

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Minutes of Meeting held virtually on 21st July 2020

Present : Councillors Douglass (Chairman), Catherall, Davis, Dixon, Hallett, Hirtzel, Hodge, Leith, Oakley, Spenceley, Sams, Wakefield and White.

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

County Cllr S Van d Ven and District Cllr N Cathcart were also present.

17 Members of the public joined the meeting.

Chairman welcomed all to the meeting stating that instead of the public speaking session at the beginning of the meeting, she proposed to take comments from the public under the item relating to The Limes/Old School.

A resident raised the subject of the cycleway to Royston. County Cllr Van de Ven was able to provide an update on the issues which the scheme was facing. She confirmed that work was ongoing.

1	Apologies for absence : None were recorded.	
2	Declaration of Interests : Cllr Douglass declared a non-pecuniary interest for item 13.1.6 and Cllr Hallett declared a non-pecuniary interest for item 5.1.	
3	Minutes of Meeting held on the 16th June 2020 were signed as approved with the following amendment unless there are urgent and/or exceptional circumstances (to include) "which need to be stated. Discussion concluded with Cllr Hodge proposing this be accepted and Cllr Douglass seconded. (See also 6.3.1)	
4	<p>Casual Vacancies</p> <p><u>4.1 Co-option for one casual vacancy</u> Cllr Hodge proposed that Mr M Wakefield be co-opted, this was seconded by Cllr White and agreed. Cllr Wakefield then signed the Acceptance of Office and took his place on the Council. He was welcomed by the Chairman.</p> <p><u>4.2 To agree to move to co-option for one casual vacancy</u> Council agreed to move to co-option on the proposal of Cllr Hallett, seconded Cllr Davis. Notices of the vacancy to be posted with a deadline of 7th August.</p>	VT
5	<p>The Limes/Old School</p> <p><u>5.1 Business Case</u> The working draft of the business case had been circulated to councillors. Cllr Hodge gave a presentation which included extracts from residents' letters of support. A robust discussion then took place between the councillors.</p> <p>At this point the Chairman opened the meeting to take comments from the members of the public.</p>	

	<p>Cllr Hallett proposed that the business case be accepted in order that negotiations can continue regarding the Lease. Under standing orders 3 (s) he also requested that the vote be recorded. Cllr Hirtzel seconded this. Cllrs Douglass, Hallett, Sams, Geraghty, Hirtzel, Hodge, Dixon, Davis, Wakefield (9) voted for the proposal; with Cllrs Catherall, White, Spenceley, Oakley and Leith (5) abstaining.</p> <p><u>5.2 Structural Survey</u> To record that the full report has now been circulated to councillors. The Limes Advisory Group are working on the repairs issue with SCDC (via Cllr Cathcart) and the administrative paperwork (via the Clerk). The draft lease has not yet been sent to Mills and Reeve.</p>	
6	<p>Governance <u>6.1 Policies :</u> <u>6.1.1 To consider, agree and approve Vexatious Complainant Policy</u> The HR Committee to review this draft. All <u>6.1.2 To consider, agree and approve Lone Working Policy</u> A draft had been circulated and Council agreed to adopt on the proposal of Cllr Davis, seconded Cllr Hallett. (attached to these Minutes) All <u>6.1.3 To consider, agree and approve Grants and Donations Policy</u> The revisions to the policy had been previously circulated. Council agreed to adopt. Proposed by Cllr Hallett, seconded Cllr White. (attached to these minutes) All <u>6.2 Appointments to Advisory Groups</u> Cllr Davis was nominated to The Limes/Old School Advisory group by Cllr Hodge. This was seconded by Cllr Hirtzel and Council agreed. All <u>6.3 Standing Orders Revision</u> <u>6.3.1 Clarification of amendment to clause 20a : addition to (unless there are urgent and/or exceptional circumstances) to include "which need to be stated".</u> Following discussion Cllr Hodge proposed this be accepted and Cllrs Spenceley seconded the motion. This was agreed and the minutes were then signed. RFO reminded Councillors that three clear working days includes a Saturday. All <u>6.3.2 To agree terminology</u> Request by Clerk to be consistent in terminology.</p>	
7	<p>Pavilion <u>7.1 Meeting with Clubs/LC/DC</u> Cllrs Douglass and Dixon, together with the Clerk, met with representatives from the Sports Clubs, the Pavilion Coordinator and Architect. The aim of the meeting had been to work through the Quantity Surveyors report. A robust discussion took place again and Cllr Hodge moved "next business". <u>7.2 To consider and agree/approve work to provide tender specification.</u> Councillors had been circulated a quote for work to provide detailed design and production information. Council required two further quotes to in order to make a decision. VT</p>	
8	<p>Cambs County Council : County Cllr Van de Ven had previously circulated her report. She was requesting a sum from the Covid fund towards the provision of refurbished computers which have gone to Bassingbourn V.C. and</p>	

