not contributing.

The report was then discussed. It was stated that some of the ideas suggested by Mrs Smith were not practical and there were a lot of critical milestones and actions missing. After discussion it was agreed by all Councillors that a replacement Pavilion was needed and that the Pavilion Project should be pursued. Cllr Robinson proposed that Mrs Smith be advised that she was not providing what was needed and the Parish Council should go for an alternative route. This was seconded by Cllr Freeman with four Councillors in agreement and one against.

10.3 Kneesworth House Liaison

Cllr Robinson reported that as far as he was aware the liaison group had ceased to exist. The Chairman added that he had not received a reply to his communication asking for an update. Councillors agreed that it was important to have some liaison and this would be revisited once a new manager was in post.

10.4 Conservation

The group were meeting at the clunch pit on the 27th January 2014 to look at the growth of the trees and what work was needed.

10.5 Affordable Housing

The group would meet in March 2014 once the decision on the Local Plan was known.

11. ALLOTMENTS

11.1 Formation of Allotment Holders Association

The allotment holders had still not decided whether they wanted to form a formal group as this would need official representatives. The Chairman believed that they would at some stage. The Parish Council did give temporary permission for bonfires and now the holders were asking if the permission could be made permanent. It was stated that the bonfires would not have any effect on neighbours. This was agreed.

11.2 Allotment Water

Investigations were still ongoing to for a project to pump water from the stream.

11.3 Vacant Allotments

The Chairman advised that there were currently four vacant allotments. Some of the tenants had not yet paid and they would be chased. He confirmed that the allotments were regularly advertised in the Village Voice.

The Chairman then stated that weeds on the vacant allotments needed to be kept under control as tenants were complaining that they were spreading onto their plots. He offered to put some weedkiller on them which was agreed.

*-Cllr
Hallett &
Clerk*

12. PARISH COUNCIL ELECTIONS 2014

The Chairman reminded Councillors that the elections were to be held in May 2014. There were currently vacancies and all Councillors were asked to encourage parishioners to get involved.

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

13.1 Dimming of Street Lamps

Cllr Mead-Blandford stated that when the new lighting was installed it was advised that the lamps were to be dimmed at night. Cllr Freeman had been advised, by Balfour Beatty, that this would be investigated once the replacement project in Cambridgeshire had been completed.

13.2 Flooding in Village

Cllr Mead-Blandford then expressed concern over some of the drains which did not seem to be taking water from the recent heavy rain. The Chairman advised that if she could give a specific location this problem could be reported to County Highways through their website.

14. DATE OF NEXT MEETING

14.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 4th February 2014

14.2 Recreation Ground Committee

Wednesday 19th February 2014

14.3 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 4th March 2014

14.4 Planning/Parish Council AGM

Tuesday 18th March 2014

The Chairman closed the Meeting at 9.30 pm

.....
(Chairman)

.....
Date

RECREATION GROUND COMMITTEE REPORT TO PARISH COUNCIL

21/1/14

The last meeting was held on 11th December 2013.

A prospectus is being put together for a tree consultant to survey all the trees in the public areas of the village to ensure their safety and long term health.

The grass cutting contracts have been updated and sent out for fresh quotations. This is done every three years to ensure the village gets the best service for the money charged.

New fencing around the rec areas at South End and Elbourn Way has been installed. These are a vast improvement on the old wooden fences they have replaced.

All the benches in the rec and around the village have been repaired and repainted.

A new springy animal is being sought for the South End play area to replace one where the mounting has corroded and become unstable.

A dip has appeared under the rear fence of the Fortune Way play area. A quote has been sought to rectify this and repairs will be carried out in February.

The next meeting will be held on the 19th February.

R Webb

CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

21 January 2014

The Cemetery Committee has met twice, on 03 December and on 07 January.

Revised cemetery regulations and table of fees have been agreed in order to implement changes to memorial grants (in accordance with recommendations from the SLCC course). The fees have not been increased.

A revised specification for cemetery maintenance has been agreed to be incorporated with the Parish Council's grasscutting specifications. The revised specification includes the cutting of hedges.

The six-monthly renewal of the tenancy agreement for the lodge has been agreed.

The clerk is seeking advice from the District Council Conservation Officer regarding the repair required to the chapel roof.

The committee meets again on 04 February.

M W Hallett

FINANCE AND GENERAL PURPOSES COMMITTEE REPORT TO PARISH COUNCIL

21/1/2014

Since the last PC meeting, the F&GP committee has discussed a wide range of business and taken care to ensure that the works required to ensure our village remains well maintained and safe, have been carried out.

Should you require a more detailed view of our business, the minutes are available for all.

Peter J Robinson

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 4th March 2014
at The Limes, High Street- 7.30pm.

PRESENT: Cllr Hallett (Chairman), Cllr Clarke, Cllr Pidgeon, Cllr Robinson, Cllr Mrs Pidgeon, Cllr Mead-Blandford, Cllr Freeman, Cllr Sappol, Cllr Webb
District Cllr McCraith
Members of Public: 1

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Vigus, County Cllr Dent and District Cllr Cathcart

02. DECLARATIONS OF INTEREST TO ITEMS ON THE AGENDA AND DISPENSATIONS

There were no interests declared.

03. TO APPROVE GRASSCUTTING/MAINTENANCE CONTRACTS 2014-2016

There had been two tenders for the contracts received and they were circulated to Councillors prior to the meeting. The Chairman had prepared a reconciliation sheet which was discussed. Existing costs, extra enhancements and the contractors were then also discussed. After discussion it was proposed by Cllr Clarke, seconded by Cllr Robinson to award all contracts to the existing contractor Buchans Landscapes. A second proposal was then made by Cllr Mead Blandford to award all contracts, except for PC08, to the existing contractor with PC08 being awarded to a new contractor, Stewart Bullard. A vote was then taken on the two proposals with the second being approved with the majority vote of five votes to four. The Clerk to advise the contractors.

-Clerk

The meeting closed at 7.35pm

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 18th March 2014 at The Limes, High Street 7.45pm.

Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Geraghty, Cllr Webb, Cllr Clarke, Cllr Robinson, Cllr Vigus, Cllr Pidgeon, Cllr Hirtzel, Cllr Cooper, Cllr Hirtzel
County Cllr Dent, District Cllr Cathcart, District Cllr McCraith
Members of Public –0

01. APOLOGIES FOR ABSENCE

Cllr Sappol, Cllr Freeman

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

Cllr Hallett declared an interest under Item 11. He had applied for a Dispensation which had been granted by the Clerk for a four year period. Cllr Webb also declared a non disclosable interest under this item. All Councillors declared an interest under Item 4.3 as Trustees of the Recreation Ground.

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 21st January 2014

It was agreed the minutes of the Parish Council Meeting held on Tuesday 21st January 2014, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 4th March 2014

It was agreed the minutes of the Parish Council Meeting held on Tuesday 4th March 2014, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 High Street Waiting Restrictions

Cllr Dent confirmed that he was chasing the marking of the lines with the Highway Officer, Sharon Maloney. -Cllr Dent

4.2 Parish Council Elections

The Chairman reminded Councillors that the election date was the 22nd May 2014. Election packs were now available from the Clerk. There were currently only 13 Councillors with two vacancies. He urged everyone to try and get people interested in putting their names forward to stand for election. -Cllrs

4.3 Grasscutting Maintenance 2014-2016

Following the decision made at the last meeting on the awarding of the contracts, the existing contractor, Stuart Buchan, had written to Councillors expressing his disappointment at the loss of part of the contract and his concern over splitting the contracts between two contractors.

Three Councillors, Cllr Clarke, Cllr Geraghty and Cllr Robinson had expressed their concern over the decision and formally asked for the decision to be reviewed under Standing Order 11 (b). After consideration of the request it was agreed that the criteria to revisit the decision was met.

A discussion then took place on the specification with Cllr Webb stating that he had never thought that all the contracts should be awarded to one contractor. There were mixed feelings from Councillors on whether appointing more than one contractor was acceptable and best value. Cllr Robinson stated that the existing contractor, as well as carrying out all the contract work, also carried out additional works as a goodwill gesture. He added that he did not know either of the contractors personally but was aware that the existing work was good. After further discussion on the contracts Cllr Robinson proposed that the decision made at the last meeting be rescinded. This was seconded by Mr Geraghty. A vote was taken with three Councillors in agreement and seven against. The Chairman confirmed that the decision made at the last meeting stood. He added that this issue could not now be revisited within six months. The work by both contractors, as always, would be monitored. -Clerk

The Clerk suggested that prior to the contracts being awarded in 2017 the specifications be completely reviewed to make them easier to quote against.

Clerk to advise the contractors.

05. CORRESPONDENCE

There had been no correspondence received for discussion.

06. OPEN FORUM

There were no members of the public in attendance.

07. FINANCES7.1 Payment of Accounts**CAMBRIDGESHIRE COUNTY COUNCIL**

Street light energy 1/4/13-30/9/13 (inc. £200.72 VAT) £1204.34

MRS S WALMESLEY

Clerks salary 1/3/14 -31/3/14 £722.34

HMRC

PAYE 1/1/14 -31/3/14 NI £71.34 (Employer £39.12) Tax £7.40 £78.74

TOTAL £2005.42

The invoices were checked by the Chairman. PROPOSED Cllr Webb SECONDED Cllr Cooper

The following payments were made at the Finance & General Purposes committee meetings on 4th February 2014 and 4th March 2014

BUCHANS LANDSCAPES £1700.66

Grounds Mtce January 2014(inc. £283.44VAT)

LITLINGTON PARISH COUNCIL

Contribution towards stationery £ 33.40

MRS S WALMESLEY

Clerks salary 1/1/14 –31/1/14 £734.30

ANGLIAN GATES LTD

Supply and fit Causeway gate (inc. £51.40VAT) £308.40

S CLARK

Tree work Elbourn Way and Kefford Close (agreed 7 paid Item 7.1) £ 480.00

BUCHANS LANDSCAPES £1700.66

Grounds Mtce February 2014(inc. £283.44VAT)

HALES PRINTERS

Newsletters February 2014 £ 706.00

TOM MARRIAGE

Plumbing work at Pavilion £ 255.00

CAMBRIDGESHIRE COUNTY COUNCIL

Seven grit bins (inc. £133.00VAT) £ 798.00

MRS H ETHERIDGE

Reimbursement for replacement washing line (Recreation Ground fallen tree) £ 69.98

MRS S WALMESLEY

Clerks salary 1/2/14 –28/2/14 £775.53

HALES PRINTERS

Newsletters March 2014 £706.00

7.2 Appointment of Internal Auditor 2013/14

It was agreed that LGS Services be asked to carry out the internal audit for 2013/14, as in previous years. **-Clerk**

Clerk to arrange.

