

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 3rd January 2017 at
The Limes, High Street 7. 45pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Hull, Cllr Oakley, Cllr Freeman, Cllr Geraghty, Cllr Dixon, Cllr Woodhouse, Cllr Hirtzel, Cllr Robinson

District Cllr McCraith, District Cllr Cathcart

Members of Public: 0

1. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Spencely, County Cllr Dent

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 29th November 2016

Minutes of the meeting held on Tuesday 29th November 2016 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman

4. MATTERS ARISING

4.1 Purchase of a Defibrillator –update on purchase

The Clerk confirmed that the defibrillator had been ordered. The Chairman stated that once delivered the installation of the equipment, and training, would have to be arranged.

4.2 Update on Request to reinstate Park Close Play Area

Cllr Cathcart reported that he had spoken with District Council Housing Manager, Geoff Clark, who advised that in principle he was happy for the area to be reinstated as a play area and agreed not to look for another use. He had agreed to put this in writing by the end of the week. Cllr Cathcart added that the provision of play equipment, and maintenance of the area, would have to be taken on by the Parish Council. It was agreed that this decision would be an agenda item for discussion at the next meeting on the 7th February 2017.

4.3 School Crossing Patrol –Update

Cllr Dent had advised that there was still no applicants to take over the crossing. The Chairman referred to discussions at previous meetings and agreed to compile a letter to be sent to the Royston Crow which might stir some interest amongst the village.

-Cllr Sams

4.4 Feedback on Christmas Celebration

Cllr Douglass thanked everyone that had helped with the event which made £110. She stated that Councillors now needed to decide what to do with this money. One suggestion was to build up a fund for Christmas decorations for the village in future. She agreed to investigate.

*-Cllr
Douglass*

Cllr Robinson thanked Cllr Douglass for all her hard work stating that the event would not have happened without her organisation.

Cllr Hull thanked the Parish Council for arranging a card to thank the newsletter distributors for their help. Cllr Hallett had hand delivered the 40 cards to the volunteers.

4.5 Update on Co-option of Councillor

The District Council had given the go-ahead for the co-option which was advertised on the notice board. This would be an agenda item for the next Parish Council meeting on the 24th January 2017.

5. CORRESPONDENCE

5.1 Request for Information regarding land adjacent to Butterfield Drive

A request had been made by a resident of Butterfield Drive concerned over constant problems with weeds and plants. Councillors believed that the landowner was the previous owner of the house on The Causeway and suggested that the residents contact Land Registry to find out who the land belonged to. Clerk to advise the resident.

-Clerk

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE**7.1 Payment of Accounts**

The invoice was checked by Cllr Hallett.

BUCHANS LANDSCAPES

Grounds mtce November 2016 (inc. £299.72 VAT)	£1798.31	
Grounds mtce December 2016 (inc. £299.72 VAT)	£1798.31	£3596.62

SETON

Asset tags (inc. £36.80VAT)		£ 220.80
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ALAN MEAD-BLANDFORD

Repair to North End bus shelter		£185.00
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VIKING

Stationery (inc. £28.07VAT) £105.28 to be recovered from other councils		£168.42
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HALES PRINTERS

Newsletters December 2016	£749.00	
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Christmas cards (inc. £5.60 VAT)	£ 33.60	£782.60
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THE POST OFFICE

Emptying of recreation ground bins 2016/17 (inc £343.20VAT)		£2059.20
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BASSINGBOURN URC

Hire of schoolroom 2016 for recreation ground meetings		£ 60.00
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CAMBRIDGESHIRE ACRE

Renewal of membership 2017 (inc £9.00Vat)		£ 54.00
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SLCC

Membership 2017		£121.00
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MRS S WALMESLEY

Clerks salary and expenses 1/12/16 –31/12/16		£857.97
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HMRC

PAYE October-December 2016		£ 93.49
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TOTAL		£8199.10
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Agreed. PROPOSED Cllr McNulty SECONDED Cllr Freeman

An invoice for £10,500 plus VAT had also been received from Proludic for the removal and installation of play equipment. It was noted that there was still safety fencing around the structure so the installation had not yet been completed. Several concerns had been raised over this structure, at the recent Recreation Ground committee meeting, which were being followed up by Cllr Freeman.

Concern had also been raised over the recent Playdale installation, and lack of safety surfacing, and their representatives were returning to the site on the 4th January. It was noted that for future installation a visual inspection must be carried out before approval of the payment of invoice.

7.2 Budget/Precept 2017/18

The Chairman would work on updated budget figures so that a decision could be made on the precept amount at the Parish Council meeting on the 24th January 2017. There was a general agreement that the reserves needed to be spent. The Chairman added that he had been made aware of a number of grant resources for play areas which would be investigated.

-Cllr Sams

Cllr Hirtzel advised that she had concerns over the number of cuts the grass verges were given and the cost to the village. She was also concerned about wildlife. She suggested Councillors look at a 'Plantlife' publication. The Clerk advised that, following agreement of the specifications at the last Recreation Ground committee meeting, invitations had been sent out to contractors inviting tenders. The Chairman suggested that Cllr Hirtzel look at the verges and come up with a proposal on what grass could be left. The village would also need to support the proposal as there were more complaints about the lack of grasscutting than the amount of cuts.

8. VILLAGE MAINTENANCE**8.1 Area Outside Pharmacy**

The Clerk was asked to urge an update from the Agent.

-Clerk

8.2 Repair to village green bench

The Clerk was awaiting insurance details from a second 'Handyman' who would then be given a list of outstanding jobs.

Cllr Robinson advised that a parishioner had complained about the poor repair to the bus shelter windows. He had taken a look but felt that the repair, using some of the existing wood, was satisfactory and suggested the shelter be painted. This job would be added to the list for the Handyman.

9. REVIEW OF ASSET REGISTER

9.1 Review of Asset Register

The Asset Tags had been received although they were not as comprehensive as expected. The Chairman advised that the Asset Register was now on an Excel spreadsheet and he was updating details, and costs, of play equipment.

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

10.1 Footpaths rear of Elm Tree Drive

Cllr Hull had received complaints about motorbikes using the footpaths churning up the paths. The Chairman suggested that he put an item in the Village Voice.

-Cllr Hull

10.2 Emptying of Elbourn Way litter bin

Cllr Dixon advised that the bin in the play area was full. It was noted that this bin was emptied by the District Council who may have experienced a change in collection times due to the Christmas break. Cllr Dixon agreed to monitor and if it was not emptied within the next few days let the Clerk know and she would chase up with the refuse collectors.

*-Cllr
Dixon*

11. DATE OF NEXT MEETING

Tuesday 7th February 2017

The Chairman closed the Meeting at 8.37pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th February 2017 at
The Limes, High Street 8. 16pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Freeman, Cllr Geraghty, Cllr Dixon, Cllr Spenceley

District Cllr Cathcart

Members of Public: 1

1. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Hull, Cllr Robinson, Cllr Woodhouse, Cllr Hirtzel, District Cllr McCraith, County Cllr Dent

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 3rd January 2017

Minutes of the meeting held on Tuesday 3rd January 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman

4. MATTERS ARISING

4.1 Purchase of a Defibrillator –update on purchase

The defibrillator had now been installed in the kiosk on the High Street. The Chairman and Cllr Douglass agreed to follow up the paperwork and arrange for some training on the use of the equipment. It was agreed that as many people as possible needed to be gathered for the training in one venue.

*-Cllr Sams
& Cllr
Douglass*

4.2 School Crossing Patrol –Update

As discussed at previous meetings the Chairman had submitted an article to the local press highlighting the need for a Crossing Patrol Person to come forward. This had been followed up on the local TV news. The Chairman advised that he believed there had now been two people come forward for the job. He added that feedback from the publicity seemed to indicate that the Parish Council was being awkward about the installation of a crossing which was not the case. Cllr Hallett added that in Cllr Robinsons absence he had replied to a letter from a parishioner, concerned how nothing was happening to help the children cross and, asking why a crossing was not possible. The Chairman concluded that there was not much more that the Parish Council could do to help with this.

5. CORRESPONDENCE

5.1 Park Close –South Cambridgeshire District Council correspondence regarding future responsibility for the play area

Following on from Cllr Cathcart's conversation with the South Cambridgeshire District Council Neighbourhood Services Manager, Geoff Clarke, he had received an e-mail supporting the Parish Council in returning the land to a play area. Mr Clarke stated that there may be an opportunity in the new financial year to support the cost of some grounds maintenance work, or to provide a bench, but the cost of play equipment, on-going maintenance and insurance would need to sit with the Parish Council.

Cllr Cathcart stated that if the Parish Council was to take the land over they would need a lease, preferably in perpetuity, to make sure this was beneficial to the village. Cllr Hallett stated that although he was very much in favour of providing play equipment in the village the Parish Council were currently trying to upgrade existing sites. It was then agreed that the Clerk would reply to Mr Clarke stating that the Parish Council would like to use the land for play equipment in the future but before then would need to agree a long lease, or the land in perpetuity, from South Cambridgeshire District Council. She would also accept the offer of a bench as this would give the local residents reassurance on the future use of the site.

-Clerk

5.2 Home Start –Request for Help

Details of the appeal from the local charity had been circulated to Councillors. It was noted that the volunteers helped families in Bassingbourn-cum-Kneesworth. The aims of the charity were

discussed. It was then proposed by Cllr Hallett that a donation of £250 be made. This was seconded by Cllr Freeman with all Councillors in agreement. It was suggested that the Charity be asked to a future Parish Council meeting to make a presentation on their work.

5.3 Cemetery Memorial Plaque –Agreement of wording

The earlier scheduled Cemetery Committee meeting had not taken place due to the lack of a quorum of committee members in attendance. The Clerk asked for the wording to be approved so that she could arrange the engraving. The wording was read to the meeting and agreed by Councillors. The Clerk to arrange the engraving.

-Clerk

6. OPEN FORUM

There were no issues raised.

7. FINANCE

7.1 Payment of Accounts

The invoices were checked by Cllr Douglass

HALES PRINTERS

Newsletters February 2017-02-06 £749.00

THE POST OFFICE

Hire of The Limes July –October 2017 5.5 hours £ 27.50

MR P ROBINSON

Reimbursement for defibrillator materials (inc. £5.28VAT) £ 31.72

LITLINGTON & THE MORDENS MOBILE WARDEN SCHEME

Donation agreed at PC meeting 24/1/17 £250.00

MRS S WALMESLEY

Clerks salary 1/1/17 –31/1/17 £796.11

THE POST OFFICE

Hire of The Limes January –June 2017 6 20 ¾ hours £103.75

TOTAL

£1958.08

PROPOSED Cllr Douglass SECONDED Cllr McInulty Agreed.

8. VILLAGE MAINTENANCE

8.1 Area Outside Pharmacy

The Clerk advised that she had spoken to the owner of the land who had advised that plans were underway for the resurfacing. The Chairman suggested that an hatched area outside the defibrillator kiosk be painted to stop vehicles parking in front of the kiosk door preventing access in an emergency. The Clerk would contact the owner's agent and ask for this.

-Clerk

8.2 Repair to village green bench

Awaiting confirmation from the second Handyman of insurance details.

9. REVIEW OF ASSET REGISTER

9.1 Review of Asset Register

The Chairman had included the photographs of the play equipment and now needed the costs which the Clerk could provide. She was also asked to forward details of the Parish Council owned printers.