	the Primary School. Council agreed to use £500 of the funding towards this aspect of the results of the pandemic.															
9	<p>South Cambs District Council : D Cllr Cathcart had circulated his report. He shared his concerns regarding the lack of consultation with parishes regarding the Green Infrastructure Survey. Consultants had been appointed who had not fulfilled the remit of full consultation. He considered this an important consultation and it was agreed that he, Cllr Hallett and Clerk complete on behalf of council.</p>	NC/ MH/ VT														
10	<p>Local Government Association – Consultation on Model Member Code of Conduct The Consultation document had been previously circulated with a closing date of 17th August. Councillors were urged to respond individually and/or provide Clerk with their comments, positive and negative, as soon as possible.</p>	ALL														
11	<p>Advisory Groups update from meetings held through month</p> <p><u>11.1 Environment</u> A socially distanced group had worked on tidying up the clunch pit.</p> <p><u>11.2 War memorial</u> Cllr Catherall had circulated details of proposed works and additions to the memorial - to include taking out the bushes – in readiness for VJ day on 15th August. The storyboards will cost £900 and the purchase was agreed on proposal of Cllr Catherall, seconded Cllr Dixon.</p> <p><u>11.3 I.T. Advisory Group</u> A note re Website Accessibility had been circulated. Council agreed actions to meet September deadline, which was to keep current website, changing documents as necessary but to slim content down. Proposed Cllr Sams, seconded Cllr Hodge.</p>	PC MH/ BI														
12	<p>Financial matters:</p> <p><u>12.1 Authorisation of Payments</u> Cllr Hallett proposed the following payments be made. Cllr Leith seconded. Agreed.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">RFO top up mobile phone</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>Opus energy – street lighting</td> <td style="text-align: right;">£248.47</td> </tr> <tr> <td>Holcroft services (signage etc)</td> <td style="text-align: right;">£151.00</td> </tr> <tr> <td>SCDC -emptying bins 1.4.20-31.3.21</td> <td style="text-align: right;">£1872.00</td> </tr> <tr> <td>Herts and Cambs – clean play areas</td> <td style="text-align: right;">£804.00</td> </tr> <tr> <td>Herts and Cambs – remove snapped limb, leave logs</td> <td style="text-align: right;">£192.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">£3,297.47</td> </tr> </table> <p>Cheque for £45,000 from Barclays current account was signed for payment into Unity Trust account.</p> <p><u>12.2 Update on getting Barclays Current</u> and savings accounts online. The RFO reported that Barclays online banking has been agreed and only requires one of the signatories to open up the system for use. In order to close the Business premium account and transfer to the Business Savings a letter to be issued requesting this action.</p>	RFO top up mobile phone	£30.00	Opus energy – street lighting	£248.47	Holcroft services (signage etc)	£151.00	SCDC -emptying bins 1.4.20-31.3.21	£1872.00	Herts and Cambs – clean play areas	£804.00	Herts and Cambs – remove snapped limb, leave logs	£192.00	TOTAL	£3,297.47	BI BI BI
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	<p>2. The scale is inappropriate for the Conservation Area. 3. There is an effect on the listed buildings at Tan House and Tanyers. 4. Out of keeping with the surrounding buildings. Proposed by Cllr White, seconded Cllr Sams. <u>13.2 Tree works in Conservation Area</u> <i>13.2.1 20/1524/TPO Hedge removal. St Peters and St Pauls Church –</i> The application has been determined – Planners have no objection <i>13.2.2 20/1536/TTPO Group ash trees reduce overhanging branches/sycamore – reduce branches. Trees on Orchard land between 91 High Street and 13 Elbourn Way</i> Council agreed to support. Proposed Cllr Hallett, seconded Cllr Hodge. <u>13.3 SCDC permission granted</u> 13.3.1 20/01885/HFUL Change of use of garage to annex. 102 Old North Road. To record permission has been granted.</p>	VT
14	<p>Councils Response to the Covid 19 Cllr Hirtzel reported that the Care-n-share is reduced to one session on a Friday morning at the moment. Residents in need can also use the Royston Food Bank. Advice from the Community Hub has been received to wind down but be ready for any spike and hence a need to be active again. The Hub further advises that we should ensure that those coming out of shielding feel confident with shopping etc.; and that arrangements need to be made to destroy the sensitive data we have received.</p>	AH/ VT
15	<p>Committee Meetings held:- To record following meetings have been held and minutes circulated to all councillors. 15.1 Finance Committee meeting which was held on the 7th July 15.2 Planning Committee meeting which was held on 7th July</p>	
	<p>There being no further business the meeting closed at 10.35 pm</p> <p>Signed Date</p>	
	Attached policies	