7.3 Elbourn Way Litter Bin

The Clerk advised that the total cost for the removal and installation of a bin on Elbourn Way, as discussed at the last meeting, was £614 plus VAT. The Finance and General Purposes Committee had agreed a £500 budget. It was agreed that the bin be ordered, for delivery only, at a cost of £273 plus VAT. Cllr Webb would arrange for a local contractor to remove the existing bin and install the replacement so that the cost was within the budget. **-Cllr Webb & Clerk**

08. COMMITTEE REPORTS8.1 Planning

A report was not available.

8.2 Finance and General Purposes

A report was not available.

8.3 Recreation Ground

A report had been circulated and recorded at the end of the minutes.

8.4 Cemetery

A report had been circulated and recorded at the end of the minutes.

The Chairman suggested that once the election was over a change in format to the committee reports be considered so that Councillors are asked to note the committee minutes and be given the opportunity to ask any questions. This would be discussed further at the next meeting.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Cllr Dent had circulated a report to Councillors.

He advised that there had been no movement at Bassingbourn Barracks regarding the Libyan troops. There would be eight weeks notice given before the first tranche of the troops arrive. The Black Watch regiment were on site at the present time in preparation for the training. He confirmed that Libya is aying for the training.

Potholes were still an issue and Cllr Dent suggested that they be reported through the County Council website. A discussion took place on the way the repairs took place. He added that there had been some additional funding awarded by the Government for pothole repairs.

A discussion then took place on the replacement street lighting and the energy output. Cllr Dent stated that the replacements were LED lights and therefore more efficient. Cllr Mead-Blandford again queried the dimming of the lights during the night hours. Cllr Dent stated that he was not aware of this. The Chairman added that the specification sent out by Balfour Beatty did suggest they would be dimmed. This would be investigated by Cllr Dent and the Clerk.

*-Cllr Dent
& Clerk*

9.2 District Council

Cllr McCraith reported that the council tax would be increased by 1.99% for 2014/15. The amount of money paid to the District Council from the Government was reducing by a quarter every year. The District Council were trying not to cut important services for people. The housing company set up to try and raise income was hoped to make the District Council less dependent on the Government in future. An advisory group had been set up and both Cllr McCraith and Cllr Cathart were members. Cllr Cathart then explained the process of the housing company and expressed some concerns.

The District Councillors advised that there was likely to be an appeal lodged around July 2014 relating to the Litlington wind farm decision.

The Chairman thanked the County and District Councillors for their reports.

10. WORKING GROUPS

10.1 Bassingbourn Village College/Primary School Liaison Group

There had been no further meetings.

10.2. Pavilion Project

Cllr Webb advised that a new approach using local businesses and skilled labourers was being explored. In the meantime some minor improvements would be discussed in order to improve the current state of the Pavilion.

10.3 Kneesworth House Liaison

There had been no further communication. Cllr Robinson was aware that the Chairman of the Liaison Committee, Mr Bond, had written to the hospital. He was also aware that the Hospital Director had recently left. He added that it would be sensible to wait for the hospital to contact the Parish Council.

10.4 Conservation

A meeting had taken place where the group discussed trees needing a TPO and also the hedge survey. There were two new members to the group and it was questioned whether the group should be interested in buildings in addition to trees and wildlife. Cllr Cathart advised that there had been some changes to the Conservation Department within the District Council. There had been a proposal that the Parish Councils should handle more of the conservation requests so in further there may be a bigger role. Cllr Mead-Blandford expressed her concern over the reporting of some badger sets on the land where the proposed solar farm was to be sited. The Chairman advised that this had been discussed at the Conservation Group meeting where it was agreed that the badger set was outside the site boundary.

10.5 Affordable Housing

It was noted that now the Local Development Plan was closer to the final stages the affordable housing committee could meet to discuss possible options.

11. ALLOTMENTS

11.1 Formation of Allotment Holders Association

The allotment holders had still not decided whether they wanted to form an association. As the formal body needed officials there were not enough people willing to commit at the present time.

11.2 Vacant Allotments

The Chairman advised that there were currently four vacant allotments. The Clerk confirmed that she had sent out reminders to the allotment holders that had not yet paid their rent.

12. PARISH COUNCIL ANNUAL PARISH MEETING

The Clerk advised that she had received a NALC briefing on when the Annual Parish Meeting could be held in 2014. Because Bassingbourn-cum-Kneesworth was up for election on the 22nd May 2014 the Annual Parish Meeting had to be held between the fourth day after the election and the 31st July 2014.

Cllr Webb suggested that the Annual Parish Meeting needed to be revamped and offered to arrange this. He suggested having the village groups with their promotional material accessible for discussion with members of the public. A provisional date of the 24th June 2014 was set for the meeting and Cllr Webb agreed to liaise with the Village College regarding the availability of the hall. This would be an agenda item for discussion at the next Finance and General Purposes committee meeting on the 1st April 2014.

-Cllr Webb

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

13.1 Request for a Street Light on Footpath 6

Cllr Vigus expressed concern again over the resident on Backside footpath and the anti social behaviour of some of the village youngsters. Cllr Dent advised that he had been asked if he could arrange a CCTV camera for her which he was pursuing. Cllr Robinson suggested that she contact the Church Charities for help with funding a security light but it was stated that she wanted a street light outside her property and not a security light. Councillors all agreed that this was difficult. Cllr Dent confirmed that he had spoken to the PCSO and asked him to monitor the youth activity in the area.

14. DATE OF NEXT MEETING

14.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 1st April 2014

The Chairman closed the Meeting at 9.10 pm

.....
(Chairman)

.....
Date

RECREATION GROUND COMMITTEE REPORT TO PARISH COUNCIL

18/3/14

The last meeting was held on 19th February 2014.

The tree consultant prospective has been written and discussed. It will now be sent out to get quotes for the work.

The grass cutting contracts have been awarded although there seems to be some queries that still need to be answered.

It has been decided that two new springers will be purchased to go in the South End rec area. One is to replace the existing one and the other is extra.

The dip under the rear fence of the Fortune Way play area has been repaired. Some excavated earth needs to be removed.

The trees along Elbourn Way rec area have finally been cut back.

Ground reinforcement plastic has been placed at the entrance to the South End rec. This is not of the same standard as previously laid and needs to be changed. The paving stones have not yet been removed.

The next meeting will be held on the 16th April.

R Webb

CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

18 March 2014

The Cemetery Committee has met twice, on 04 February and 04 March.

The District Council Conservation Officer has visited and looked at the east chapel where the roof has separated from the wall. His opinion is that the wall has moved and recommended that the problem is assessed by a structural engineer. It was noted that the west chapel has been fitted with wall ties but the east chapel has not. Quotations are being sought from structural engineers for carrying out an assessment.

A contractor has been selected to fill the potholes in the driveway.

Risk assessments are being carried out on memorials to identify any that are unstable.

Concern has been raised about litter at the back of the Cemetery and tidying has taken place.

The committee meets again on 01 April.

M W Hallett

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL ANNUAL GENERAL MEETING
Minutes of Meeting held on Tuesday 3rd June 2014 at
The Limes, High Street 7.30pm.

Cllr Robinson(Chairman), Cllr Webb, Cllr Mead Blandford, Cllr Clarke, Cllr Hallett, Cllr Sappol, Cllr Freeman, Cllr Geraghty, Cllr Hirtzel
 District Cllr McCraith, District Cllr Cathcart
 MOP -3

Councillors signed the Declaration of Acceptance of Office.

PARISH COUNCIL ANNUAL GENERAL MEETING

01. ELECTION OF CHAIRPERSON

Cllr Hallett opened the meeting and asked for nominations for Chairman. He advised that he did not wish to stand as he had been Chairman for the past four years and was Chairman to the Finance and General Purposes committee for four years before that. Cllr Mead-Blandford then proposed Cllr Robinson which was seconded by Cllr Geraghty. There were no other nominations. All Councillors in agreement. Cllr Robinson accepted the position of Chairman and thanked fellow Councillors for their faith. He thanked Cllr Hallett for his time as Chairman which other Councillors echoed. Cllr Cathcart added that he had worked with ten Chairmen during his time as a District Councillor and had particularly enjoyed working with Cllr Hallett. He looked forward to working with Cllr Robinson.

02. CO-OPTION OF COUNCILLORS

There was one application for co-option from Rupert Webb. On a proposition by Cllr Geraghty, seconded by Cllr Mead-Blandford, Mr Webb was co-opted. He signed the Declaration of Acceptance of Office and joined the meeting. The Chairman urged people to give some serious thought to becoming a Parish Councillor.

03. APOLOGIES FOR ABSENCE

Apologies were received from County Cllr Dent.

ELECTION OF VICE-CHAIRPERSON

04. The Chairman asked for nominations for Vice-Chairman. Cllr Mead-Blandford proposed Cllr Hallett, which was seconded by Cllr Freeman. There were no other nominations. Cllr Hallett accepted the position of Vice-Chairman.

05. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Cllr Hallett and Cllr Webb declared an interest under Item 15 as allotment holders. Cllr Webb also declared an interest under Item 13.1 as a close neighbour.