-Clerk

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

There were no issues raised.

11. DATE OF NEXT MEETING

Tuesday 7th March 2017

The Chairman closed the Meeting at 8.55pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th March 2017 at
The Limes, High Street 8. 15pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Catherall, Cllr Douglass, Cllr Freeman, Cllr Geraghty, Cllr Dixon, Cllr Spenceley, Cllr Hull, Cllr Robinson, Cllr Woodhouse, Cllr Rincón

District Cllr Cathcart, District Cllr McCraith

Members of Public: 2

1. APOLOGIES FOR ABSENCE

Cllr Hirtzel, Cllr McNulty and County Cllr Dent

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 7th February 2017

Minutes of the meeting held on Tuesday 7th February 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman

4. MATTERS ARISING

4.1 Park Close Play Area

The Clerk had responded to the offer made by the Housing Officer Geoff Clarke which was discussed at the last meeting. She had heard nothing further to date.

4.2 School Crossing Patrol –Update

The Chairman reported that his neighbour was going through the DBS process. There were though concerns raised that he would not be able to carry out the job on certain times and he also had issues with the pay and the lack of traffic calming on Brook Road. The two other interested parties had pulled out. Cllr Robinson asked for this to be put on the agenda for the Parish Council meeting on the 21st March 2017.

5. CORRESPONDENCE

5.1 SCDC Parish Council Elections

The order to change the schedule of Parish Council elections to every four years had now been passed. A copy had been forwarded to the Council. All Parish Councils in South Cambridgeshire would be up for election in 2018.

5.2 Melbourn Parish Council Planning Training

Details of the Planning Training scheduled for the 27th April 2017 had been circulated to Councillors. Cllrs Spenceley, Dixon and Oakley had expressed their interest in attending. Clerk to arrange. -Clerk

6. OPEN FORUM

There were no issues raised.

7. FINANCE

7.1 Payment of Accounts

The invoices were checked by Cllr Freeman	
CAMBRIDGESHIRE COUNTY COUNCIL	
Street lighting October 2015-September 2016	£1961.95
INFORMATION COMMISSIONER	
Renewal of Data Protection Registration	£ 35.00
CAMBRIDGESHIRE COUNTY COUNCIL	
Traffic Speed Survey (High Street)	£350.00
BUCHANS LANDSCAPES	
Grounds maintenance January 2017 (inc. £299.72VAT)	£1798.31
Grounds maintenance February 2017 (inc. £299.72VAT)	£1798.31
MR A MEAD-BLANDFORD	£3596.62
Repairing/repainting and siting of memorial bench on Rouses	£ 140.00

MR T D PEACHEY	
Repairs to Pavilion Ceiling	£ 950.00
HOME START ROYSTON & SOUTH CAMBRIDGESHIRE	
Donation agreed at F&GP meeting 7/2/17	£ 250.00
SLCC	
Legal training 17 th March 2017 –Cambourne	£ 5.00
MRS S WALMESLEY	
Clerks salary 1/2/17 –28/2/17	£783.07
TOTAL	£8121.64

PROPOSED Cllr Douglass SECONDED Cllr Freeman Agreed.

7.2 Approval of expenditure for Defibrillator Box Signage

The Chairman had circulated a drawing of a sign for the box which would make it look a lot neater. To have two signs produced would cost £64.00. Councillors agreed the cost.

The Chairman reported that the defibrillator was now up and running. He asked for an asset sticker for the equipment as it was advised that it could end up in A&E. The Clerk would arrange. The equipment would also need to be added to the Asset register. Posters advertising the whereabouts of the defibrillator would be put up around the village. A way of keeping the access clear to the defibrillator would have to be found. It was suggested that there was probably have an easement on it when used as a public telephone kiosk. Cllr Robinson agreed to make enquiries with the Pharmacy.

-Clerk

-Cllr
Robinson

It was noted that training needed to be organised. The Clerk agreed to arrange this with Community Heartbeat. Once a date was known Cllr Douglass would see who from the village organisations/shops would like to attend.

-Clerk

7.3 Unity Trust Account

Cllr Hallett expressed his concern over the account which he had tried to access on line. The Clerk had also experienced problems accessing the latest statement due to time restraints. A discussion took place on whether an online account was needed as there was usually at least two of the three signatories in attendance at meetings. A discussion then took place on the amount of money being kept at one bank and the risks associated. It was suggested that more use should be made of the Unity Trust account. It was agreed that investigations would be made into the different banking options for discussion at the Parish Council meeting on the 21st March 2017.

8. VILLAGE MAINTENANCE

8.1 Area Outside Pharmacy

The area had been repaved and it looked better.

8.2 Repair to village green bench

The Clerk advised that she now had the details of a second handyman and would ask him to repair the bench. There was also the painting of the North End bus shelter to do and a litter bin on the South End recreation ground to reinstate.

-Clerk

9. THE ROUSES

The Chairman reported that he had been through the correspondence between Cambridgeshire County Council and the Parish Council regarding the asbestos on the site. He expressed concern as to enable equipment to go onto the ground some sort of fixings had to be dug. Investigations were being made into the installation of a small purpose built structure. The Recreation Ground Committee meeting had discussed this issue at their recent meeting. A discussion took place where it was agreed that the first step was to obtain a specification of the structure. Once the dimensions of holes needed for fixing were known Councillors could then address how to proceed. The Chairman agreed to find out.

-Cllr
Sams

10. UPDATE ON ASSET REGISTER

9.1 Review of Asset Register

The Chairman would include the defibrillator. The Clerk was to forward details of the Parish Council owned printers to him.

-Clerk

11. COMMUNITY FLOOD ACTION

Cllr Hallett reported that the County Council was trying to set up community groups to deal with flooding issues. The Parish Council currently had a lot of initiatives underway and he felt that once a group had been initiated it would need to be a self help community project. There were a lot of areas in the village that were prone to flooding and Cllr Hallett offered to draft a letter for

residents in these areas and hope that they came together. Cllr Douglass suggested that details also be put in the Village Voice. After discussion it was agreed that Cllr Hallett prepared a letter. *-Cllr Hallett*

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

12.1 Village Voice Editor

Cllr Robinson reported that the current Editor had resigned but would carry on until a replacement could be found. She would be advertising the vacancy.

13. DATE OF NEXT MEETING

Tuesday 4th April 2017

The Chairman closed the Meeting at 9.00pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th April 2017 at
The Limes, High Street 8. 25pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr Catherall, Cllr Douglass, Cllr Freeman, Cllr Geraghty, Cllr Dixon, Cllr McNulty, Cllr Hull, Cllr Robinson, Cllr Rincón

District Cllr Cathcart, District Cllr McCraith

Members of Public: 5

1. APOLOGIES FOR ABSENCE

Cllr Oakley, Cllr Geraghty and County Cllr Dent

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 7th March 2017

Minutes of the meeting held on Tuesday 7th March 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman following amendment to the total of Item 7.1 to read £8071.64.

4. MATTERS ARISING

4.1 Park Close Play Area

The Clerk had received a reply from the Neighbourhood Service Manager, Geoff Clark, who confirmed that he would seek some legal advice before committing to a lease. Once he had an update he would get in touch.

4.2 Defibrillator Training 18th April 2017

The Clerk had arranged a training session in The Limes. The Chairman had prepared posters which would be put up around the village inviting people to attend. Cllr Douglass confirmed that she had been carrying out the weekly checks on the equipment.

-Cllr Sams

5. CORRESPONDENCE

5.1 Local Bus Service Review

Details had been circulated to Councillors. The contracts for the local buses were on an extension following discussions 18 months previously. They now needed to be retendered either as existing or with changes. Previous feedback was advised and comments were requested. Cllr Hallett had read through the documentation and advised that there were minor adjustments to the bus timings. Cllr Catherall referred to the recent consultation on the 27 bus stating that there was a lot of e-mail correspondence on this and expressed concern that the Parish Council were unaware of the consultation and not in touch. He added that the absence of the County Councillor from the meetings, due to ill health, added to this lack of awareness.

6. OPEN FORUM

There were no issues raised.

7. FINANCE

7.1 Payment of Accounts

The invoices were checked by Cllr Dixon

CAMBRIDGESHIRE COUNTY COUNCIL

Rent for Rouses land £ 55.00

THE POST OFFICE

Cemetery waste removal 2017/18 £ 192.00

HUNTINGDONSHIRE DISTRICT COUNCIL

Full Plans application for Pavilion refurbishment (inc. £135.00VAT) £ 810.00

TOTAL £1057.00

Cllr Robinson stated that he was under the impression that the planning application for the Pavilion had been finalised and the work could progress. This was not so and the above payment was for a set of exact detail plans.

PROPOSED Cllr Douglass SECONDED Cllr Freeman Agreed.

7.2 Appointment of Internal Auditor 2016/17

It was agreed that LGS Services be appointed as in previous years. Clerk to arrange the audit.

-Clerk

7.3 Agreement of Clerks Pay Scale from April 2017

CAPALC had circulated the updated pay scales and suggested that an item be included on the agenda so that a vote could be taken to accept them. This would ensure that the Clerk was on the correct pay. Councillors agreed that the pay scales be accepted.

8. VILLAGE MAINTENANCE

8.1 Repair to village green bench

The Handyman had been asked to proceed with the repair work.

8.2 Grasscutting

8.2.1 Churchyard

Cllr Hallett advised that a member of the Church congregation had prepared some plans for the grasscutting of the churchyard and wanted to present them to the Parish Council, for agreement, so that the contractor could be advised of the changes. He added that these plans were still to be approved by the Church and asked that this item be deferred to a future meeting.

8.2.2 Verge Proposal

Cllr Hirtzel had suggested that an area, believed to be between the war memorial and the Church, of the verge be left. This would be discussed when Cllr Hirtzel was in attendance.

8.3 War Memorial Clean

The Chairman advised that he had been in contact with the War Memorials Trust and had a pre-application discussion about a grant towards the cleaning costs. He added that the Trust had agreed to get back to him in approximately three weeks as they were busy following up lots of requests due to the 100 anniversary of the end of the first world war in 2018.

The Clerk advised that the South Cambridgeshire District Council Community Chest fund was now inviting applications. Cllr McCraith suggested that an application be made as soon as possible as in the past the funds had run out quickly. This could be another source of funding the cleaning. Councillors agreed that they would wait for the response from the War Memorial Trust. In the meantime the Clerk would obtain a quotation for the cleaning as if the application for funding went ahead, or not, this would be required.

-Clerk

8.4 Repairs to Churchyard Wall

Cllr Hallett stated that it was anticipated at the time the last work on the wall was carried out that there would be some more work required. He had taken a photograph which showed the bottom five courses of brickwork were missing mortar. There was no urgency to this work being carried out. The Clerk was asked to obtain a quotation. Cllr Robinson advised that the contractor who had carried out the previous work was now recovering after being ill. This might be something he would like to get involved with if there was no deadline to meet.

-Clerk

9. UPDATE ON ASSET REGISTER

The Chairman advised that he was still to add the defibrillator and the printers to the asset register. The Clerk would arrange for the defibrillator to be added to the insurance schedule. It was suggested that the telephone kiosk should also be added to the Asset Register and schedule. The Clerk would discuss with the insurance company.