Dates of Meetings :-

Amenities Committee :2020 – 12th August; 9th September; 14th October; 11th November; 9th December.

Finance : Planning:- 2020 - 4th August; 1st September; 6th October; 3rd November; 1st December.

Main Council:- 18th August;15th September; 20th October; 17th November; 15th December.

Bassingbourn-cum-Kneesworth Parish Council

Lone Working Policy

1. Introduction

Council recognises that it's employees are required to work by themselves for significant periods of time without close or direct supervision in the community, in isolated work areas and out of hours.

The purpose of this policy is to protect such staff so far as is reasonably practicable from the risks of lone working. The Council also recognises it has an obligation under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 for the health, safety and welfare at work of it's employees.

2. Scope

The policy applies to all situations involving lone working arising in connexion with the duties and activities of the Council's employees.

3. Definition

The Health and Safety Executive defines lone workers as "those who work by themselves without close or direct supervision". This covers all of the Council's employees: the Clerk and the RFO, all of whom are required to carry out their duties for all or part of their working day working in isolation.

4. Aims

The aim of the policy is to:

- increase staff awareness of safety issues relating to lone working
- ensure that the risk of lone working is assessed in a systematic and ongoing way and safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable
- ensure that appropriate training is available to all staff in all areas that equips them to recognise risk and provides
- practical advice on safety when working alone
- ensure that appropriate support is available to staff who must work alone
- encourage full reporting and recording of all adverse incidents regarding lone working

5. Responsibilities

5.1 Clerk to the Council

The Clerk on behalf of the Parish Council is responsible for:

- ensuring that there are arrangements for identifying evaluating and managing risk assessed associated with lone working
- providing resources for putting the policy into practise
- ensuring there are arrangements for monitoring incidents linked to lone working and that the Council regularly reviews the effectiveness of this policy

- ensure that all staff are aware of the policy
- ensure that risk assessments are carried out and reviewed regularly putting procedures and safe systems of work into place which are designated to eliminate or reduce the risks associated with working alone
- ensuring that staff are given appropriate information instruction and training
- ensuring the appropriate support is given to staff involved in any incident managing the effectiveness of preventative measures through an effective system of reporting investigating and recording incidents

5.2 Employees

Employees are responsible for

- taking responsible care of themselves and others affected by their actions
- cooperating by following rules and procedures designed for safe working
- reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate
- taking part in training designed to meet the requirements of the policy
- reporting any dangers or potential giant dangers they identify or any concerns they might have in respect of working alone.

6. **Risk assessment**

Risk assessment is essential to good risk management.

Assessment will be carried out for and by all staff whose working practice makes them vulnerable. This includes staff that a site based but work in isolation as well as mobile staff whose work takes them out into the community.

Recommendations will be made to eliminate or reduce the risk to the lowest level reasonably practicable.

A lone workers' checklist will be completed (appendix one). This will be used as a tool to identify if the existing control measures are adequate and if not, what modifications to additional actions can be considered necessary to help reduce the risks associated with lone working.