06. MINUTES OF LAST PARISH COUNCIL MEETING

Minutes of the meeting held on Tuesday 18th March 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

07. MATTERS ARISING

7.1 High Street Waiting Restrictions

These were still outstanding.

7.2 Street Lighting

Following discussion at the last Parish Council meeting the Clerk had been in contact with the Commission Officer for Cambridgeshire County Council who advised that as part of the replacement program fixed pre-programmed control units, contained within the lantern and dim down to a certain level at a certain time, had been installed in the village. On the main roads the lights were being dimmed by approximately 20% of their output between 8pm and midnight and a further 20% between midnight and 6am.

7.3 Annual Parish Meeting -24th June 2014

The Clerk confirmed that invitations to village groups and organisations had been sent out. To date two groups had requested a table. Cllr Webb advised that the room had been booked at the Village College and he had also asked them to arrange refreshments. Some help with organising tables etc would be needed beforehand on the evening.

7.4 Village Sign

Cllr Hallett advised that he had been discussing the sign with Cllr Hirtzel who was happy for the sign to be made by a manufacturer. She had suggested that a more professional design could be produced by a local artist. Cllr Webb stated that a specification needed to be compiled for a completely new sign. Councillors recognised that the existing sign was deteriorating and something needed to be done before the end of the Summer. The Chairman agreed to follow up with Cllr Hirtzel.

*-Cllr
Robinson
&Cllr
Hirtzel*

08. CORRESPONDENCE

8.1 The Hoops –Volume of Music

A complaint had been made through the website over the music from The Hoops on bank holiday Sunday. Cllr Hallett confirmed that he had spoken to the Landlord who advised that he did not have live music that evening. He believed the noise came from the event held at On Set.

8.2 On Set –Events held over the bank holiday weekend

There had been a few complaints regarding the fund raising events held. Cllr Hirtzel was extremely annoyed stating that her family had been kept awake. The Chairman advised that there were very few complaints when weighed up against the number of people attending the events. Cllr Hirtzel asked for details of the charities and where the events were advertised. It was noted that there were posters around the village. Cllr Webb advised that this was a private event and not within the Parish Councils remit. He understood the concerns and even though he attended some of the functions believed the views of parishioners must be addressed. He offered to speak to the organisers and ask that in future the music level be turned down to an appropriate level. Cllr Cathcart added that there was a licencing procedure which should outline times music etc was played. Cllr Hallett advised that he had replied to the complainant stating that the Parish Council did not have any responsibility for the event, and that it was organised by Bassingbourn Charities, and suggested the resident take this up with the District Council. The Chairman concluded by advising that the events held over the weekend raised just over £3000.

8.3 Speeding on Fen Road

A resident of Fen Road expressed concern over the speeding on the road which regularly exceeded the 60mph limit. A request was made for the speed limit to be reviewed and an exercise undertaken to look at the speed of the traffic on the narrow lane to assess the health and safety of residents.

A discussion took place on Community Speedwatch but it was advised that this could only work within the 40 mph limit. It was agreed that this communication be referred to County Cllr Dent to follow up with Highways.

-Clerk

8.4 127 Bus Service

Parish Councillors and County Cllr Dent had been made aware that the bus had not run on the bank holiday Saturday morning causing a lot of disruption for parishioners. Cllr Dent had followed this up through the County Council, who were responsible for the service, and found that this was due to poor management. The driver normally assigned had reached his hours and no-one thought about replacing him. Cllr Dent had since raised the issue with the bus company and was waiting for a response. Cllr Mead-Blandford suggested that there should be sanctions put on the bus company by the County Council as they had broken the contract. It was agreed that a robust letter be sent to the County Council to complain about the upset and disruption the absence of a bus had caused.

-Clerk

09. OPEN FORUM

9.1 North End/Mill Lane Corner

Concerns were expressed by a resident over the speed of the traffic on North End and

also the parking of cars around the junction of The Bell. There were parking spaces in the car park but people using the pub preferred to park on the road. A discussion took place on the Highway Code and how it was illegal to park within a certain distance of a junction. These vehicles could be reported to the police. The Chairman agreed to speak to the Landlords of The Bell.

-Cllr
Robinson

9.2 High Street Crossing

A resident of The Limes, who had requested signage to assist the elderly people of the village crossing the road, advised that he had investigated costs of signage. The Chairman advised that it had been agreed at the Finance and General Purposes committee that the Parish Council would fund the cost of signage a SLOW carriageway markings. The issue now would be to get permission from County Highways as to where they were to be sited. The Clerk was asked to make enquiries ahead of the next Finance and General Purposes Committee meeting so that arrangements could be finalised then.

-Clerk

10. FINANCES

10.1 Payment of Accounts

LGS SERVICES

Internal Audit 2013-14 (inc. £19.00VAT)		£ 114.00
BUCHANS LANDSCAPES		
Grounds maintenance April 2014 (inc. £297.64VAT)	£1785.82	
Grounds maintenance May 2014 (inc £297.64VAT)	£1785.82	£3571.64
THE LIMES COMMUNITY FUND		
Use of The Limes October 2013-May 2014		£ 190.00
MR A MEAD-BLANDFORD		
Repair to Causeway litter bin		£ 65.00
CAPALC		
Membership 2014/15		£740.95
CAMBRIDGE WATER COMPANY		
Cemetery water rate 1/11/13030/4/14		£ 14.37
HALES PRINTERS		
Newsletters		£ 749.00
MRS S WALMESLEY		
Clerks salary 1/5/14 -31/5/14		£745.50
TOTAL		£6000.46

The invoices were checked by Cllr Webb. The payments were then agreed.
PROPOSED Cllr Hallett SECONDED Cllr Hirtzel

FOR INFORMATION –The following payments were agreed at the Finance and General Purposes committee meetings on 1st April 2014 and 6th May 2014

BUCHANS LANDSCAPES		
Grounds Mtce March 2014(inc. £283.44VAT)		£1700.66
THE POST OFFICE		
Emptying of cemetery eurobin 2914/15		£ 179.40
CAMBRIDGESHIRE COUNTY COUNCIL		
The Rouses rent 2014/15		£ 55.00
MR MEAD-BLANDFORD		
Removal of Elbourn Way litter bin (agreed at PC meeting 18/3/14)		£ 60.00
MR M HALLETT		
Reimbursement for allotment weedkiller (inc. £3.33 VAT)		£ 20.00
HALES PRINTERS		
Newsletters		£ 749.00
BUCHANS LANDSCAPES		
Fortune Way Play area dip and posts (inc. £33.25VAT)	£199.50	
Recreation Ground dead tree removal (inc. £56.00VAT)	£336.00	£535.50
UNLIMITED LOGOS		
Sign for Cemetery (inc. £8.40VAT)		£ 50.40
BUCHANS LANDSCAPES		
Extra cuts of recreation ground 2013/14 (inc. £218.47VAT)	£1310.83	

Fortune Way Posts and soil (inc. £49.00VAT)	£ 294.00	
Protective matting Rouses (inc £17.80VAT)	£ 106.80	£1711.63
BASSINGBOURN BOOK CAFE		
Donation 2014/15		£700.00
THE POST OFFICE		
Emptying of recreation ground litter bins (inc. £222.19VAT)		£1333.14
SOILS AND STONE LTD		
10 tonne of screened economy topsoil (inc. £64.00VAT)		£384.00
E-ON		
Pavilion electricity (inc. £4.10VAT)		£ 86.19
GOOD DIRECTIONS LTD		
2 X Litter Bins (inc. £109.20VAT)		£655.20
MR MEAD-BLANDFORD		
Installation of Elbourn Way litter bin		£100.00
PLAYSAFETY LTD		
ROSPA Inspection 2014 (inc. £39.00VAT)		£ 234.00
WAR MEMORIAL TRUST		
Membership renewal 2014/15		£ 20.00
CAMBRIDGE WATER COMPANY		
Recreation ground water rate 1/11/13-30/4/14		£98.13
MRS S WALMESLEY		
Clerks salary and expenses 1/4/14 –30/4/14		£741.43

10.2 Internal Audit Report 2013/14

The internal audit had been copied to Councillors. The main issues needing attention were:-

10.2.1 Declarations of Interest

Councillors should ensure that when a declaration is made they state the type and nature of the declaration and that is minuted. Guidance should also be sought regarding declarations/dispensations for setting the precept.

10.2.2 Parish Newsletter

Because of the amount of income from advertising the Parish Council were advised to seek HMRC advice on taxable supplies and VAT. It was stated that the parish newsletter, the Village Voice, was not a Parish Council compiled publication. The Parish Council funded it. The Clerk was asked to seek advice from other Parish Councils on how their village newsletters were funded and also advice from CAPALC regarding the VAT situation. This would be discussed again at the Finance and General Purposes committee meeting.

Clerk

10.3 Agreement of Accounts and Statement of Assurance 2013/14

The return was circulated to Councillors. The completed annual return was to be sent to the External Auditor, Littlejohn LLP, for the 9th June 2014. The total fixed asset figure had been amended to reflect guidance from the External Auditor that all assets should be held at their original cost until disposal and no adjustment should be made for depreciation or insurance values. Councillors then agreed that the Statement of Accounts was correct and the Governance Statement could be signed with all sections showing Yes.

11. ELECTION OF COMMITTEES FOR 2013/14

The Chairman explained the outline of the committees and their functions.

11.1 Planning –All Councillors

11.2 Finance and General Purposes –All Councillors

11.3 Recreation Ground –Cllr Webb, Cllr Clarke, Cllr Geraghty, Cllr Freeman and Chairman

11.4 Cemetery –Cllr Hallett, Cllr Clarke, Cllr Mead-Blandford, Cllr Webb and Chairman.

11.5 Format of Committee Reports

This had been discussed by the previous Council. Cllr Hallett gave some examples of how other Parish Council committees made their reports. He suggested that instead of each Chairman preparing a written report the committee minutes be circulated to all Councillors and then any questions could be followed up at the Parish Council meeting.