-Clerk

10. ANNUAL PARISH MEETING 15TH APRIL 2017

The Clerk confirmed that she had booked the hall at the Village College and sent out invitations to the representatives from the groups and organisations. It was agreed that the Village College be asked to arrange refreshments as in previous years. The Clerk would circulate details of her contacts to Councillors so that they could see if anyone who might be interested in attending was missing.

-Clerk

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

11.1 Village Voice Editor

Cllr Hull asked if a replacement Editor had been found. Cllr Robinson advised that a volunteer had come forward who would work with the existing Editor for a while. He added that putting together the publication was not as easy as it appeared as there were different formats to take into account.

11.2 Burglaries in the village

Cllr Catherall expressed concern over the number of shed burglaries recently asking if there was anything that the Parish Council could do. Kirsty Carter, the village Neighbourhood Watch Co-ordinator, was in attendance. The PCSO had advised her that there were a lot of shed burglaries being carried out throughout the country and suggested for those residents concerned a shed alarm be purchased. Cllr Robinson agreed to include a reference to this at the Annual Parish Meeting where he would remind residents to keep their sheds locked.

12. DATE OF NEXT MEETING

Tuesday 2nd May 2017

The Chairman closed the Meeting at 9.10pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd May 2017 at
The Limes, High Street 8.12pm

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Oakley, Cllr Douglass, Cllr Freeman, Cllr McInulty, Cllr Woodhouse, Cllr Spenceley

District Cllr Cathcart, District Cllr McCraith

Members of Public: 1

In the absence of Cllr Sams the meeting was chaired by Cllr Robinson

1. APOLOGIES FOR ABSENCE

Cllr Hull, Cllr Geraghty, Cllr Hirtzel, Cllr Catherall, Cllr Sams, Cllr Dixon and County Cllr Dent

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 4th April 2017

Minutes of the meeting held on Tuesday 4th April 2017 (copies previously distributed), were taken as read, agreed a true record, and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area

There was no further update on a legal agreement for the land. Cllr Cathcart agreed to follow up with the Housing Manager, Geoff Clarke.

*-Cllr
Cathcart*

5. CORRESPONDENCE

5.1 Royston and District Transport –Request for financial support

The Clerk to circulate details for discussion at the AGM on the 23rd May 2017.

-Clerk

5.2 CCC Proposed disabled parking bay Knutsford Road

Cambridgeshire County Council proposed to introduce an advisory disabled persons parking bay in the vicinity of 62 Knutsford Road. Any comments were requested by the 22nd May 2017. It was noted that this location was by the sheltered scheme and would be useful. Cllr Cathcart added that he had been asked about a disabled space for a number of years. There were no negative comments made.

6. OPEN FORUM

There were no issues raised.

7. FINANCE

7.1 Payment of Accounts

The invoices were checked by Cllr Hallett

CAMBRIDGESHIRE COUNTY COUNCIL

Rent for The Rouses Land 2017/18	£ 55.00
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BUCHANS LANDSCAPES

Grounds maintenance March 2017 (inc. £299.72VAT)	£1798.31
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Filling of potholes Bassingbourn Cemetery (inc £42.60VAT)	£ 255.60	£2053.91
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ACACIA TREE SURGERY

Village Green tree survey (inc. £10.00VAT)	£ 60.00
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E-ON

Pavilion electricity (inc. £4.05VAT)	£ 84.96
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C POULTER

Painting of North End bus shelter	£ 154.99
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HALES PRINTERS

Newsletters	£ 749.00
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WORBOYS FARM PARTNERS

Allotment rent July 2016 –June 2017	£ 400.00
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NEWLINGS OF ROYSTON

Burial fee refund (Izzard)	£ 10.00
WAR MEMORIALS TRUST	
Membership 2017/18	£ 20.00
MRS S WALMESLEY	
Clerks salary 1/4/17 –30/4/17	
Salary and expenses	£815.31
MBA STRUCTURES LTD	
Structural calculations for the Pavilion (inc. £70.00VAT)	£ 420.00
TOTAL	£4768.17

PROPOSED Cllr Hallett SECONDED Cllr Freeman Agreed.

7.2 BT Kiosk/Defibrillator insurance addition to insurance schedule

The insurance company had advised that the Parish Council had automatic cover against loss or damage to defibrillators, and cabinets, up to a maximum sum insured of £5,000. The telephone kiosk would need to be insured separately and to do this the insurers needed to know a replacement value. They suggested that it could be between £1500 and £3000.

It was stated that the equipment did not necessarily have to be installed in the kiosk if the kiosk was to be damaged. The only reason this happened was because the Parish Council wanted to find a use for the adopted structure. There were plenty of other defibrillators attached to a wall. After further discussion it was agreed not to insure the kiosk.

The Clerk advised that she had been contacted by the person who owned the land outside the pharmacy. She was concerned over the change of use of the kiosk stating that she should have been consulted. The Clerk had advised her that following a consultation the Parish Council had been offered the kiosk by BT and arranged through South Cambridgeshire District Council. Councillors agreed that they were not responsible for the consultation process for the adoption but the Clerk would apologise for any misunderstanding on behalf of all parties.

-Clerk

8. VILLAGE MAINTENANCE

8.1 Grasscutting

8.1.1 Churchyard

Cllr Hallett advised the Church had now come forward with a plan for a small conservation area in the corner of the Churchyard. He circulated a drawing for information. The proposal was for this area to left until July and then cut as a Spring meadow in August and September. The cuts to the remainder of the Churchyard would continue as normal. Councillors agreed that in principle they were all in favour subject to the feedback and additional costing from the grasscutting contractor. The Clerk would contact him to obtain this.

-Clerk

8.1.2 Verge Proposal

Cllr Hirtzel had suggested that an area, believed to be between the war memorial and the Church, of the verge be left. This would be discussed when Cllr Hirtzel was in attendance.

8.2 War Memorial Clean

The Clerk had asked for a quotation from a Stonemason. Cllr Sams was waiting to hear back from the War Memorials Trust about a possible grant towards the cleaning.

8.3 Repairs to Churchyard Wall

The Clerk to speak to the contractor who had carried out work to the wall previously.

-Clerk

8.4 North End Bus Shelter

The bus shelter had been painted. The contractor advised that there were issues with the guttering and the support post was 40-50% rotted at the bottom. It was feared that this could result in the front side of the shelter giving way if the post was not replaced. The glass, installed by a previous contractor was not safety glass.

The Clerk was asked obtain a comprehensive remedial quotation to bring the bus shelter up to standard.

-Clerk

9. SCHOOL TRAFIC AND CROSSING PATROL

The Chairman reported that a very good meeting had taken place with the Highway Officer, Anna.Chylinska-Derkowska on the 28th April 2017, which was realistic and helpful. She was going to discuss the requirement with her colleagues. She was also going to involve the Road Safety Officer who could over write Highways if needed.

Ms Chylinska-Derkowska had advised that not all schemes complied with the regulations and in some cases any crossing was better than none. A suggested position for a crossing was in the location of the bus stop and the old Post Office on the High Street.

The Clerk advised that she had circulated a suggestion of a location for a crossing made by a

resident. The resident agreed that this had now been superseded by the meeting held.

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

10.1 Mobile Warden Scheme

Cllr Douglass reported that she had attended a meeting of the Trustees. The Warden currently worked a lot of voluntary hours and was doing a very good job. The Trustees wanted to promote the scheme in the village and would be at the Mayhem event with a stall.

10.2 Recreation Litter Issues

Cllr Spenceley reported that following the recent Recreation Ground committee meeting he had met with a resident, walked around and collected large bags of litter and aerosol cans. He expressed concern over camping activity in Ford Wood, and at Wellhead, where trees branches had been used to start fires. The resident had been in contact with the Woodland Trust over this and had also taken it upon herself to remove some of the materials. An approach had also been made to the Head Teacher at the Village College. Cllr Douglass advised that the Board Of Governors should be told as they were duty bound to do something about the problem.

A discussion took place on the activities where Councillors agreed that camping without causing damage was a good activity and should be encouraged. If there was evidence that damage was being caused the camping should be stopped.

11. DATE OF NEXT MEETING

Tuesday 6th June 2017

The Chairman closed the Meeting at 8.45 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 20th June 2017 at
The Limes, High Street 8.10pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Hull, Cllr Catherall, Cllr Hirtzel, Cllr Freeman, Cllr Robinson, Cllr Dixon, Cllr Spenceley

District Cllr McCraith, District Cllr Cathcart

Members of Public: 3

1. ELECTION OF CHAIRMAN

The Parish Council Chairman, Cllr Robinson, opened the meeting and asked for nominations for Chairman. Cllr McNulty proposed Cllr Sams, which was seconded by Cllr Hallett. There were no other nominations. Cllr Sams accepted the position.

2. APOLOGIES FOR ABSENCE

Cllr Woodhouse, Cllr Oakley, Cllr Geraghty, Cllr Rincón and County Cllr van de Ven.

3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

4. MINUTES OF LAST MEETING

4.1 2nd May 2017

Minutes of the meeting held on Tuesday 2nd May 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

5. MATTERS ARISING

5.1 Park Close Play Area

Cllr Cathcart reported that he had spoken to the Housing Officer, Geoff Clarke, who had verbally agreed that the Parish Council could take over the area, and asked for a formal agreement setting out the terms. Mr Clarke had agreed to speak to the Legal Department. Cllr Cathcart added that an agreement was necessary as protection for the Parish Council. Councillors were made aware that there were some residents who wanted the area changed to a car park. Cllr Cathcart's view was that the existing car park should be better used.

6. CORRESPONDENCE

6.1 Seafarers UK –Fly the Red Ensign for Merchant Navy Day

Communication had been received regarding Merchant Navy Day on the 3rd September 2017. There was a nationwide campaign to raise public awareness of the seafarers and the organisers suggested that a Red Ensign be displayed on a prominent flagpole.

It was noted that the Parish Council did not have a flag pole. A discussion took place on where one could be erected with the suggestions of the village green, war memorial site or outside The Limes which was considered a good option. It was agreed that the Clerk contact South Cambridgeshire District Council, the owners of The Limes, to ask permission for the Parish Council to erect a flag pole there.

-Clerk

6.2 Offer of Cherry Tree

The Parker family offered to plant a replacement tree on the village green as the land was originally donated to the Parish Council in 1944 by the family. Cllr Hallett advised that the existing tree was planted to commemorate 50 years of the WI but they were not interested in replacing the tree which had major dieback in the upper crown. He added that it would be appropriate to allow the Parker family to replace it. Cllr Hirtzel referred to the WI plaque and suggested that this be put somewhere nearby so that the WI were not forgotten.

-Clerk

After discussion it was agreed to accept the offer of the tree. The Clerk was asked to make contact with the family and find out how they wished to proceed.

6.3 Village Green Hedge

An e-mail had been received from the parishioners beside the village green stating that the hedge needed to be cut back for safety reasons. Councillors were advised that a footpath ran along the village green and there were two hedges adjoining. One was owned by the residents and the other by the Parish Council. Both hedges were currently the same height and so to cut one back at this

time would look untidy. After discussion the Clerk was asked to respond to the e-mail advising the resident that the Parish Council would arrange the cutting back of their hedge around the time that the residents cut theirs to keep the area looking the same.

-Clerk

7. OPEN FORUM

There were no issues raised.