Once the checklist has been completed a risk assessment will be carried out and documented in a risk assessment form.

Risk assessments for site based lone workers will include:

- safe access and exit
- risk of violence
- safety of equipment for individual use
- channels of communication in an emergency
- site security
- security arrangements i.e. alarm systems, and response to personal alarms
- reporting and recording arrangements
- communication and traceability and personal safety/security

Following completion of the risk assessment consideration will be given to any appropriate action that is required.

7 Incident reporting

An incident is defined as “an unplanned or uncontrolled event or sequence of events that has potential to cause injury, ill health or damage”.

To maintain an appropriate record of incidents involving lone workers it is essential that all incidents be reported to the Clerk who will prioritise each incident and identify any immediate action. Staff should ensure that all incidents where they feel threatened or unsafe (even if this was not a tangible event/experience) are reported. This includes incidents of verbal abuse.

8 Contacting or involving the Police

The Council is committed to protecting staff from violence and assault and will support criminal proceedings against those who carry out assault. All staff are encouraged to report violent incidents to the police and will be supported by the Council throughout the process. Except in cases of emergency, employees should inform the Clerk of any incident immediately. The Clerk will thereafter take responsibility for contacting the police to report the details of the incident.

9 Support for staff

Employees working for the Council should know that their safety comes first. Staff should be aware of how to deal with situations where they feel they are at risk, or unsafe. Staff should also be able to recognise how their own actions could influence or even trigger an aggressive response. The Clerk will ensure that all lone workers training needs are assessed and that they receive appropriate training.

10 Immediate Support following Violent Incident

In the event of a violent incident involving a lone worker the Clerk will immediately ensure that the employee reserve receives any necessary medical treatment and/or advice. If an incident occurs out of hours the Council Chair should be contacted.

The Clerk will also consider whether the employee need specific information or assistance regarding to legal or insurance aspects. The Clerk will also ensure appropriate written and verbal reporting of any violent incident.

11 Lone working for the Clerk

Where the items above relate directly to the Clerk as a staff member, the appropriate controls will be exercised by Bassingbourn-cum-Kneesworth Parish Council and in an emergency by the Chair of Bassingbourn-cum-Kneesworth Parish Council.

appendix 1

Lone working checklist

Checklist completed by:

Date completed and location

Main issues of concern

- do staff work alone ?
- do staff work outside of normal office hours?
- do staff meet with members of the public in an isolated location ?
- Is there enough security provision?
- Is there safe access to the building?
- do staff activities involve working in confined spaces ?
- do staff activities involve handling dangerous substances?
- do staff carry out work in high risk locations by areas with high crime rates ?
- do staff work carry out work in isolated areas?

Control measures for consideration

- Do you provide joint working for high risk activities ie in confined spaces and with dangerous substances?
- do you carry out regular supervisor or colleague checks during activities?
- do you use entrance security systems i.e. locks or swipe cards?
- is there security lighting around access points and parking areas?
- have you installed panic buttons linked to manned locations?
- do staff have information and training on basic personal safety all staff trained in strategies for preventing and managing violence?
- do staff have access to forms for reporting incidents or near misses and appreciate the need for this procedure?
- do you provide accompanied visits when there are concerns about safety?
- do you share risk assessment with other agencies?
- are there systems for monitoring staff whereabouts and movements for regularly reporting to base?
- have you issued mobile phones?
- have you issued personal attack alarms ?
- do staff carry forms for reporting incidents or near misses and appreciate the need for this procedure ?

Are the existing control measures adequate? yes or no

- if no what modifications or additional actions are necessary
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.....
.....

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

GRANTS AND DONATIONS POLICY

This Grants and Donations Policy was adopted by the Parish Council at its Meeting held on 21st July 2020.

The Parish Council regularly receives requests for grants and donations from a variety of organisations and the aim of this Policy is to encourage and support activities and projects which will benefit the Parish of Bassingbourn-cum-Kneesworth whilst respecting the regulatory framework within which the Parish Council must operate.