Cllr Webb stated that this would put the onus on the individual Councillor to keep up to date with what was happening at all meetings. Councillors then agreed that at future Parish Council meetings there would be an agenda item to Note the Minutes from each committee.

It was advised that parishioners could be co-opted onto the committees which did not deal with finance. There would be a table at the Annual Parish Meeting to try and attract volunteers.

12. ELECTION OF WORKING GROUPS FOR 2013/14

12.1 Village College/Primary School Liaison –Cllr Hirtzel, Cllr Webb, Cllr Mead-Blandford

12.2 Affordable Housing –The Chairman, Cllr Hallett, Cllr Webb, District Cllr Cathcart.

12.3 Conservation –Cllr Hallett, Cllr Mead-Blandford.

12.4 Pavilion Project –Cllr Webb, Cllr Hirtzel and the Chairman

13. PLANING APPLICATIONS

13.1 S/0840/14/FL

29 South End –Replacement porch on north elevation

(Mr & Mrs Marriage)

-Recommendation Approval

13.2 S/0906/14/FL

Rear of 165 The Causeway –Dwelling

(Mr & Mrs Tebbs)

-Recommendation Refusal

This is back garden development which could set a precedent for large gardens. The policy for Kneesworth is an infill village.

14. COUNTY AND DISTRICT COUNCILLOR REPORTS

14.1 County Council

County Cllr Dent had circulated a report.

14.2 District Council

Cllr McCraith, who had recently been re-elected, thanked those who had voted for him.

Cllr Cathcart stated that following the election the political balance within the District Council was as before. The AGM of the District Council would be held on the 6th June 2014.

15. ALLOTMENTS

15.1 Formation of Allotment Holders Association

Cllr Hallett advised that this had moved forward. The tenants had agreed to form a Society with Ian McDonald as Secretary. The group were now going to look at ways that they could work towards a water supply on the site. The committee had asked Cllr Hallett for contact information on the other allotment holders so that they could keep in contact. The Parish Council held that information and Cllr Hallett had asked the allotment holders to let him know if anyone objected to their contact details being shared.

16. NEIGHBOURHOOD POLICING PANEL MEETING

The next meeting was to take place on the 10th June at Gamlingay Village College. PCSO James Lynch wanted to know of any issues in the village causing concern. As discussed earlier in the meeting speeding on Fen Road and North End were current concerns. Cllr Hallett to advise PCSO Lynch.

**-Cllr
Hallett**

17. ADOPTION OF STANDING ORDERS

The Standing Orders adopted by the previous Parish Council in 2010 were copied to Councillors who agreed they be adopted with the amendment of 2c to read:- If no other time is fixed, the annual meeting of the Council shall take place at 7pm.

18. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

18.1 High Street Yellow Lines

It was suggested that as County Highways were taking such a long time to paint the lines the Parish Council should make it clear that their contribution towards the cost would remain at the amount agreed when the discussions first took place.

18.2 Pavilion Meetings

Cllr Clarke and Cllr Mead-Blandford asked to be kept updated on the progress of the replacement Pavilion project. The Chairman confirmed that the Parish Council would be kept up to date.

18.3 Village Voice

Cllr Mead-Blandford suggested that a page of the village voice be dedicated to advertising work in the village. Local businesses would be given the chance to advertise their vacancies there. Cllr Sappol agreed to follow this up,

**-Cllr
Sappol**

18.4 World War Commemorations

Cllr Clarke had been asked if there were plans to commemorate the 70th anniversary of the D Day landings. Councillors were not aware of any events.

19. DATE OF NEXT MEETING Wednesday 22nd July 2014

The Chairman closed the Meeting at 9.35pm

..... **CHAIRMAN**

.....**DATE**

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 17th June 2014
at The Limes, High Street- 7.20pm.

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Mead-Blandford, Cllr Freeman, Cllr Webb
 District Cllr Cathcart
 Members of Public: 3

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Clarke, Cllr Geraghty, Cllr Hirtzel

02. CO-OPTION OF COUNCILLOR

The Chairman advised that there were two parishioners in attendance who had offered to be co-opted. They were invited to introduce themselves to Councillors. It was proposed by Cllr Mead-Blandford, seconded by Cllr Hallett that Paul Catherall be co-opted. All Councillors in agreement. It was then proposed by Cllr Hallett, seconded by Cllr Webb, that Elaine Douglas be co-opted. All Councillors in agreement. Cllr Catherall and Cllr Douglass signed the Declaration of Acceptance of Office and joined the meeting.

03. OPEN FORUM

3.1 Tree Work Elbourn Way

Concern was expressed over the cuttings from recent tree work being dumped near footpath 6. Cllr Hallett advised that the County Rights of Way officer had agreed that a tree could be cut down, he had seen the permission, but the cuttings should have been cleared away. The Chairman agreed to speak to the resident that had carried out the work.

-Cllr Robinson

04. OTHER

4.1 Cemetery Business

Cllr Mead-Blandford reported that she had walked around the cemetery with Cllr Clarke to look at areas of concern. There was still an issue with the potholes which had not yet been filled. The Clerk confirmed that she had a second quote from the contractor for the filling of the remainder of the potholes on the drive. This would be discussed at the next Cemetery Committee meeting on the 1st July 2014. There were also bushes that needed to be cut back from graves and graves that had sunk. Councillors on the Cemetery Committee would meet to look at these issues before the next meeting.

4.3 The Rouses

Cllr Sappol advised that a parishioner was disappointed with the 'BMX track' on The Rouses. Cllr Webb had compiled an article for the Village Voice stating that the area could now be used. There was a Recreation Ground Committee meeting the following evening where it would be suggested that a working party arrange the moving of the soil, which had been left on the recreation ground, to the BMX track area for the youngsters to build their tracks.

4.4 Overgrown Hedge

Cllr Mead-Blandford advised that a hedge on Spring Lane was overhanging the footpath making it difficult for pedestrians. She would find out the number of the property and advise the Clerk so that a letter could be sent to the residents.

-Cllr Mead-Blandford & Clerk

The meeting closed at 7.42 pm

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 1st July 2014
at The Limes, High Street- 7.10pm.

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Mead-Blandford, Cllr Freeman, Cllr Webb,
Cllr Douglass
District Cllr McCraith
Members of Public: 2

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Clarke, Cllr Geraghty, Cllr Hirtzel, Cllr Catherall, Cllr Sappol, District Cllr Cathcart

02. CO-OPTION OF COUNCILLOR

The Chairman advised that there were two parishioners in attendance who had offered to be co-opted. They were invited to introduce themselves to Councillors. It was proposed by Cllr Mead-Blandford, seconded by Cllr Hallett that Ann Cooper be co-opted. All Councillors in agreement. It was then proposed by Cllr Hallett, seconded by Cllr Webb, that Christopher Hull be co-opted. All Councillors in agreement. Cllr Cooper and Cllr Hull signed the Declaration of Acceptance of Office and joined the meeting.

03. OPEN FORUM

There were no members of the public in attendance.

04. OTHER

There were no issues raised.

The meeting closed at 7.15 pm

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

**Minutes of Meeting held on Tuesday 22nd July 2014 at
The Limes, High Street 7.45pm.**

Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Clarke, Cllr Hallett, Cllr Douglass,
Cllr Hull, Cllr Catherall, Cllr Cooper,
County Cllr Dent, District Cllr Cathcart, District Cllr McCraith
Members of Public –3

01. CO-OPTION OF COUNCILLOR

A parishioner in attendance, Mr John Spenceley, had expressed his interest in being co-opted. The Chairman asked Mr Spenceley to advise the meeting of his background which he did. It was then proposed by Cllr Cooper, seconded by Cllr Hallett, that Mr Spenceley be co-opted onto the Parish Council. All Councillors in agreement.
He signed the Declaration of Acceptance of Office and joined the meeting.

02. APOLOGIES FOR ABSENCE

Cllr Sappol, Cllr Freeman, Cllr Geraghty, Cllr Webb, Cllr Hirtzel

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

Cllr Hallett had applied for a Dispensation for discussions on the allotments for a period of 4 years. This was granted by the Clerk.

04. REFURBISHMENT OF THE NEW FARM SITE AT WHADDON

The Chairman introduced Debbie Barrett, South Cambridgeshire District Council Gypsy and Traveller Site Team Leader, and invited her to update the meeting.

Ms Barrett reported that the District Council had received funding for refurbishing the Whaddon site eighteen months ago. The site was owned by Cambridgeshire County Council and a planning application was now in the process of being verified before forwarding to the planners. It would eventually be with the Parish Council for comment. The site was a very settled site with originally 15 pitches, currently 14. The new application would show a total of 16 pitches. A Warden will still be on site every day. Ms Barrett offered to answer any concerns.

Cllr Hallett suggested that as the nearest residents were those at Cambridge Crescent they be contacted. Ms Barrett stated that she was more than willing to do that. Mrs Mead-Blandford queried whether the additional pitch would be long term which was confirmed. Ms Barrett added that she had a list of people looking for long term accommodation. The existing community would be consulted on the new residents to try and ensure the new people would reside peacefully. Mr Spenceley asked how many people were currently on the site. Ms Barrett confirmed that there were 9 households comprising of 31 people. A mixed age range. It was difficult to predict a people count, once the refurbishment had taken place, at this stage. Following a discussion on the number of hours worked by the site Warden the Chairman thanked Ms Barrett for the update. She offered to come back to answer any further queries once the planning application was received.

05. MINUTES OF LAST MEETING

5.1 Parish Council Annual Meeting 3rd June 2014

It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 3rd June 2014, copies previously distributed, were a true record and signed by the Chairman.

5.2 Parish Council Meeting 17th June 2014

It was agreed the minutes of the Parish Council Meeting held on Tuesday 17th June 2014, copies previously distributed, were a true record and signed by the Chairman.

5.3 Parish Council Meeting 1st July 2014

It was agreed the minutes of the Parish Council Meeting held on Tuesday 1st July 2014, copies previously distributed, were a true record and signed by the Chairman.