8. AGREEMENT OF TERMS OF REFERENCE

It was agreed that the Churchyard should be added to General Village Maintenance.

9. FINANCE

9.1 Payment of Accounts

BUCHANS LANDSCAPES

Grounds maintenance May 2017 (inc. £273.32 VAT) £1639.92

~~Additional cuts of recreation ground 2016/17 (inc. £148.89VAT) £ 893.34~~

HALES PRINTERS

Newsletters £ 683.00

VIKING

Stationery (inc. £13.18 VAT) £49.22 to be reclaimed from other PCs £ 79.06

MAGPAS AIR AMBULANCE

Donation (agreed at PC meeting 23/5/17) £250.00

MRS S WALMESLEY

Clerks salary and expenses 1/5/17 –31/5/17 £798.61

TOTAL ~~£4343.93~~ £3450.59

An invoice had been received for additional cuts to the recreation ground for 2016/17. The Clerk was awaiting details of the dates that the cuts took place so that she could identify them. The contractors had been told the previous year not to carry out additional cuts without the authority of the Parish Council. It was agreed that this invoice would be withheld until clarification had been sought.

The invoices were then checked by Cllr Hallett. Agreed. PROPOSED Cllr Douglass SECONDED Cllr McInulty

9.2 Funding for Conservation Visit

Cllr Hallett reported that the Conservation Group were going on an educational visit and asked for up to £40 from the budget for a Speaker. This was agreed.

10. VILLAGE MAINTENANCE

10.1 Grasscutting

10.1.1 Churchyard

The Clerk had forwarded the Churchyard plan to the contractors who had asked for a meeting with the Church representatives. This was to be arranged.

-Clerk

10.1.2 Damage to Churchyard Gate

The grasscutting contractors had been advised of the damage to the gate following grasscutting. The contractors had agreed to arrange the repair.

10.1.3 Verge Proposal

Cllr Hirtzel had proposed that some of the grass verges should be left to set seed before cutting. The Chairman reminded Councillors that when this was discussed before it was agreed that a map be prepared to show residents the proposal. It was important to get parishioners to recognise what the intention was as there was likely to be a number of complaints. It was agreed that the Clerk would arrange for the grass verge maps to be forwarded to Cllr Hirtzel so that the proposed areas could be marked out and discussed at the next meeting.

10.2 War Memorial Clean

The Chairman reported that he had eventually made contact with the War Memorials Trust but, after forwarding photographs of the memorial, been told that in their opinion cleaning the structure would cause more damage than not. It was in pretty good condition but if the Parish Council really wanted to clean it should be done with light detergent and a bristle brush. Councillors agreed that it should be left alone at this stage. Cllr Hallett, who had been asked by a resident to raise the request originally, would go back to them and explain the advice of the Trust.

-Cllr
Hallett

10.3 Repair to Church Wall

The Clerk was still to contact the contractor that carried out the first phase.

-Clerk

10.4 North End Bus Shelter

It was advised that the handyman could no longer continue. The Clerk was given the contact details of other contractors in the village who may be able to help. Councillors were reminded that the glass in the bus shelter was a concern. -Clerk

11. SCHOOL TRAFFIC AND CROSSING PATROL

Cllr van de Ven and Cllr Hallett had attended a site meeting with Andy Swallow, the County School Crossing Patrol Manager, and Andre Chabot, Traffic Safety and Audit. A report of the meeting had been circulated to Councillors. They had looked at every proposed engineering solution but unfortunately none of them were a viable solution to improve child pedestrian safety at the junction. Cllr van de Ven had stated that this was one of the locations where a School Crossing Patrol was the only viable option.

Cllr Dixon expressed her concern over the negative update adding that children still crossed the road at this point out of school times. The Chairman added that this was not an acceptable answer and there must be something that could be done. It was noted that 420 vehicles pass through in a half hour period. It was advised that this was the second most dangerous school crossing in the county. It was agreed that this issue would be taken up with Cllr van de Ven at the Parish Council meeting in July which she would attend.

12. FUTURE OF VILLAGE VOICE

Following discussions at the Parish Council meeting Cllr Robinson and the Clerk had followed up their action points with the Melbourn newsletter editor and CAPALC. The advice received reiterated what the Parish Council believed. Cllr Spenceley reported that he had also sought advice from CAPALC who suggested that the case could be escalated to NALC for legal advice which he stated was still needed. A discussion took place on the two sets of advice which would be circulated to Councillors. They agreed that the separate bank account for the newsletter volunteers would be pursued. An alternative option would be to either stop all advertising or keep the advertising income down below £5,000.

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

13.1 Litter at Reservoir site

Cllr Spenceley reported that he had been approached by a Kneesworth resident concerned over the amount of litter left on the private reservoir site the previous weekend. He suggested that the Parish Council write to the landowners pointing this out. The Clerk advised that the resident had also written to County Cllr van de Ven on the same issue which happened every year in good weather. The Chairman agreed that this would be followed up with the County Councillor at the Parish Council meeting.

13.2 Recreation Ground Dog Waste Bin

It was reported that the bottom had fallen out of the bin. This would be discussed by the Recreation Ground committee at their meeting the following evening.

13.3 Overgrown Hedge –Bassingbourn Surgery

The hedge had previously been cut back Cllr Robinson. He advised that there was a ten foot gap between the neighbouring house and the surgery so it was hard to see who the hedge belonged to. Cllr Dixon advised that she had asked the receptionists in the surgery who did not know. It was agreed that a letter be sent to the Surgery and this may encourage them to investigate. -Clerk

13. DATE OF NEXT MEETING

Tuesday 4th July 2017

The Chairman closed the Meeting at 9.17pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th July 2017 at
The Limes, High Street 8.10pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McInulty, Cllr Douglass, Cllr Hull, Cllr Catherall, Cllr Geraghty, Cllr Freeman, Cllr Robinson, Cllr Oakley, Cllr Spenceley, Cllr Rincón

District Cllr McCraith, District Cllr Cathcart, County Cllr van de Ven

Members of Public: 3

1. APOLOGIES FOR ABSENCE

Cllr Dixon

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 20th June 2017

Minutes of the meeting held on Tuesday 20th June 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area

There was no further update on a contract with South Cambridgeshire District Council.

4.2 Request to South Cambridgeshire District Council to install a flagpole

The Clerk reported that she had approached South Cambridgeshire District Council who had suggested that she speak to the Planning Officers. The Clerk had then enlisted the help of Cllr McCraith. He advised that the Planning Officer, John Koch, was under the impression that The Limes was a listed building and there would have to be a planning consent of some sort.

-Clerk

Cllr Hallett advised that as far as he was aware The Limes was not a listed building. After further discussion it was agreed that the Clerk follow up with the District Council officer, Shirley Stephenson.

4.3 Future of Village Voice

A letter of support for the Village Voice had been received from a resident.

Following the last meeting correspondence between the Clerk and CAPALC and Cllr Spenceley and CAPALC was circulated to Councillors. Both had a different response regarding the running of the newsletter.

Cllr Robinson suggested a way around the £5,000 income limit was to keep advertising under this amount. The finances could then continue to be included in the Parish Council accounts. This and other options were discussed. Cllr Catherall expressed concern that the liability issue had still not been addressed and the advice of NALC should be obtained. It was proposed that Cllr Spenceley compile a statement for the Clerk to forward to NALC, via CAPALC, which would be circulated to Councillors for the wording to be agreed at the Parish Council meeting on the 25th July. How to proceed with the funding of the newsletter would be decided once the legal advice from NALC was received.

*-Cllr
Spenceley
& Clerk*

4.4 Offer of a replacement tree for Village Green

The Parker family had asked the size of tree required pointing out that a larger tree would require a lot of water. An option was to plant a number of small trees that would stand more chance of surviving on their own without water. A request was also made for the Parish Council to arrange the planting.

Councillors agreed that water was a problem on the village green site. If a tree was planted towards the end of the Summer period it might stand more chance of survival. Cllr Robinson offered to water if needed. It would also be more difficult to plant a larger tree as a much bigger hole would need to be dug. After further discussion it was agreed that the Clerk ask for a tree around 2 metres high. Once it was supplied the Parish Council would arrange for it to be planted.

4.5 Community Flood Action

Cllr Hallett advised that he had sent out 41 letters to residents in known flood risk areas of the village. Only two people had responded expressing an interest which was not enough to form a group. Cllr van de Ven stated that she was involved in a Flood Risk group in Melbourn with a

-Clerk

small number of people. This still gave a focal point for any problems. A reference was made to the lack of drain clearing in the village which contributed to flooding. Cllr van de Ven suggested that the drains be included in the discussions with the Highway Officer during the planned tour of the village.

5. CORRESPONDENCE

5.1 CPRE Planning Training 2nd November 2017

Details had been circulated to Councillors. Cllr Hallett and Cllr Catherall had expressed an interest in attending the session which was to be held in St Ives. The Clerk to arrange.

-Clerk

5.2 MAGPAS Air Ambulance

A letter of thanks had been received for the £250 donation.

6. OPEN FORUM

6.1 High Street Crossing

Concern was raised over the article in the latest Village Voice which reported on the unsuccessful meeting with County officers for a crossing. Cllr van de Ven advised that she would prepare a report for the next Parish Council meeting where this would be an agenda item. The Chairman added that he had spoken to the Crossing Patrol Officer who was not happy about the decision.

6.2 Flooding

A resident expressed an interest in joining the Community Flood Action Group as this could help with the speculative planning applications in the village. There had been a lot of discussion on flooding issues on the past applications.

7. FINANCE

7.1 Payment of Accounts

The invoices were checked by Cllr Hallett.

THE COUNTRYSIDE RESTORATION TRUST

Conservation Group educational trip (agreed at F&GP meeting 20/6/17)	£40.00
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MRS S WALMESLEY

Clerks salary and expenses 1/6/17 – 30/6/17	£892.25
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HMRC

PAYE April – June 2017 Tax £12.80 NI £86.82	£ 99.62
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TOTAL	£1031.87
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PROPOSED Cllr McNulty SECONDED Cllr Freeman. Agreed.

7.2 Financial Discussion Items for Parish Council Meeting

Cllr Hallett asked for the Closure of the Unity Trust Bank Account to be put on the agenda for the meeting on the 25th July. He reminded Councillors that the account was originally set up for internet banking but it had been agreed to continue with cheque payments as this was the easier option. Cllr Hallett would make enquiries about an account with Cambridge Building Society to move some of the funds to. The Clerk advised that following the AGM she had spoken to Santander bank who advised that a funds could be paid into their Parish Council account at a branch.

Cllr Hallett also asked for an agenda item to discuss setting up a standing order for the Clerk's monthly salary to enable a regular pay date. Expenses and alterations to the payment could then be made by cheque.

8. VILLAGE MAINTENANCE

8.1 Grasscutting

8.1.1 Churchyard

The Clerk was waiting to hear from the contractors regarding a date to meet to discuss the Church proposal. She would urge.

-Clerk

8.1.2 Verge Proposal

The Clerk had forwarded some A3 maps of the verges to Cllr Hirtzel to help with her proposal. Cllr Hallett had also forwarded electronic copies.