06. MATTERS ARISING

6.1 High Street Waiting Restrictions

Cllr Dent confirmed that he had again urged the installation of the lines. Councillors expressed their dissatisfaction with the County Council service. The Clerk was also asked to chase the installation.

-Clerk

6.2 Bus Service

A reply had been received from The County Council Public Transport Network Co-ordinator, Andy Hunt, in response to the complaint made about the non arrival of the Cozys bus on the 24th May 2014. Mr Hunt advised that he had not received sufficient evidence that the bus did operate on the day and so had issued a penalty points to the contract. In addition no contract payment would be made for that day. He had also made it clear to the company that this was unacceptable and further action would be taken if the problem should occur again in the future.

07. CORRESPONDENCE

7.1 Minor Highway Improvement Initiative 2015/16

Applications needed to be submitted by the 12th September 2014. The Chairman urged Councillors to think about schemes which would be eligible. Cllr Hallett reminded Councillors that there had been a request from residents of Chestnut Lane to instigate a speed reduction for 30mph from the Wireless Station to the roundabouts. Cllr Dent added that he had followed up this request and there was a need for evidence. Cllr Spenceley reported that he was aware of the speeding problems and gave some accounts of his experiences. Cllr Catherall stated that the Community Speedwatch team might be able to carry out some checks there and asked the Clerk to follow up with the village Community Speedwatch coordinator, Vic Nickson. Cllr Catherall asked Cllr Spenceley to encourage residents of Kneesworth to join the community Speedwatch team.

-Clerk

Cllr Hallett then stated that another contender may be the path to Litlington. A communication from Litlington Parish Council had been received and would be discussed under Item 7.2.

The Clerk was asked to put this item on the agenda for discussion at the Finance and General Purposes committee meeting on the 18th August 2014.

7.2 Bassingbourn Road, Litlington

Litlington Parish Council had expressed concern over large vehicles parking across the grass verge, blocking the footpath, by a site along Bassingbourn Road which was within Bassingbourn parish. They had written to the landowner asking him to bring the concern to the attention of the people using the site. Litlington asked for the support of Bassingbourn-cum-Kneesworth Parish Council. They also highlighted that sections of the path from Litlington had been upgraded due to successful bids under the Minor Highway Improvement Scheme over the years and suggested Bassingbourn might like to submit a bid for a further section upgrade this time.

7.3 North End issues

A resident of Saddleback Lane, Paul Newman, had expressed concerns over a number of issues the first being the flattened bollards to Saddleback Lane. He asked that they be reinstated –which the Clerk would do through the County Council website. The second issue was the footpath by the pumping station which was now a serious trip hazard due to tree roots from the ash trees there. The Clerk would report to Highways and seek the advice of the District Council Tree Officer. The Parish Council were also asked to request that Anglian Water attend to the pumping station as it was overgrown with ivy, buddleia, ash and blackberry. Concern was raised that should they ever need to access the building for emergency repairs it would be hard to access. The Clerk would contact Anglian Water.

-Clerk

Finally Mr Newman expressed concern over the footpath and the illegal use by motorcycles which had been reported to the police. He suggested a replacement kissing gate. There were also shrubs which needed removing as this had become a dumping area. Cllr Hallett advised that the gate had been removed by the landowner as the footpath ran across his land. At the time the gate was removed it was agreed that the gate did not serve a purpose as there was no livestock in the adjoining field.

08. OPEN FORUM

8.1 Village Green/Backside Footpath Lighting

A resident from a cottage near the green and backside footpath advised that she was constantly being targeted with anti social behaviour. The Police were aware and suggested that there should be a street light near her property as a deterrent. This issue had been raised with Councillors before but at the time it was thought that the replacement street lights along the High Street would

light the area concerned. Cllr Catherall stated that he was aware of the area and it was very dark. After discussion Cllr Dent agreed to bring this to the attention of the County Council Street Lighting Team to find out whether they would be willing to install an additional lamp. The officer would also be asked the cost if the Parish Council were to agree to fund the installation. This would be an agenda item for discussion at the Finance and General Purposes Committee Meeting on the 19th June where the funding of the installation of a lamp on the side of the property would also be discussed.

09. FINANCES

9.1 Payment of Accounts

HALES PRINTERS		
Newsletters June 2014	£ 789.00	
Newsletters July/August 2014	£ 789.00	£1578.00
NALC		
Local Council Review subscription		£ 17.00
PLAYDALE PLAYGROUNDS		
Cradle seat crutch straps (inc. £9.59VAT)		£ 57.54
PROMPT GLAZING LTD		
Reglaze bus shelter following vandalism (inc. 32.93VAT)		£197.60
BUCHANS LANDSCAPES		
Grounds maintenance June2014 (inc. £279.64VAT)		£1785.82
E-ON		
Pavilion electricity (inc. £5.71VAT)		£ 119.94
CAPALC		
Clerks Annual Catch Up Day		£ 25.00
TOTAL		£3780.90

The invoices were checked by the Chairman. PROPOSED Cllr Hallett SECONDED Cllr Cooper

The following payments were made at the Finance & General Purposes committee meeting on 1st July 2014

THE POST OFFICE		
Uncontested election May 2014		£ 225.00
WORBOYS FARM PARTNERS		
Half year rent for allotment land		£150.00
HAGS SMP		
Purchase and installation of play equipment inc. £406.68VAT)		£2440.08
VIKING		
Printer drum & toner (inc. £23.58VAT) (£90.22 to be reclaimed from other PCs)		£ 141.46
MR A MEAD-BLANDFORD		
Repair to Elbourn Way cradle swing straps		£ 80.00
MRS S WALMESLEY		
Clerks salary and expenses 1/6/14 –31/6/14		£826.38
HMRC		
PAYE 1/4/14-30/6/14 NI Employee £26.10 Employer £30.00		£ 56.10
TOTAL		£3919.02

9.2 Internal Audit 2014/15

Fiona McMillan, South Cambridgeshire District Council Monitoring Officer, had advised that there was no clear advice one way or another as to whether Councillors should apply for a dispensation to discuss the precept. Councillors would need to decide closer to the time.

9.3 Approval of Expenditure for traffic calming gate sign

The Clerk had obtained a quotation for a sign 5ft x 2ft as agreed at a previous meeting. Councillors agreed that the sign should be smaller, the Chairman to advise of the measurements, and made of a more durable material such as aluminium. Once the size was known the Clerk was asked to source revised quotations to circulate to Councillors and if the agreed sign price was £200 or less give the go-ahead for the sign.

-Clerk

9.4 Approval of Expenditure for SLOW signage on the High Street

Notification of revised costings from County Highways was for £109.55 for the signage and £184.01 for the lining. Councillors queried the cost of the signage. Cllr Dent and the Clerk were asked to find out how long it would take for the signage and lining if an order was placed.

**-Cllr
Dent &
Clerk**

9.5 Village Voice Receipts

The Clerk and Chairman had been seeking advice from other parishes on how they managed their parish newsletters. Many were managed by a separate group and others monitored their advertising to keep it below the £5000. It was noted that the newsletter ran at a slight loss which the Chairman was not aware of. The Clerk was asked to put this item on the agenda for the Finance and General Purposes committee meeting on the 19th August 2014 for discussion with Cllr Sappol, the current newsletter editor.

10. PROCEEDINGS OF COMMITTEES

10.1 To Receive and Note the Minutes

10.1.1 Planning

10.1.2 Finance and General Purposes

10.1.3 Recreation Ground

10.1.4 Cemetery

Cllr Hallett advised that there may be significant expenditure required on the Cemetery Chapels. This was being investigated.

10.2 Committee Membership

Cllr Hull and Cllr Douglass had both expressed their interest in membership of the Cemetery Committee. This was agreed.

11. COUNTY AND DISTRICT COUNCILLOR REPORTS

11.1 County Council

Cllr Dent had circulated a report on the County Council to Councillors.

He added that the old lights on the A1198 had now been removed. He reminded Councillors of the new Park and Ride charges which took effect from the 22nd July 2014. People eligible for concessionary fares would still need to purchase a ticket for parking.

Cllr Dent advised that the surface dressing of South End started on the 28th July 2014.

11.2 District Council

District Cllrs Cathcart and McCraith advised that the July District Council meeting had been cancelled due to the lack of business for discussion, adding that the main issue at present was the Local Development Plan.

The Chairman thanked the Councillors for their reports.

12. WORKING GROUPS

12.1 Bassingbourn Village College/Primary School Liaison Group

Cllrs Hirtzel and Webb were the Parish Council representatives. The Chairman advised that since his latest newsletter article he had been contacted by the Chair of Bassingbourn Village College Governors who had asked for a meeting prior to attending a Parish Council meeting. He would arrange this.

*-Cllr
Robinson*

12.2. Pavilion Project

The Chairman had been given all the plans used for the Melbourn Pavilion project to look at and tailor to the Parish Councils own needs. He would speak to the other working group members adding that he was very grateful for the help received from Melbourn Parish Council.

12.3 Conservation

Cllr Hallett had nothing to report.

12.4 Affordable Housing

The working group would be meeting once the Local Development Plan had been concluded.

13. VILLAGE EVENTS

13.1 Firework Display 2014

In the absence of Cllr Webb who was arranging the display, this item would be taken forward to the next meeting.

13.2 Christmas Tree for Village Green

A proposal had been made in 2013 to investigate a Christmas tree for the village green this year. Cllr Douglass suggested that the primary school and Village College students could be involved. The Clerk was asked to find out the cost of a 15ft -20ft tree, sourced locally, and report back at the next meeting.

-Clerk

14. ALLOTMENTS**14.1 Formation of Allotment Holders Association**

Cllr Hallett reported that following a number of meetings the Saddleback Lane Allotment Association had been formed with Joint Chairman.

14.2 Vacant and Abandoned Allotments

There were a few abandoned allotments where nobody appeared to be tending them. Cllr Hallett and the Clerk to liaise on who had paid their rent for the current year and contact the other tenants ceasing their lease.

*-Cllr
Hallett &
Clerk*

14.3 Grant for project to supply water

Cllr Hallett advised that the allotment holders would now be looking for a grant to get a water supply on the site. This would probably be from the nearby stream. Cllr Hallett confirmed that the Landowner was in agreement with the idea. The Chairman asked that the Allotment Association come back to the Parish Council with their proposal and costings so that this could be discussed further. The Clerk was asked to put the item on the agenda for the Finance and General Purposes Committee meeting on the 19th August.

-Clerk

15. MATTERS ARISING FROM ANNUAL PARISH MEETING**15.1 Overgrown Hedges**

The Chairman reported that he had looked at the hedge issues raised at the meeting and could not see where the problems were. Cllr Mead-Blandford had observed a hedge on Spring Lane which was obstructing the footpath. The Clerk reminded Councillors that it had also been suggested that there was a dedicated 'Hedge and Tree' member of the Council. Cllr Mead-Blandford and Cllr Cooper offered to monitor the hedges in the village and report back. A letter could then be sent to the properties concerned.

*-Cllr
Mead-
Blandford
& Cllr
Cooper*

15.1.1 War Memorial Lime Trees

Cllr Clarke expressed concern over the trees at the four corners of the memorial green stating that they needed to be trimmed. Councillors were asked to look at the trees in question for discussion at the next meeting.

-Cllrs

15.2 Proposal for 20mph zone

The County Council Highway Officers had confirmed that the 20mph zone would not be possible. The reasons given were discussed at the Finance and General Purposes committee meeting on the 1st July 2014.

16. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**16.1 Village Oil Club**

Cllr Catherall suggested that details of the Oil Club, circulated in the Parish Council monthly circulation pack, be advertised through the Village Voice. He would contact the Editor.

*-Cllr
Catherall*

16.2 Community Energy Officer

Cllr Catherall then advised that the Officer had spoken at the Parish Planning Forum and asked why the Parish Council had not followed up to find out how to sign up for cheaper electricity. Councillors were unaware of the officer's role. Cllr Catherall volunteered to find out more information.

*-Cllr
Catherall*

16.3 Brook Road Bench

Cllr Mead-Blandford advised that underneath the bench was covered in brambles. The contractors had cut the grass around the bench but not cleared beneath. The Clerk would advise the grasscutting contractors. The Chairman added that this was another reason why the Parish Council should look at appointing a part time handyman. This would be on the agenda for discussion at the next Finance and General Purposes committee meeting.

-Clerk

17. DATE OF NEXT MEETING**17.1 Cemetery/Planning/Finance and General Purposes Committees**

Tuesday 19th August 2014

17.2 Recreation Ground

Wednesday 20th August 2014

17.3 Cemetery, Planning Finance and General Purposes Committees

Tuesday 2nd September 2014

17.4 Planning/Parish Council

Tuesday 16th September 2014

The Chairman closed the Meeting at 9.32 pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

**Minutes of Meeting held on Tuesday 16th September 2014 at
The Limes, High Street 7.50pm.**

Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Douglass, Cllr Hull, Cllr Geraghty, Cllr Sappol, Cllr Webb, Cllr Freeman
District Cllr Cathcart, District Cllr McCraith
Members of Public –3

01. CO-OPTION OF COUNCILLOR

There was still one vacancy for Councillor from the May 2014 election. A further casual vacancy had since arisen due to the resignation of Cllr Clarke.

02. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Hirtzel, Cllr Cooper, County Cllr Dent

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

Cllr Hallett had been granted a Dispensation to discuss the allotments for a period of 4 years.

04. MINUTES OF LAST MEETING

4.1 Parish Council Meeting 22nd July 2014

It was agreed the minutes of the Parish Council Meeting held on Tuesday 22nd July 2014, copies previously distributed, were a true record and signed by the Chairman.

05. MATTERS ARISING

5.1 High Street Waiting Restrictions

It was noted that the temporary markings had been refreshed. The Chairman advised that he had received a couple of concerns over the lines outside the bakery and pharmacy. Cllr Hallett advised that at the time the original markings were painted Cllr Dent had met with residents on site and discussed adjustments. The lines outside this spot were to enable HGV and agricultural vehicles to pull in if needed.

-Clerk

The Clerk advised that she had received an invoice for the Parish Council's contribution towards the MHI work 2013/14. She was unsure what this covered believing it to be the flashing school signs on the High Street and Brook Road. She had no record of the application made but was aware that the ex County Cllr, Linda Oliver, was involved and a number of site meetings had taken place. The invoice would be clarified for the next meeting.

The Clerk then advised that she had arranged a meeting with the Highway Officer, Sharon Malloney, on the 23rd September 2014 to discuss the 'SLOW' signage on the High Street.

5.2 Overgrown Hedges

The Chairman had agreed at the Finance and General Purposes committee meeting to ask residents to ensure that their hedges and shrubbery were kept cut back so as not to obstruct the footpaths.

06. CORRESPONDENCE

6.1 Request for South Farm sign

A resident had requested that a direction sign be put on the signpost at the junction of North End and Guise Lane for South Farm. The venue was being advertised in the Village Voice and there were often people in vehicles asking the way. The Clerk would follow up with Highways.

-Clerk

6.2 Footpaths

Concern was raised over the footpath from Guise Lane towards Bassingbourn which had been ploughed up. The Chairman advised that he was also made aware of the condition of the footpath which ran at the rear of the Doctors surgery in Spring Lane. He spoke to the farmer who agreed to flatten. Cllr Hallett advised that he had been monitoring the footpaths adding that there was currently a problem with footpath 21 in Kneesworth. Ownership was discussed. Cllr Hallett agreed to check the paths concerned.

*-Cllr
Hallett*

6.3 127 Bus Route

A letter had been received from a resident of The Causeway who was currently a driver of the 127 bus. He advised that if the County Council decided to discard the route during their consultation he would ask to tender to take over the service.

The Clerk reminded Councillors that a meeting was being held on the 22nd September with the County Council to discuss the future of Cambridgeshire bus services in the area. Cllr Mead-Blandford asked for the resident's offer to be forwarded to the other parishes served by the 127 bus route.

07. OPEN FORUM

One of the potential replacements for the South Cambridgeshire MP Andrew Lansley was in attendance. She advised that she wanted to observe the meeting.

08. FINANCES

8.1 Renewal of Insurance Policy

Cllr Hallett and the Clerk had met with Came and Co representative, Andy Cotter, to discuss the schedule. He had offered to compare the asset register against the schedule to ensure sufficient cover was in place. The latest schedule had been copied to Councillors for comment. Cllr Webb suggested that the play area fencing, which had recently been installed, be increased to £10,000. Councillors agreed that a further three year long term agreement be entered into when the current term expired on the 30th September 2014. The Clerk to advise Came and Co and also ask for the fencing cover to be increased to £10,000.

-Clerk

8.2 Payment of Accounts

LITLINGTON PARISH COUNCIL

Contribution towards stationery		£ 19.57
PFK LITTLEJOHN		
External Audit 2013/14 (inc. £60.00VAT)		£360.00
HIBBITT & SONS MASONRY LTD		
Repair to memorial in cemetery (inc. £31.00VAT)		£ 186.00
UNLIMITED LOGOS		
Drive Carefully sign (inc £23.60VAT)	£141.60	
Rouses sign (inc. 55.00VAT)	£330.00	£471.60
BUCHANS LANDSCAPES		
Grounds maintenance August 2014 (inc. £297.64VAT)		£1785.82
BROKER NETWORK LTD		
Insurance premium October 2014 –September 2014		£2575.92
MR A MEAD-BLANDFORD		
Installation of litter bin on The Rouses		£ 100.00
TOTAL		£5498.91

The invoices were checked by the Chairman. PROPOSED Cllr Hallett SECONDED Cllr Freeman
The following payments were made at the Finance & General Purposes committee meeting on 19th August and 2nd September 2014

BUCHANS LANDSCAPES

Grounds maintenance July 2014 (inc. £279.64VAT)		£1785.82
MRS S WALMESLEY		
Clerk salary and expenses 1/7/14-31/7/14		£740.76
CAMBRIDGESHIRE COUNTY COUNCIL		
Traffic calming SLOW markings as agreed at F&GP meeting 19/8/14		£220.45
MR BENNET HOOD		
Reimbursement for works to Cemetery Lodge as agreed at Cemetery meeting 19/8/14		£750.00
HALES PRINTERS		
Newsletters		£749.00
MRS S WALMESLEY		
Clerk salary and expenses 1/8/14-31/8/14		£731.84

8.3 Completion of Audit 2013-14

The external audit had been completed with no issues raised. A copy of the annual return was on display on the village notice board.

8.4 Authorisation of signatories for Santander Bank Account

Cllr Hallett advised that the bank account, which was formally an Abbey National Business account, was dormant due to there not being any recent transactions. The Clerk had tried on a number of occasions to change the signatories, all of whom were no longer Parish Councillors, without success. Her latest attempt had resulted in a change of signatory form being sent. Cllr Hallett had managed to track down the terms and conditions of the account and had sought advice from the Parish Council Insurance representative on his recent visit. New signatories needed to be formally appointed and their names minuted. It was proposed by Cllr Hallett that he as Vice Chairman, Cllr Robinson as Chairman and Cllr Webb as Finance and General Purposes Committee Chairman be appointed as signatories. This was seconded by Cllr Mead-Blandford with all Councillors in agreement.

9. PROCEEDINGS OF COMMITTEES

9.1 To Receive and Note the Minutes

9.1.1 Planning

9.1.2 Finance and General Purposes

9.1.3 Recreation Ground

The minutes had been circulated to all Councillors. They were noted.

10. COUNTY AND DISTRICT COUNCILLOR REPORTS

10.1 County Council

Cllr Dent had circulated a report on the County Council to Councillors.