-Cllr
Hirtzel

8.1.3 Additional Recreation Ground Grasscutting

The contractors had provided dates when the additional cuts during 2016/17 took place. Cllr Freeman advised that he was aware that the Football Club had requested two cuts and also for the football pitch to be rolled as extras. The dates indicated that the additional cuts were between the scheduled two weekly cuts during the Summer. The agreed specification for 2017/18 allowed for weekly cuts so this problem should not happen again. This would continue to be investigated with

a report ready for the Parish Council meeting.

8.2 Repair to Church Wall

The Clerk was still to contact the contractor that carried out the first phase.

-Clerk

8.3 Appointment of Handyman Contractor

The Clerk had received a response from a contractor confirming his interest. His hourly rate was £20 with a day rate of £160. Councillors agreed these rates were competitive. On a proposal by Cllr Robinson, seconded by Cllr Freeman, it was agreed this contractor be appointed once he had presented his insurance details to the Clerk. She could then instruct him to investigate the glass window in the bus shelter.

-Clerk

8.3.1 North End Bus Shelter

Awaiting appointment of contractor.

9. DEFIBRILLATOR TRAINING

The Clerk reported that a training session would cost £175 plus VAT. It was agreed that the Clerk arrange a session mid October 2017 which would give plenty of time for it to be advertised.

-Clerk

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

10.1 Litter at Reservoir site

Cllr Spenceley advised that the reservoir site had now been fenced off with barbed wire following the destruction of a gate.

10.2 Causeway/Chestnut Lane Speed Limit Change

Cllr Hallett reported that the contractors had started work on the speed limit signs. They had completed the signage on Chestnut Lane but the signs on The Causeway were a mixture of 30mph and 40mph. He had made a representation to the County Council and been told that the contractors would be returning to complete the work.

10.3 Defibrillator Kiosk Parking

Cllr Catherall expressed concern over parking of vehicles in close proximity to the defibrillator kiosk. It was stated that when the kiosk was being used for a telephone service there would have been an easement in place for access. It was thought that this should still be in existence. Cllr Catherall suggested that another option would be to move the position of the door. He agreed to investigate and report back.

-Cllr
Catherall

10.4 South Cambridgeshire District Council Shared Services

Cllr Cathcart reported that he had attended a briefing on proposed changes to planning services which would include the merger of Cambridge City and South Cambridgeshire District Council. The District Council had been moving towards more shared services so this was not a surprise. Councillors had been assured that this was not just a financial move. Cllr Cathcart expressed his concern over how this would work feeling that villages may become less important. He added that there were no proposals at the present time for a joint planning committee.

11. DATE OF NEXT MEETING

Tuesday 1st August 2017

The Chairman closed the Meeting at 9.20pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st August 2017 at
The Limes, High Street 7.50pm

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Hull, Cllr Catherall, Cllr Freeman, Cllr Dixon, Cllr Oakley, Cllr Spenceley, Cllr Woodhouse

District Cllr McCraith, District Cllr Cathcart

Members of Public: 2

In the absence of Cllr Sams the meeting was chaired by Cllr Robinson

1. APOLOGIES FOR ABSENCE

Cllr Sams, Cllr Geraghty, Cllr Hirtzel, Cllr Rincón, County Cllr van de Ven

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 4th July 2017

Minutes of the meeting held on Tuesday 4th July 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area

There was no further update on a contract with South Cambridgeshire District Council. Cllr Cathcart reported that the Housing Manager, Geoff Clarke, was still to chase up an agreement with the Legal Team. The delay may be due to the team now being part of the Shared Services. Cllr Cathcart confirmed that the area was shown on the green area map as a play area.

4.2 Request to South Cambridgeshire District Council to install a flagpole

The Clerk had been in contact with the South Cambridgeshire District Council Community Impact Officer, Shirley Stephen, who agreed to investigate her previous assumption that the clock tower was listed. Cllr Hallett advised that he had some correspondence from the past where it was stated that The Limes did not warrant listing. If this could be traced then it could be forwarded to Ms Stephen.

4.3 Village Voice –Questions for NALC

Cllr Spenceley had circulated some revised questions for NALC advice. He advised that he had approached the Parish Council Internal Auditor and HMRC for their view. The Internal Auditor had reiterated the comments made in the 2016 Internal Audit Report and Cllr Spenceley was still waiting to hear from the HMRC. The Clerk reminded Councillors that the main reason why the request for the Village Voice volunteers to open a separate bank account was made was because of the possibility of HMRC registration. The income from other sources did not warrant registration and so Councillors at the time of the Internal Audit agreed not to pursue. Cllr Hallett stated that Councillors had to distinguish between the past state and agree a future state. This needed to be very clear in the questions to NALC.

The Clerk referred to questions Cllr Spenceley had asked for her view of the legal position regarding monies in the Parish Council bank account. He also wanted to know the legal entity for whom the Parish Council was handling the monies for regarding the Village Voice if the Parish Council was not a trading body. The Clerk reiterated that the money from the advertising in the publication was paid into the Parish Council bank account because the Village Voice volunteers did not have a separate bank account. The invoices from the printers, which exceeded to amount of advertising revenue, was paid by the Parish Council. Once the Village Voice volunteers had their own account then money from advertising, and the printing expenditure, would be dealt with from that account with the idea that the Parish Council would make an annual grant to the Village Voice volunteers to make up the shortfall in expenditure.

Cllr Catherall stated that he felt Councillors were getting closer to agreeing the questions. The Chairman asked other Councillors to contribute.

4.4 Offer of a replacement tree for Village Green

The Clerk confirmed that she had advised the Parker family of the decision from the last meeting.

4.5 Defibrillator

4.5.1 Training

A training session had been arranged for Tuesday 18th October 2017 and this was being advertised in the village.

4.5.2 Defibrillator Kiosk Parking

Cllr Catherall had circulated an update to Councillors with options. He was still investigating with two sources from within British Telecom and would provide an update when known.

5. CORRESPONDENCE5.1 Fly Tipping

The Parish Council had been made aware that a resident had removed two sofas which had been dumped on Ashwell Stret and taken then to the refuse tip. Another resident was aware of this action and asked that the Parish Council send a letter of thanks. A letter of thanks was agreed but the Clerk was asked to point out to the resident that South Cambridgeshire District Council had a good reporting system for fly tipping and any future occurrences this service should be used. -Clerk

6. OPEN FORUM6.1 Police Visit

The Police had been seen in the High Street. The Chairman was asked if he knew why they were in the village. The Chairman advised that there had been some goods stolen from the SPAR shop. Whilst the Police were there Cllr Freeman had managed to report some issues with vandalism at the Elbourn Way play area.

7. FINANCE7.1 Payment of Accounts

NALC

Subscription for Local Council Review 2017/18 £ 17.00

BASSINGBOURN CUM KNEESWORTH PARISH COUNCIL

Deposit for new bank account £1000.00

MRS S WALMESLEY

Clerks salary & expenses 1/7/17 –31/7/17 £784.43

TOTAL £1801.43

PROPOSED Cllr McNulty SECONDED Cllr Freeman. Agreed.

7.2 Agreement of Expenditure for Emergency Access Sign for Defibrillator

Cllr Sams had advised that a sign would cost £16.50 plus VAT. This expenditure was agreed.

7.3 Change of Signatories –Santander Business Account

Cllr Hallett suggested that as Rupert Webb was no longer a Parish Councillor his name be removed from the signatories of the Santander Business Account and replaced with Cllr Sams. On a proposal by Cllr Freeman, seconded by Cllr Oakley this was agreed. The Clerk was asked to arrange with Santander. -Clerk

8. VILLAGE MAINTENANCE8.1 Grasscutting8.1.1 Churchyard

The Clerk was waiting to hear from the contractors regarding a date to meet to discuss the Church proposal. She would urge. -Clerk

8.1.2 Verge Proposal

Cllr Hirtzel was meeting with the Conservation Group on 21st August 2017 to discuss her proposals.

8.2 Repair to Church Wall

The Clerk advised that she had forwarded details of the repair requirement to the contractor but had not had a reply. She would follow up with a telephone call to see if he was interested. -Clerk

8.3.1 North End Bus Shelter

The Handyman contractor had confirmed that the glazing on the bus shelter was Perspex and not glass as suspected. Overall the shelter appeared to be in good condition but there were some joinery repairs needed. The most concern was for one of the primary timber uprights. This could be repaired. Councillors agreed that he be asked to carry out the work. -Clerk

8.3.2 Repair to Fortune Way Play Area Gate Lock

It had been reported to the Clerk that the lock was broken. It was agreed that the Handyman be asked to repair the lock. -Clerk

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

9.1 Play Areas/Equipment

Cllr Dixon had now received quotations for the safety surfacing. She added that there had been a lot of negative comments regarding the play areas received. It was agreed that the Clerk would circulate all the information to Councillors so that an extraordinary Parish Council meeting could be held to approve expenditure on the same evening as the Recreation Ground committee 23rd August 2017. *-Clerk*

Cllr Dixon advised that the three replacement swings, agreed at the April 2017 Recreation Ground committee meeting, had been ordered by the Clerk but the order with Playdale had not been processed. The Clerk would submit the order again. *-Clerk*

11. DATE OF NEXT MEETING

Tuesday 29th August 2017

The Chairman closed the Meeting at 8.20pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 29th August 2017 at
The Limes, High Street 8.20pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McInulty, Cllr Robinson, Cllr Hull, Cllr Catherall, Cllr Dixon, Cllr Oakley, Cllr Spenceley,

District Cllr McCraith, District Cllr Cathcart

Members of Public: 2

1. APOLOGIES FOR ABSENCE

Cllr Douglass, Cllr Geraghty, Cllr Woodhouse, Cllr Rincón, Cllr Freeman, County Cllr van de Ven

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 1st August 2017

Minutes of the meeting held on Tuesday 1st August 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –offer of 20 year lease

The District Council Leasehold and Home Buyer Officer, Maria Toombs, had advised the Parish Council that South Cambridgeshire District Council was willing to look to grant a lease for 20 years. Before any legal proceedings were commenced the Parish Council was asked for their view.

Concern was initially expressed over the short lease but Cllr Robinson suggested that the offer was taken up to enforce the play area status. It should then be easier to negotiate a longer lease in the future. He proposed that the Parish Council advise Ms Toombs of their interest in the 20 year lease. This was seconded by Cllr Hallett with all Councillors in agreement. Clerk to advise Ms Toombs and ask for further information on the conditions of the lease.

-Clerk

4.2 Request to South Cambridgeshire District Council to install a flagpole

Cllr Hallett reported that in November 2010 an application was made to English Heritage for The Limes to be listed. He had a copy of the acknowledgement but nothing in writing about the final decision. Cllr Hallett had since checked the Historic England website and confirmed that The Limes was not listed. He suggested that there could have been some confusion with the The Limes Farmhouse which was listed. The Clerk was asked to go back to the District Council Community Impact officer with this information.

-Clerk

4.3 Village Voice –Questions for NALC

Cllr Spenceley had circulated his latest document and Cllr Hallett had responded. The comments now needed to be discussed. Cllr Catherall added that he disagreed with some of the points made by Cllr Hallett and would submit a response. It was acknowledged that progress was being made but more time was needed to finalise the questions.

4.4 Defibrillator Kiosk Parking

Cllr Catherall reported that the kiosk did not have a way leaf/easement. He was hoping that it did so that he could prove a right of access to the Pharmacy. He suggested a discussion could take place with the Transport and Travel group about changing the position of the door to the kiosk.