10.2 District Council

Cllr McCraith advised that there was to be a District Council meeting the following week. The last meeting had been in early summer.

Cllr Cathcart then reported that the City Deal was moving ahead adding that this could have a major impact on the District. He was concerned that there was not a single mention of the villages in the City Deal documentation so it would be very urban based. It was early days but needed to be monitored. Cllr McCraith added that South Cambridgeshire District Council was trying to get the agreement of Huntingdon District Council to merge some services for efficiency.

The Chairman thanked the Councillors for their reports.

11. WORKING GROUPS

11.1 Bassingbourn Village College/Primary School Liaison Group

The Chairman was to attend a meeting with the Chair of the Village College Governors the following week. He would be accompanied by Cllr Douglass and Cllr Hirtzel.

11.2. Pavilion Project

The Chairman would be presented proposals to the Recreation Ground committee at their next meeting.

11.3 Conservation

Cllr Hallett reported that the group would be daffodil planting on the 4th October and there would be a village tidy on the 11th October. Volunteers would be welcome.

11.4 Affordable Housing

The working group would be meeting once the Local Development Plan had been concluded.

12. VILLAGE EVENTS

12.1 Firework Display 2014

Cllr Webb reported that the committee from last year did not want to be involved this time. As Cllr Webb could not run the event alone he had decided to cancel. He suggested that if the budget could be carried forward he would try again in 2015.

12.2 Christmas Tree for Village Green

A proposal had been made in 2013 to investigate a Christmas tree for the village green this year. The Clerk had not yet obtained a price for a tree. Cllr Mead-Blandford offered to speak to the local farm shop. This would be an agenda item at the next Finance and General Purposes committee meeting.

*-Cllr
Mead-
Blandford*

13. ALLOTMENTS.**13.1 Vacant and Abandoned Allotments**

Cllr Hallett reported that out of the 28 allotments there were four vacant. Two and a half plots appeared to be abandoned. The Clerk was waiting to hear from the tenants. There had been a complaint made about plot 12 where an amount of rubbish had been dumped. Councillors agreed that the Clerk and allotment holders ask the tenant to tidy. Cllr Hallett agreed to prepare a notice advertising the vacant allotments for the Village Voice and notice boards.

*-Cllr
Hallett &
Clerk*

13.2 Invoices for Allotment Tenants 2014-15

Cllr Hallett advised that the allotment year ran October –September so the invoices would need to be sent out soon.

-Clerk

14. RESIGNATION OF COUNCILLOR CLARKE

The Chairman advised those Councillors absent from the last Finance and General Purposes committee meeting that Cllr Clarke had decided to resign after decades of service to the village. Everyone agreed that he had contributed to the village in many ways and he would be missed. Cllr Webb suggested that the Parish Council should show their appreciation for his time as a Councillor and Chairman. Discussions took place on how this could be done. Ideas would be investigated.

15. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**15.1 Village Voice**

Cllr Sappol asked the Chairman to include a reference to the village sign replacement in his next article for the newsletter. He was aware of some parishioner concerns that the existing sign had been stolen. Cllr Sappol added that he had received two letters relating to the same dog attack incident in the village and these would be published. He would also arrange for a dedication to the retirement of Cllr Clarke.

-Cllrs

15.2 Dog Waste

Cllr Mead-Blandford reported that dog waste was being put in the litter bin outside the bakers/pharmacy. She asked the Chairman to include a request for people to put the waste into an appropriate bin in his newsletter article. The Chairman confirmed that he intended to refer to the increase in dog fouling especially on the recreation ground.

*-Cllr
Robinson*

15.3 WI Meetings

Cllr Mead-Blandford expressed concern over the WI using the kitchen of The Limes for their meetings at the same time as the monthly Cemetery, Planning and Finance and General Purposes committee meetings were taking place. She found it difficult to concentrate. She suggested that both the WI and Parish Council reconsider their meeting arrangements so they did not clash. Cllr Hallett advised that the Parish Council had spent a lot of time deciding on holding their meetings on a Tuesday which was the best day for all concerned. Cllr Freeman agreed to speak to Mrs Lord the WI representative.

*-Cllr
Freeman*

17. DATE OF NEXT MEETING**17.1 Cemetery/Planning/Finance and General Purposes Committees**

Tuesday 7th October 2014

17.2 Recreation Ground

Wednesday 22nd October 2014

17.3 Cemetery, Planning Finance and General Purposes Committees

Tuesday 4th November 2014

17.4 Planning/Parish Council

Tuesday 18th November 2014

The Chairman closed the Meeting at 8.35 pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 4th November 2014
at The Limes, High Street- 7.10pm.

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Mead-Blandford, Cllr Freeman, Cllr Webb
Cllr Hull, Cllr Cooper
Members of Public: 3

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hirtzel, Cllr Sappol, County Cllr Dent

02. CO-OPTION OF COUNCILLOR

The Chairman advised that there had been one application for co-option which was from Mr Bill McInulty who was asked to introduce himself. It was then proposed by Cllr Freeman, seconded by Cllr Mead-Blandford, that Mr McInulty be co-opted. All Councillors in agreement. He signed the Declaration of Acceptance of Office and joined the meeting.

03. APPROVAL OF EXPENDITURE

3.1 Churchyard Wall

A quotation received had been discussed at the last Finance and General Purposes committee meeting where it was recommended for approval. It was proposed by Cllr Hallett, seconded by Cllr Webb that the quotation for £3870.00 be agreed. All Councillors in agreement.

04. OTHER

4.1 Hire Charges for The Limes

The Chairman had been made aware by the Over 60s club that they were to be charged for hiring The Limes. Cllr Hull advised that residents were already contributing through their rent for the use of the building. The Chairman would arrange for this to be an agenda item at the next meeting to see if the Parish Council could help.

The meeting closed at 7.15 pm

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

**Minutes of Meeting held on Tuesday 18th November 2014 at
The Limes, High Street 7.50pm.**

Cllr Robinson (Chairman), Cllr Hallett, Cllr Douglass, Cllr Hull, Cllr Geraghty, Cllr
McInulty, Cllr Webb, Cllr Freeman, Cllr Spencely
District Cllr McCraith
Members of Public –3

01. CO-OPTION OF COUNCILLOR

There was still one vacancy for Councillor resulting from the resignation of Mr Clarke.

02. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Hirtzel, Cllr Sappol, District Cllr Cathcart, County Cllr Dent

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS

Cllr Hallett and Cllr Webb had been granted a Dispensation to discuss the allotments for a period of 4 years.

04. BASSINGBOURN JUNIOR CRICKET CLUB (Laurence Robinson)

The Chairman welcomed Mr Robinson and invited him to present his proposals.

Mr Robinson introduced himself and other members of the club. He advised that they had a five year plan and explained the objectives which were for a team in the junior division, a viable second team, a youth development team and regular Sunday games for the team of committed mainly local players. Funding was required for equipment including balls, playing kit and winter nets. The club wanted to create a deck suitable for senior level cricket and capable of sustaining two games per weekend. It was hoped to have a small team of qualified coaches with enhanced links to Bassingbourn Village College looking to extend to the primary school. Significant investment was needed for the cost of courses, refreshers, playing equipment and training aids. Mr Robinson concluded the presentation by stating that cricket was regarded as enhancing the desirability of a village. It could engage a different demographic in village life and youth involvement with summer sport would bring many benefits. The relevant structures were in place but help was needed promoting the club's plan. The Parish Council were asked for their commitment to help by providing £2,000 pa for the next 5 years the term of the plan.

Cllr Hallett asked how much money was currently in the club's bank account. Mr Robinson replied that there was £2164 of which £885 was committed.

The Chairman stated that he was not sure whether the Parish Council could fund a club in the village with only 25 people but there was money set aside for youth facilities which could cover the cricket club. In the past the Parish Council had spent a lot more on the Youth Club which for some of the time had fewer members than the cricket club had now. Cllr Hallett added that the difficulty was the small number of village people and suggested supporting with £1000pa leaving the other half for the club to fund raise for. Cllr Geraghty suggested that on the basis of the Youth Club not currently running the requested £2000pa be given. After further discussion Councillors a proposal was made to go half way and contribute £1500pa. A vote was then taken with the majority of Councillors agreeing to a contribution of £1500pa for the next five years.

Mr Robinson stated that he would use the Village Voice to advertise the club and would also provide a full report at the end of the season.

05. MINUTES OF LAST MEETING

5.1 Parish Council Meeting 16th September 2014

It was agreed the minutes of the Parish Council Meeting held on Tuesday 16th September 2014, copies previously distributed, were a true record and signed by the Chairman.

5.2 Parish Council Meeting 4th November 2014

It was agreed the minutes of the Parish Council Meeting held on Tuesday 4th November 2014, copies previously distributed, were a true record and signed by the Chairman.

06. MATTERS ARISING**6.1 Overgrown Hedges**

A request to residents had been made in the Village Voice.

6.2 Request for South Farm sign

The Clerk advised that 'attraction' signs were not provided by either the County or District Councils. The business could themselves apply for a brown sign but they would be charged.

07. CORRESPONDENCE**7.1 Future of BT Telephone Kiosks**

A consultation was currently underway where the District Council and British Telecom were recommending the removal of the High Street and Guise Lane telephone kiosks which either had little or no use over the past few years. South Cambridgeshire District Council had carried out a survey and supported the recommendation. The final decision was to be made in December 2014. It had been suggested at one point that the High Street kiosk be adopted by the Parish Council and used for other purposes.

It was stated that adoption of the kiosk would be more attractive if the box was the older style. A discussion took place on how the kiosk could be used. There were some boxes in other parishes being used as a library which could be an option. Cllr Webb advised that he would seek the opinion of the Book Cafe committee who received donations of used books.

**-Cllr
Webb**

7.2 Sustainable Solutions for South Cambs

A meeting to re-introduce the Sustainable Energy Partnership was to be held on the 19th November 2014 in Melbourn. Details had been circulated to Councillors. Cllr Spencely had expressed an interest in attending.