The Chairman advised that he had now installed the sign requesting access to be kept clear. It was agreed that the situation would be monitored for a period of time to see if it made any difference to the parking.

The Chairman queried the date for the defibrillator training from the last minutes which stated it was on the 18th October. He had prepared some posters stating the 24th October. The Clerk to confirm.

-Clerk

5. CORRESPONDENCE

5.1 Local Highway Improvement Funding 2018/19

Information had now been received on the new system for the applications for funding. Groups

and organisations were invited to submit a proposal for funding to the County Council with the deadline of the 15th October 2017. This would then be assessed by the local highway project team who would consider the options available and the best scheme that met the objectives of the application. A full road survey and policy review would also be included and an estimate of the cost established. Once these checks had taken place the applicant would be contacted to discuss the outcome with a view to refining the application throughout November and December. The final updated application would be assessed by the local LHI Member Advisory Panel during January and February.

Cllr Spenceley advised that the Traffic and Travel working group were looking at a whole range of issues in the village and would be discussing projects to put forward for funding. This would be an agenda item for discussion at the Parish Council meeting on the 19th September 2017.

A discussion then took place on the speed through the village. Cllr Catherall reported that he had been investigating speed stickers for bins. He added that for £300 the Parish Council could purchase 2,000 stickers. Cllr Robinson advised that South Cambridgeshire District Council had provided stickers in the past. It was agreed that the stickers would be an item for further discussion at the next meeting. Cllr Hallett and Cllr Spenceley both stated that they felt the speed through The Causeway and Chestnut Lane had reduced slightly since the implementation of the speed limit change to 30mph.

5.2 SCDC Rural Travel Hubs

A meeting was to be held on the 6th September 2017 to update Councillors on how the project was progressing since the contact made by Cllr Burkett in 2016. Cllr Spenceley had expressed an interest in attending and the Clerk had forwarded the suggestion made to Cllr Burkett, regarding the old market site on the A1198, to him for information. There were no other expressions of interest in attending. The Clerk would book a place for Cllr Spenceley.

-Clerk

5.3 127 Bus Stops

The Clerk reported that she had been contacted by a resident annoyed that the bus now stopped outside his property instead of the official bus stop. This had been since the new contract had commenced. The Clerk had agreed to bring this to the attention of the Parish Council.

6. OPEN FORUM

There were no issues raised.

7. FINANCE

7.1 Payment of Accounts

The Invoices were checked by Cllr Hallett.

CHRIS HOLCROFT

Bus shelter/play area maintenance	£215.00
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MRS S WALMESLEY

Clerks salary 1/8/17 –31/8/17	£783.05
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MR S SAMS

Reimbursement for defibrillator kiosk sign (inc. £3.20 VAT)	£ 19.20
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TOTAL	£1017.25
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PROPOSED Cllr Hallett SECONDED Cllr Robinson AGREED.

7.2 Account with Cambridge Building Society

Cllr Hallett reported that the account had now been opened. Current signatories were himself and Cllr Robinson with the Chairman in the process of adding his details.

7.3 Conservation Group

Cllr Hallett advised that the Conservation Group would like expenditure authorised for the Countryside Restoration Trust to lead a walk at the Clunch Pit and give advice on the management of it. The Group also wanted to update the survey of birds carried out in the past. £40 for each activity was requested. It was agreed that £80 could be allocated from the existing budget.

8. VILLAGE MAINTENANCE

8.1 Grasscutting

8.1.1 Churchyard

The Clerk was waiting to hear from the contractors regarding a date to meet to discuss the Church proposal. Cllr Hallett advised that the Churchwarden should be included in the discussions. She was asked arrange this meeting as soon as possible.

-Clerk

8.1.2 Verge Proposal

Cllr Hirtzel had met with the Conservation Group on the 21st August 2017 to discuss her

proposals. She was still working on her ideas.

8.2 Repair to Church Wall

The Clerk was still to confirm with the contractor that he was willing to quote.

-Clerk

8.3 Footpath Warden

The Chairman referred to a discussion which had taken place at the recent Recreation Ground committee meeting where it was suggested that an appeal be made for a volunteer footpath warden. He advised that he had found someone suitable to take on this role. Cllr Hallett reminded Councillors that there still needed to be a liaison with the County Council and offered to be that person. The Chairman had prepared a draft poster advertising the proposal and would agree the wording with Cllr Hallett.

*-Cllr Sams
& Cllr
Hallett*

9. COMMUNITY SPEEDWATCH

Cllr Hallett advised that he was aware that the Neighbourhood Watch Co-ordinator, Kirsty Carter, was trying to get the scheme started again. He suggested that once the scheme was up and running it could benefit from Parish Council support. There were currently five volunteers, the minimum for the scheme to go ahead, but it was still early days.

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

10.1 Grasscutting

Cllr Robinson advised that there was a resident who carried out a lot of highway grass verge and footpath cutting along a route from The Causeway into Spring Lane with his own lawnmower. This was all done voluntarily and Cllr Robinson suggested that a small second hand ride on mower might make the cutting easier. A discussion took place on access to footpaths on a ride on mower. Concern was also expressed that some of the areas he was cutting was the responsibility of other bodies. It was agreed that this would be an agenda item for discussion at the next meeting. In the meantime Cllr Hallett agreed to look up some details of who was responsible for cutting which area of the village.

*-Cllr
Hallett*

10.2 A1198 Footpath

Cllr Spenceley queried the responsibility for cutting back the verges and shrubbery. He was advised that this was a County Council responsibility but was warned that there were uninsulated overhead cables alongside the road which was a safety issue.

10.3 Village Voice Distribution

Cllr Hull advised that Cllr Dixon had now taken over the deliveries. She was thanked.

11. DATE OF NEXT MEETING

Tuesday 3rd October 2017

The Chairman closed the Meeting at 9.20pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 3rd October 2017 at
The Limes, High Street 8.20pm

PRESENT: Cllr Robinson(Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Freeman, Cllr Catherall, Cllr Dixon, Cllr Oakley, Cllr Spenceley,

District Cllr Cathcart

Members of Public: 2

In the absence of Cllr Sams the meeting was chaired by Cllr Robinson

1. APOLOGIES FOR ABSENCE

Cllr Sams, Cllr Geraghty, Cllr Woodhouse, Cllr Rincón, Cllr Hull, Cllr Hirtzel, County Cllr van de Ven, District Cllr McCraith

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 29th August 2017

Minutes of the meeting held on Tuesday 29th August 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman following amendment of Item 5.2 third paragraph, third sentence to read –He added that for £300 the Parish Council could purchase 1000 stickers.

4. MATTERS ARISING

4.1 Park Close Play Area –update on offer of 20 year lease

The Officer had confirmed that she would need to consult with the land and contracts surveyor to find out the best way forward and would be in touch in due course with more information.

4.2 Request to South Cambridgeshire District Council to install a flagpole

The Clerk had advised the officers of the points raised, regarding listing, at the last meeting which were being investigated. Cllr Freeman had found a company which dealt with flagpoles and suggested that they might be able to advise on installation they had been involved with in a similar situation to Bassingbourn. The Clerk agreed to follow this up.

-Clerk

4.3 Village Voice –Questions for NALC

Cllr Spenceley stated that he was trying to get to the point where questions could be asked and had circulated a further draft. Cllr Hallett stated that he felt that Councillors were back to point that they were at months ago. He added that background information needed to be explained as without that the Parish Council was unlikely to get answers. Cllr Douglass reiterated these comments adding that advice could not be given on something that was not fact. Cllr Catherall suggested that a position paper was needed. He added that following the last Parish Council meeting a working group had been formed, for the short term, and felt that the immediate concerns had been dealt with. He gave a brief overview of the working group meeting.

4.4 Rural Travel Hubs –Update on Meeting

Cllr Spenceley had circulated his notes on the meeting held at the South Cambridgeshire District Council offices on the 6th September. The notes from the presentation had also been circulated.

Cllr Spenceley advised that he went along to the meeting at the suggestion of Cllr van de Ven.

The officers were now going away to follow up comments made. It was not felt that the project was going anywhere.

5. CORRESPONDENCE

5.1 The Causeway Road Closure

Correspondence between Cllr van de Van and County Streetworks had been circulated to Councillors. There were plans to close The Causeway from the 20th -22nd November 2017. It was believed that the reason for the closure was in connection with the development on the field next to the Cemetery.

6. OPEN FORUM

6.1 Bassingbourn Cricket Club

Neil Smith, the Cricket Club Secretary, advised that the club only had 21 players this season and it cost £1200 per year to maintain the pitch and run the club. To help with funds Royston 3rd team wanted to hire the cricket facilities for six occasions during the next season and the Cricket Club wanted the Parish Council to be aware.

A discussion took place on the hire fees which the three village sports teams paid for the use of the Pavilion. It was suggested that the Royston team also pay a contribution. Mr Smith stated that the club had an agreement with Royston who trained the youth players from the village who then returned to play in the adult team. He added that they would only be playing on six occasions and if the fees were too high would go elsewhere.

After discussion it was proposed by Cllr Hallett, seconded by Cllr Freeman, that as a goodwill gesture the Royston team would be allowed to play next season free of charge. This would be reviewed in future years with a charge for the use of the Pavilion on a pro rata basis. All Councillors in agreement.

Mr Smith then referred to the funding awarded by the Parish Council for youth cricket. The Club had stopped drawing it down when their plans ground to a halt. Fortunately the Club was now in a position to restart and they were in the process of appointing a new coach and had other volunteers who wanted to get involved. The Club was very enthusiastic about this and asked if they could restart drawing the funding. In the first instance they would need money to train the new coaches and also for first aid certification. This would cost around £800.

Cllr Hallett advised that this funding had been taken out of the budget for the current financial year 2017/18 but the £1500 could be put back in for 2018/19. There was a budget for youth facilities which was earmarked to be used for play equipment. £800 of this could be redirected to the Cricket club for this financial year. It was then proposed that £800 be earmarked for the Cricket Club from this year's budget. This was agreed by all Councillors.

Finally Mr Smith advised that the Cricket Club had trouble accessing the recreation ground as the gate was locked. Nobody seemed to have the correct key. Cllr Freeman agreed to meet the club there the following evening and if necessary would use bolt cutters to gain access. He was aware that a combination padlock was available to use in place.

-Cllr
Freeman

7. FINANCE

7.1 Agreement of Insurance Schedule 2017/18

Details of the renewal schedule from Came and Company had been circulated to Councillors. It was proposed by Cllr Hallett that a three year long term agreement be requested. This was seconded by Cllr Douglass with all Councillors in agreement.

A discussion then took place on the schedule. The Clerk was asked to obtain clarification on the status of the Cemetery Lodge and whether the insurance company knew that it was rented out. She would also arrange to increase the Fidelity insurance cover to £400,000 and request a list of play equipment insured on the schedule so that this could be reviewed.

7.2 Payment of Accounts

The Invoices were checked by Cllr Hallett

CAME & COMPANY

Insurance renewal 2017/18 (3 year term)	£2689.84
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HALES PRINTERS

Newsletter	£749.00
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MRS S WALMESLEY

Clerks salary and expenses 1/9/17 –30/9/17	£784.37
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HMRC

PAYE July –September 2017

Tax £12.80 NI £86.82 (Employer £46.44)	£99.62
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EARTH ANCHORS LTD

Replacement dog waste bin (inc £25.19VAT)	£151.14
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TOTAL

	£4473.97
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The Invoices were checked by Cllr Hallett.