08. OPEN FORUM

There were no issues raised.

09. FINANCES**9.1 Payment of Accounts****BUCHANS LANDSCAPES**

Grounds maintenance October 2014 (inc. £297.64VAT)	£1785.82	
War memorial leaf clearance (inc. £6.00VAT)	£ 36.00	£1821.82

HALES PRINTERS

Newsletters		£ 789.00
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CAMBRIDGESHIRE COUNTY COUNCIL

Street light energy October –September 2014		£2120.00
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CAMBRIDGE WATER COMPANY

Cemetery water rate May-October 2014		£ 22.08
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TOTAL		£4752.90
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The invoices were checked by Cllr Webb. PROPOSED Cllr Hallett SECONDED Cllr Freeman
Cllr Hallett reported that he was aware of some errors on the inventory of parish lights received from the County Council. He agreed to investigate.

**-Cllr
Hallett**

The following payments were made at the Finance & General Purposes committee meeting on 7th October and 4th November 2014**CAMBRIDGESHIRE COUNTY COUNCIL**

Contribution towards MHI Bid 2013/14		£663.26
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HALES PRINTERS

Newsletters		£706.00
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MRS D ARTUS

Reimbursement for conservation group bulbs (inc. £21.00VAT)		£126.00
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BASSINGBOURN VILLAGE COLLEGE

Hire of hall and refreshments for Annual Parish Meeting 24/6/14		£ 45.00
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MRS S WALMESLEY

Clerks salary 1/9/14 –30/9/14		£750.43
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HMRC

PAYE July –September 2014 NI (Employer £30.00, Employee £26.10)		£56.10
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MRS E DOUGLASS

Reimbursement for flowers for Lolly Pop lady's retirement		£29.97
E-ON		
Pavilion electricity (inc. £3.15VAT)		£ 66.05
MELBOURN PARISH COUNCIL		
Training for Councillors x 3		£105.00
BUCHANS LANDSCAPES		
Grounds maintenance September 2014 (inc. £297.64VAT)	£1785.82	
Remove fallen branch from recreation ground (inc.£9.00VAT)	£ 54.00	£1839.82
ANDREW FIREBRACE PARTNERSHIP LTD		
Structural survey and report for Cemetery Chapels (inc. £90.00VAT)		£ 540.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Signage for SLOW marking (agreed at meeting 7/10/14)		£ 301.69
CAMBRIDGE WATER COMPANY		
Recreation ground water rate May-October 2014		£ 89.10
MRS S WALMESLEY		
Clerks salary 1/10/14 –31/10/14		£767.53
A MEAD-BLANDFORD		
Repair to Elbourn Way fence (agreed at Recreation Ground committee)	£180.00	
Installation of Rouses sign	£ 80.00	£260.00

9.2 Renewal of Insurance Policy

The insurance company had been asked to increase the cover for fencing as discussed at the last meeting. They had included this in the schedule for no additional charge.

Cllr Hallett advises that the Insurance schedule related to the Asset Register which had now been handed to Cllr Webb as Chairman of the Finance and General Purposes committee.

9.3 Authorisation of signatories for Santander bank account

The paperwork had been sent off to Santander following the receipt of Cllr Hallett and Cllr Webb's details. There had not yet been an acknowledgement.

9.4 Change of signatories for Huckle charity

The existing signatories were ex Councillors Robert Clarke and Peter Matthews. The Clerk had made enquiries as to how these could be changed with Barclays Bank in Royston and they had referred her to the mandate change team who she would contact.

Clerk

It was stated that in the past the Parish Council had discussed changing the Trust Deed with the Charity Commission so that the money held in the account could be used for other recreational purposes. The Clerk to investigate the whereabouts of the Trust Deed.

9.5 To consider Recreation Ground tree work quotations

Only two quotations had been received for the tree work on the Horse Chestnut trees. It was agreed that as the work needed to be carried out as soon as possible, and the quotation was favourable, the contractor TTF be awarded the contract at a cost of £800. Clerk to advise the contractor.

-Clerk

9.6 Expenditure on Cemetery Chapels

Three quotations had been received for the repair to the cemetery chapel. Cllr Hallett, Chairman of the Cemetery Committee, reported on the quotations which were based on the report prepared by the Structural Engineer. He advised the costs were beyond the remit of the Cemetery Committee. Cllr Hallett then proposed that the lowest quotation, from Apex Roofing and Scaffolding Ltd, for £3100 plus VAT be approved. All Councillors in agreement. Cllr Hallett then advised that one of the contractors had pointed out that the west cemetery chapel, even though it had the ties across the chapel north to south, did not have a tie from east to west. This would need to be addressed and would be discussed at the next cemetery committee meeting on the 2nd December. The Clerk was asked to advise the contractors.

-Clerk

10. PROCEEDINGS OF COMMITTEES

10.1 To Receive and Note the Minutes

10.1.1 Planning

10.1.2 Finance and General Purposes

10.1.3 Recreation Ground

10.1.4 Cemetery

11. COUNTY AND DISTRICT COUNCILLOR REPORTS11.1 County Council

Cllr Dent had circulated a report on the County Council to Councillors.

11.2 District Council

Cllr McCraith advised that the next South Cambridgeshire District Council meeting was to be held on the 27th November. There was not a lot to report at this stage apart from the Local Plan inspection which was in process.

12. WORKING GROUPS12.1 Bassingbourn Village College/Primary School Liaison Group

Cllr Douglass was in contact with the primary school regarding the planned Christmas Carol singing on the 4th December 2014.

12.2. Pavilion Project

Cllr Freeman, Chairman of the Recreation Ground Committee, confirmed that the football and cricket clubs had confirmed their commitment to the project. Cllr Robinson would attend the next committee meeting on the 17th December 2014 to discuss further.

12.3 Conservation

The group had planted some more daffodils around the village and there had been a village tidy. The next meeting of the group would be taking place on the 1st December 2014.

12.4 Affordable Housing

The working group would be meeting once the Local Development Plan had been concluded.

13. VILLAGE EVENTS13.1 Christmas Tree and Carols

Cllr Douglass, in liaison with the Chairman and Cllr Webb, was arranging a celebration on the 4th December 2014. Bury Lane had offered to donate a Christmas tree which was gratefully accepted. Cllr Douglass reported that she had been in contact with the primary school, village college and village organisations who were willing to participate. There had also been offers of mince pie donations. Posters advertising the event were to be produced and put up around the village about one week beforehand. A discussion took place on the Christmas tree lights. Cllr Robinson advised that a 30 metre string of LED lights could be purchased for a cost of around £30-£40. Cllr Hallett proposed the lights be purchased which was agreed by Councillors. The arrangements would be finalised at the Finance and General Purposes committee meeting on the 2nd December. Cllr Douglass was thanked for her work on this project.

*-Cllr
Douglass
& Cllr
Robinson*

14. ALLOTMENTS.14.1 Vacant and Abandoned Allotments

Cllr Hallett confirmed that there was 1 ½ allotments available with one more to be confirmed. There were three people waiting for allotments so the free allotments should satisfy this demand.

14.2 Invoices for Allotment Tenants 2014-15

The Clerk confirmed that the invoices had been sent out and some payments from tenants had been received. She was liaising with Cllr Hallett. A letter was to be sent to one tenant whose allotment was very untidy with rubbish dumped on it.

-Clerk

15. USE OF THE LIMES BY VILLAGE CLUBS

Cllr Hull advised that money raised through the hire of The Limes used to go into a fund for residents. It now went to South Cambridgeshire District Council. A discussion took place on how the Parish Council could help. It was suggested that it would be more beneficial to make a donation towards the clubs using the facility rather than funding everyone to use it. After further discussion the Chairman agreed to put a reference into the next Village Voice advising that the Parish Council were in the process of setting their budget for 2015/16 and any group seeking financial assistance should contact Councillors before this was finalised.

*-Cllr
Robinson*

16. PROPOSED MEETING DATES 2015

Proposed dates for meetings had been circulated to Councillors.

17. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK

17.1 High Street Sign

The Clerk was asked to follow up the installation of the 'elderly people crossing' sign with County Highways.

-Clerk

17.2 120th Anniversary of Parish Council

Clr Hallett reported that the formation of Parish Councils was first advertised in October 1894 with the first meetings held in December 1894.

18. DATE OF NEXT MEETING

18.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 2ND December 2014

18.2 Recreation Ground

Wednesday 17th December 2014

The Chairman closed the Meeting at 9.15 pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 2nd December 2014
at The Limes, High Street- 7.10pm.

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Mead-Blandford, Cllr Freeman, Cllr Webb
Cllr Cooper, Cllr Douglass, Cllr Spenceley, Cllr Catherall
Members of Public: 3

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hirtzel, Cllr Geraghty, Cllr Hull and District Cllr Cathcart.

02. CO-OPTION OF COUNCILLOR

The Clerk advised that there had been one application for the remaining vacancy but due to the short notification of the meeting the applicant was unable to attend. The Chairman suggested that the co-option be rescheduled for a meeting on the 6th January 2015 to which the applicant would be asked to attend. This was agreed. Clerk to advise the applicant. **-Clerk**

03. OTHER

3.1 Solar Farm

Cllr Mead-Blandford expressed her concern over the way that the company managing the solar farm installation had dealt with the recruitment of staff. She stated that she had not seen the jobs advertised locally and felt that they should have been. She added that this was a Government funded project and the recruitment process should have been more transparent. She was also concerned over rumours that some of the employees were only being paid £2.50 per hour. Cllr Mead-Blandford advised that she had asked District Cllr McCraith to take the recruitment issue up with the Conservative party and County Cllr Dent had agreed to speak to trading standards.

A discussion then took place on the road issue, which was discussed at the last planning committee meeting, where District Cllr McCraith agreed to speak to the District Council Planners to find out whether there were conditions on the planning consent.

The meeting closed at 7.25 pm