AGREED Proposed Cllr Freeman Seconded Cllr McInulty

8. VILLAGE MAINTENANCE

8.1 Grasscutting

8.1.1 Churchyard

The Clerk confirmed that she had urged a meeting as soon as possible with the grasscutting contractors.

8.1.2 Verge Proposal

There was no further update.

8.2 Repair to Church Wall

The Clerk had spoken to Mr Rogers about the second phase of the repair. She had been advised that a quotation would be forwarded this week. It was agreed that, as this was the second phase of the work with the same contractor, the quotation would be discussed and if satisfactory agreed before the next meeting so that the work on the second phase could get underway before the bad weather.

9. BASSINGBOURN CRICKET CLUB –REQUEST FROM 3RD ROYSTON CRICKET TEAM

This was discussed under Item 6.1.

10. PURCHASE OF A LAWN MOWER

The Chairman reiterated the reason for his request which he made at the last meeting. He stated that it was too late this year but asked for this item to go on the agenda of the February 2018 meeting. Cllr Hallett had circulated details of the village grasscutting responsibilities. He added that if there was any query the maps would need to be consulted.

-Clerk

11. CHRISTMAS 2017

Cllr Douglass advised that she would like to start a working group and added that to safeguard the event more people needed to be involved in the whole event. She advised that the village xmas market was to be held on the 9th December. Having the Parish Council event on the same day had worked well in 2016 and suggested this happen again which was agreed. She would start to advertise in the Village Voice. Cllr McNulty and Cllr Robinson both confirmed that they would help. An update would be given at the next meeting.

-Cllr Douglass

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

12.1 Elbourn Way Surveyors

Cllr Dixon advised that there had been a lot of activity in Elbourn Way. Cllr Catherall added that he had also noticed a lot of surveyors in parts of the High Street.

12.2 Community Speedwatch

Cllr Catherall reported that the Speedwatch team had been out on the Causeway earlier in the day where 25% of vehicles were speeding. He confirmed that information gathered would be used in the application for the LHI bid 2018/19.

13. DATE OF NEXT MEETING

Tuesday 7th November 2017

The Chairman closed the Meeting at 9.20pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th November 2017 at
The Limes, High Street 7.55pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Freeman, Cllr Catherall, Cllr Dixon, Cllr Robinson, Cllr Geraghty, Cllr Woodhouse, Cllr Hull

District Cllr Cathcart

Members of Public: 2

1. APOLOGIES FOR ABSENCE

Cllr Oakley, Cllr Spenceley, Cllr Rincón, Cllr Hirtzel, County Cllr van de Ven, District Cllr McCraith

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 3rd October 2017

Minutes of the meeting held on Tuesday 3rd October 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –update on offer of 20 year lease

The Officer had confirmed that she would need to consult with the land and contracts surveyor to find out the best way forward and would be in touch in due course with more information. There was no further update available.

4.2 Request to South Cambridgeshire District Council to install a flagpole

There was no further information from the District Council officers. The Clerk was still to seek advice from other places in a similar situation.

-Clerk

4.3 Village Voice

4.3.1 Organisation and request for funding

Cllr Hallett reported that this had moved on significantly since the last meeting. The working group had met to look at the advertising and invoicing and Cllr Douglass and Cllr Catherall were going through the process of opening a bank account for which a constitution might be necessary. Cllr Hallett referred to discussion earlier in the year where it was suggested a budget could be allocated for the Village Voice organisation to meet the difference in income and printing costs. He proposed that a grant of £2000 be made for this financial year once the bank account was operational. Funding for future years would also be needed. This was seconded by Cllr Sams with all Councillors in agreement.

Cllr Catherall advised that a third signatory from the village was being sought for the bank account.

A discussion then took place on the advertising where some had continued to appear in the Village Voice even though the adverts were not requested. It was estimated that if all outstanding payments were collected the income would be around £7,200 which would breach the VAT limit. Cllr Hallett stated that the working group had proposed that a clean break be made on the past adverts.

4.3.2 Questions for NALC

In the absence of Cllr Spenceley, who was leading this issue, this was not discussed. It was stated that questions could still be valid but as the situation regarding the running of the Village Voice had moved on the questions would need to be looked at in light of the new information.

5. CORRESPONDENCE

5.1 Rural Community Survey for South Cambridgeshire

The Parish Council had been asked to consider an on-line survey from Rural Services Network. The idea was to achieve a network of 250,000 rural residents across England so that the clear consensus rural response system could be established to matters of the day. Details had been circulated to Councillors.

Cllr Hallett offered to look at the questionnaire.

*-Cllr
Hallett*

5.2 Request to Purchase and Install a Memorial Bench

Cllr Robinson had received a request to install a bench with a plaque in memory of a young resident. He had advised that there was no room in the Cemetery grounds but would discuss with Councillors. A discussion took place on the existing benches on the village green. It was noted that they were not too bad and could be refurbished easily. A site for an additional bench elsewhere in the village was discussed. It was suggested the green on the corner of Elm Tree Drive, the Rouses or Clunch Pit wood were options. Cllr Robinson would pass on these suggestions.

-Cllr
Robinson

6. OPEN FORUM

6.1 Parish Council Notice Board

The Parish Council was asked why minutes of Parish Council meetings were not being displayed on the notice board by the SPAR shop. There were some people in the village that did not have access to the internet and therefore could not see the minutes on the Parish Council website.

The Clerk apologised and confirmed that she would arrange to post the latest Parish Council minutes as soon as possible. The board had been used to display the annual audit return by the end of September 2017, which was a requirement by law, as there was not enough room on any other village notice board.

-Clerk

7. FINANCE

7.1 Payment of Accounts

The Invoices were checked by Cllr Hallett

HALES PRINTERS		
Newsletter	£749.00	
Speeding signs for litter bins	£346.80	£1095.80
E-ON		
Pavilion electricity (inc. £4.07VAT)		£ 85.37
VIKING		
Stationery (inc. £28.09) £110.56 to be recovered from other PCs		£168.55
BASSINGBOURN PCC		
Hire of Church room 16/10/17		£ 16.00
CHRIS HOLCROFT		
Installation of replacement swings	£ 79.42	
Installation of replacement dog waste bin	£ 45.00	£124.42
BASSINGBOURN CRICKET CLUB		
Contribution towards youth cricket 2017/18 (agreed at F& GP meeting 3/10/17)		£800.00
CPRE CAMBRIDGESHIRE BRANCH		
Planning training 2/11/17		£ 40.00
BUCHANS LANDSCAPES		
Grounds mtce September 2017 (inc. £273.32VAT)		£1639.92
MRS L BOND		
Reimburse for conservation group event		£ 40.00
PLAYDALE PLAYGROUNDS		
Purchase of three cradle swings (inc. £ 146.25VAT)		£877.50
CAMBRIDGE WATER BUSINESS		
Cemetery water rate 28/4-25/10/17	£19.42	
Recreation Ground water rate	£82.25	£101.67
MRS S WALMESLEY		
Clerks salary and expenses 1/10/17 –31/10/17		£787.67
TOTAL		£5776.90

There was also a cheque for £449.00 towards a wendy house for Bassingbourn Pre-school a donation which was agreed at the November 2016 Parish Council meeting. Cllr Dixon advised that the cost of the house was more than this. It seemed that when the donation was agreed the VAT figure had been excluded from the total price. This would be investigated for the Parish Council meeting on the 21st November 2017.

AGREED Proposed Cllr Hallett Seconded Cllr Douglass

8. VILLAGE MAINTENANCE

8.1 Grasscutting

8.1.1 Churchyard

The Clerk confirmed that she had discussed the proposal, with diagram, from the Church for a conservation area with the contractor Stuart Buchan who had suggested that the area be given a cut the first and last cut of the season. In between times the area would be left. There would be no additional charge for this. Cllr Hallett agreed to advise the Churchwarden to see if he was satisfied with the suggestion.

-Cllr
Hallett

The Clerk added that Mr Buchan had confirmed that the gate to the Church would be repaired soon after Christmas.

8.1.2 Verge Proposal

The Conservation Group had arranged a meeting with Cllr Hirtzel to discuss her proposal but she was unable to attend.

8.2 Repair to Church Wall

A quotation had been received for the second phase of the work, which amounted to £1,200. It was stated that this was not within the current budget but there was some spare money available. A discussion took place on the best time to carry out the work noting that lime mortar was best suited to the warmer weather. After further discussion it was proposed by Cllr Robinson to accept the quotation which was seconded by Cllr Hallett with all Councillors in agreement. The Clerk to ask the contractor, Mr Rogers, to proceed.

-Clerk

8.3 Repair to Causeway Bench

A quotation had been received for £156.50 to repair the bench. Cllr Hallett reminded Councillors that there was an action to repair the bench on the village green from 2016 and there was also a bench in need of the same repair on the Recreation Ground near the Tanyard entrance. The Clerk advised that the contractor had suggested that all four seat timbers on the village green bench be replaced as they were starting to perish around the bolt holes and moving around. The cost to replace all four timbers would be an additional £100.

The refurbishment of all three benches was discussed. It was then proposed by Cllr Douglass, seconded by Cllr Freeman, that all three benches be repaired with the replacement of all four timbers on the village green bench. All Councillors in agreement. Clerk to advise the contractor.

-Clerk

8.4 Repair to North End Bus Shelter

The contractor had confirmed that he had been investigating the best price for polycarbonate and had now placed an order for a piece 4mm thick. The Chairman would speak to the contractor and offer help with cutting to fit.

-Cllr Sams

8.5 Repair to Village Finger Post

Cllr Hallett reported that one arm of the finger post at the junction of North End and High Street had broken off. The bracket holding the post had snapped. Cllr Hallett had recovered the arm and had discussed how this could be repaired with the contractor. The finger post was original and so of historic interest. The Chairman would also investigate the best way to repair this.

-Cllr Sams

9. PAVILION PROJECT UPDATE

The Chairman advised that this had been discussed at the recent Recreation Ground committee meeting where it was agreed that the working group consisting of Cllr Robinson, Cllr Catherall, Cllr Douglass and Cllr Oakley were going to arrange a meeting to compile a specification for works. Cllr Robinson stated that the only specification needed was for the ground works as he had a list of local tradesmen, who were members of professional organisations, that had offered to give their time for free to carry out the building work. It was supposed to be a community project. The Chairman expressed his concern over this as he felt that their paid work would always come first. He made the point that he was not doubting the builders who had offered their help, it was that the Parish Council did need to see accountability for the work. It was also pointed out that due diligence is required by the Parish Council with the three quotes mentioned.

-Pavilion
Working
Group

Cllr Woodhouse queried the implications of using volunteer labour if anything was to go wrong with the building. A discussion took place. Cllr Robinson advised that the approved building regulations would be sufficient for a specification. After further discussion it was agreed that the specification would be prepared for the whole building work and not just the groundwork. Once the working group had the paperwork in place it would be sent out to three builders.

Cllr Freeman urged the meeting of the working group as soon as possible to get progress the project.

10. REVIEW OF PARISH COUNCIL INSURANCE SCHEDULE

The Clerk had circulated the response from the insurance company following discussions at the last meeting. In relation to renting of the Cemetery Lodge the insurer had suggested that a landlords policy may be needed. The Clerk was asked to investigate this.

-Clerk

Details of the play equipment included in the policy when it was taken out with Came & Company in 2009 had been provided and the Clerk was updating the list with values taken from the Asset Register. This list, once agreed by the Recreation Ground committee members, would be forwarded to the insurer.

The Clerk had requested that the Fidelity Guarantee cover be increased from £250,000 to £400,000. The annual premium for the would be £235.20. As the amount of money held by the Parish Council was close to £300,000 the Clerk would obtain a further quote.

-Clerk

11. VILLAGE CHRISTMAS CELEBRATION 9TH DECEMBER 2017

Cllr Douglass gave an update on arrangements. She had asked Bassingbourn Band to play at 4.30pm with the lighting of the tree following at 5pm. Refreshments would be available including an offer from Yuva (restaurant) to donate some snacks. The Hoops and The Belle would be asked for donations. The SPAR staff were also getting involved. Cllr Douglass stated that it would be nice for someone to volunteer as Father Christmas who could then hand out some sweets to the children.

A final update would be made at the next meeting.

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

12.1 Elbourn Way Fire

Cllr Woodhouse advised that there had been an incident whereby a fire engine had to be called to the recreation area the previous weekend. He suggested that consideration should be given to some additional lighting as the park was completely shaded. He asked if any thought had been given to making the area safer.

Cllr Hallett had circulated a photograph of the area following notification by a dog walker. By the time he had looked at the site someone had cleared away the burnt paper and broken glass. There was an abandoned bike which he left on the site.

Cllr Freeman advised that he had tried to get agreement to remove all the shrubbery from the rear of the play area but this was refused due to lack of funding for this purpose. He would make sure a request was made in the next budget 2018/19.

The Clerk to put the request for lighting on the agenda for the Recreation Ground committee meeting on the 13th December 2017.

12.2 Village Voice

12.2.1 Chairman's latest Report

Cllr Catherall reiterated his concerns raised at the Recreation Ground committee meeting the previous week over the Chairman's report which he asked to be toned down or move the negative comments about the Pavilion refurbishment to another part of the newsletter. Cllr Robinson stated that he did not see anything wrong with the report adding that everyone read the report, which caused discussion in the village, in a different way. A discussion on the Pavilion Project was stopped by Cllr McNulty who reminded Councillors that a decision on moving forward had been made under Item 9.

12.2.2 Play Area Update

Cllr Dixon asked for permission to prepare an article for the next Village Voice advising of the proposed work on making the play areas safe. This was agreed. She was advised that the deadline for the next edition of the Village Voice was the 15th November.

-Cllr
Dixon

12.3 Defibrillator Training

The Chairman advised that the attendance at the recent training session was disappointing with only a few additional people in attendance to the first session. Cllr Douglass asked for the contact details of the trainer so that she could get a list of attendees. Clerk to forward details. It was suggested that consideration be given to an additional defibrillator for Kneesworth. This would be an agenda item for discussion at the next meeting.

-Clerk

12.4 Vandalism of Goal Posts

Cllr Freeman advised that the goal posts on the South End football pitch had been vandalised the previous weekend. The football club had since received an offer of a donation towards their replacement.

12.5 Budget 2018/19

The Chairman reminded Councillors that discussions on the budget/precept requirement for the next financial year would commence at the next Finance and General Purposes committee meeting. He asked Councillors to give some thought of requirements.

-Cllrs

13. DATE OF NEXT MEETING
Tuesday 5th December 2017

The Chairman closed the Meeting at 9.12pm

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th December 2017 at
The Limes, High Street 8.00pm

PRESENT: Cllr Sams (Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Freeman, Cllr Catherall, Cllr Robinson, Cllr Geraghty, Cllr Hirtzel, Cllr Oakley, Cllr Hull

District Cllr Cathcart

Members of Public: 2

1. APOLOGIES FOR ABSENCE

Cllr Woodhouse, Cllr Spenceley, Cllr Rincón, Cllr Dixon, County Cllr van de Ven, District Cllr McCraith

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 7th November 2017

Minutes of the meeting held on Tuesday 7th November 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Park Close Play Area –Formal Offer from SCDC

The Clerk had circulated details from Mrs Maria Toombs, the Leasehold and Housing Purchase Officer, of a proposed lease. Ms Toombs advised that South Cambridgeshire District Council were proposing –

- A 20 Year Lease
- The Parish would be solely responsible for maintaining the grassed area and providing and maintaining the play equipment
- Proof of adequate liability insurance was required
- The Parish Council would be responsible for paying the District Council's legal costs for preparing the lease which would be in the region of £700.00

On a proposal by Cllr Robinson, seconded by Cllr Hallett, all Councillors were in agreement with these proposals. Clerk to advise Ms Toombs and ask her to proceed. -Clerk

4.2 Request to South Cambridgeshire District Council to install a flagpole

There had been no further news from South Cambridgeshire District Council and the Clerk was still investigating through a flagpole company.

Cllr Hull expressed concern over the commitment of whoever was asked to look after the flags. There would be criticism if the flags were not raised as expected. The Chairman reminded Councillors that the idea was for flags to be raised only on special occasions. It was agreed that if the Parish Council obtained the permissions to install a flag pole they could then decide whether or not it would be practical.

4.3 Village Voice

Cllr Spenceley had circulated updated questions to Councillors. Unfortunately he was not in attendance to discuss further.

4.3.1 Update on Bank Account

Cllr Hallett reported that the working group had nearly completed the bank process for opening an account. A Constitution had also been prepared for the working group to specify ownership.

4.3.2 Questions for NALC

A discussion took place on whether the questions were still relevant due to the setting up of a working group. A proposal was made by Cllr Catherall to send the questions to CAPALC in their current form but there was no seconder. It was stated that if they were sent the background information would also need to be submitted.

After further discussion it was proposed by Cllr Robinson, seconded by Cllr Hull, that this item be removed from the agenda. Any further questions to CAPALC would be to ensure compliance with rules and regulations for the Working Group. All Councillors in agreement.

5. CORRESPONDENCE

Correspondence received was discussed under agenda items.

6. OPEN FORUM**6.1 Brook Road Parking**

Concerns were raised over recent events held at the Village College which had resulted in parking on the grassed area outside the College and Primary school. This was not a designated parking area as there were underground services, no structure to support vehicles and the grass was being destroyed. At the time of the first incident the resident had complained to South Cambridgeshire District Council who had forwarded the complaint on to the Parish Council instructing them to deal with the issue. The Clerk had since advised the resident that the area in question was part of the Village College and the Parish Council had no involvement in this land.

The resident was informed that details of land ownership could be obtained from the Land Registry. Cllr Hallett advised that in cases such as this the County Council website showed maps which identified County and District Council land. He added that the only issue now may be with the Village College being an Academy.

The Chairman stated that he had issues with the way that the District Council had passed on the complaint to the Parish Council as they had assumed it was their responsibility. It was agreed that the Clerk would send a letter to the officer concerned asking what was expected of the Parish Council who had no control over this particular land.

-Clerk

The Chairman suggested that the resident contact the Village College, and organisers of the event, to raise her concerns. The events had been well publicised in the local press.

7. FINANCE**7.1 Payment of Accounts**

The Invoices were checked by Cllr Hallett

MORELOCK SIGNS LTD

Community Speedwatch equipment purchase (inc. £468.80VAT)	£2812.80
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MRS S WALMESLEY

Clerks salary 1/11/17 –30/11/17	£792.01
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TOTAL

£3604.81

AGREED Proposed Cllr Hallett Seconded Cllr Douglass

7.2 Budget/Precept 2018/19

The Chairman reminded Councillors that the budget needed to be prepared and asked for input on requirements. The Recreation Ground committee would be discussing their requirement at their meeting on the 13th December and would report back at the January meeting. Cllr Hallett stated that the recommendation for the precept needed to be finalised at that meeting so that it could be formally approved at the January Parish Council meeting. Cllr Robinson suggested additional headings be included to make the spreadsheet clearer on allocations.

7.3 Unity Trust Bank Account

The account was opened for on-line banking but Councillors found it easier to continue with the existing process - payment by cheque with two signatories. It was agreed that the account should be closed. The Clerk advised that she had been notified that the account had been closed due to inactivity. A discussion then took place on the transfer of funds to the Cambridge Building Society account. Cllr Hallett suggested that once a projection of expenditure had taken place, to see how much available money was needed, funds could be moved over.

8. VILLAGE MAINTENANCE**8.1 Grasscutting****8.1.1 Verge Proposal**

The Conservation Group had arranged a meeting with Cllr Hirtzel to discuss her proposal but she was unable to attend.

8.2 Repairs to Benches

The repairs were in hand with the contractor.

8.3 Repair to Village Finger Post

The Chairman was still to speak to the contractor to see if he could help with the best way to refit.

-Cllr Sams

9. PAVILION PROJECT UPDATE

Cllr Catherall had circulated a report to Councillors. Members of the working group were going to visit a project at Cambridge Rugby Club where a similar proposal for their facilities was taking

-Pavilion Working

place.

Group

10. REVIEW OF PARISH COUNCIL INSURANCE SCHEDULE

The Clerk was waiting for confirmation of the list of existing play equipment before going back to the insurance company for an updated quotation. She would arrange this following the Recreation Ground committee meeting on the 13th December 2017.

-Clerk

11. VILLAGE CHRISTMAS CELEBRATION 9TH DECEMBER 2017

Cllr Douglass updated Councillors on the proposals for the following weekend. She appealed for helpers on the day. The Chairman thanked Cllr Douglass for all the work she had done organising these celebrations.

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

12.1 Involvement of Councillors

Cllr Robinson stated that he was very pleased to see so many Parish Councillors involved in the village activities. It was good that everyone was actively involved.

12.2 Memorial Bench

Following on from the discussion at the last meeting, on the request to install a memorial bench, Cllr Robinson reported that the preferred location for a bench was The Rouses. Fundraising was set to begin.

12.3 Mobile Warden Scheme

Cllr Douglass reminded Councillors that as the village was now part of the Mobile Warden Scheme, with Litlington and The Mordens, a donation would be required. This should be taken into account during budget/precept discussions.

12.4 11th November 2018

The date would mark 100 years since the end of the First World War and there might be an event in the village. This would be taken into account during the precept discussion.

12.5 Village Green Cherry Tree

Cllr Hallett reported that the Cherry tree had been planted by Mr and Mrs Bond. In due course the existing decayed tree would need to be removed. It was agreed that the Clerk would send a letter of thanks to Mr and Mrs Bond.

-Clerk

12.6 127 Bus User Group

A meeting of the User Group, arranged by County Cllr van de Ven, had taken place the previous evening. Some Parish Councillors had been in attendance. There were proposals for some slight changes and questionnaires were available for completion. There was also a plan to cease the 128 service and combine it with the 127 service. Cllr van de Ven was also going to get a quotation for minor changes to the traffic island at the junction of North End and Guise Lane which would enable the bus to turn. The Chairman added that there were a number of people from North End that used the bus.

13. DATE OF NEXT MEETING

Tuesday 2nd January 2018

The Chairman closed the Meeting at 9.05pm