1. Points of principle

- 1.1 Grants and donations are awarded for local Parish activities only and are funded directly from the Parish Precept (i.e. the contributions made by residents via Council Tax).
- 1.2 A grant is awarded for a particular defined purpose only.
- 1.3 A donation is awarded for general purposes.
- 1.4 Section 137 of the Local Government Act 1972 places restrictions on Parish Councils when it comes to making grants to other organisations or bodies where no other statutory power covers the payment in question.
- 1.5 One of those restrictions requires that such expenditure “....is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants....”
- 1.6 Such expenditure is limited by law per year to a figure calculated by reference to an amount per head of the electorate on the electoral role on 1st January before the commencement of the relevant financial year. **The figure is index-linked and for 2020/2021 is £8.32 per elector.**
- 1.7 It is this power which enables the Parish Council to provide funding to local organisations, but one of the most important restrictions (as underlined above) is that a grant cannot, for example, be made to an individual for their own use, no matter what use and how good a cause that use may be.
- 1.8 Grants/donations cannot therefore be made (by way of example) for the following:
 - 1.8.1 support for individuals or private business projects;
 - 1.8.2 to fund political activities;
 - 1.8.3 projects that are the prime statutory responsibility of other government bodies;
 - 1.8.4 projects that improve or benefit privately owned land or property; and
 - 1.8.5 projects that have already been completed or will have been by the time the grant is made.
- 1.9 However, the Parish Council recognises that in certain circumstances a grant can be paid to an individual where that individual is carrying out a service which benefits the Parish. For example, a Community First Responder (a NHS trained volunteer) whose role is to be the first on the scene as the result of an emergency call within a designated area (e.g. the Parish) to provide immediate life-saving support and who is required to raise funding to contribute towards the cost of the necessary equipment.

2. Grant and donation policy statement

- 2.1 As mentioned above, any grant made by the Parish Council must directly benefit the Parish of Bassingbourn-cum-Kneesworth and its Parishioners and the Parish Council will need to be satisfied in this regard.
- 2.2 All proposed expenditure must be detailed in the Parish Council's annual budget meeting (held in [month] each year, to enable calculation of the Parish Council's precept (see below).
- 2.3 The organisation making a grant request should:
 - 2.3.1 be a non-profit making voluntary organisation where membership is open (i.e. no discrimination of membership on grounds of sex, race, religion etc.) and which is established for charitable, benevolent, social, cultural, recreational or philanthropic purposes;
 - 2.3.2 have a constitution, or set of rules, which define its aims, objectives and operational procedures;
 - 2.3.3 be able to provide a copy of its latest annual accounts and/or most recent bank statement; and
 - 2.3.4 have a bank account operated by a minimum of at least two joint signatories.
- 2.4 The Parish Council will not fund events, activities or projects which can be funded by the relevant participants or which can or will be self-supporting by means of donations, or grants from other organisations etc.
- 2.5 The Parish Council will therefore consider applications for funds in situations:
 - 2.5.1 where there is no other way of obtaining the relevant funds;
 - 2.5.2 the funds will enable the relevant group or organisation to access or "unlock" funds or assistance from third parties; and
 - 2.5.3 monies have been donated or raised but these are insufficient and funds are needed to bridge the resulting gap.
- 2.6 The Parish Council will endeavour to provide assistance and support, where appropriate, to groups and organisations in the Parish wishing to access grants and other funds from third parties and local authorities.
- 2.7 The Parish Council will assess applications with particular reference to the number of Parishioners likely to benefit, or whether any particular category of Parishioners would receive specific benefit (e.g. children, the elderly, persons with any form of disability etc.).
- 2.8 Where a request for a grant/donation is agreed, the Parish Council shall determine the amount, using the figure stated by the applicant as a guide only.
- 2.9 The grant or donation shall be used only for the stated purpose otherwise the monies must be returned to the Parish Council.
- 2.10 Any unused funds at the end of the financial year in which the grant is paid out must be returned to the Parish Council.
- 2.11 The support of the Parish Council must be acknowledged in any publicity materials.

- 2.12 Those receiving a grant or donation shall if requested by the Parish Council provide written feedback explaining how the grant/donation has benefited their group/organisation. If feedback is required, this will be communicated in the decision letter.
- 2.13 The Parish Council reserves the right to request repayment of any grant/donation where an applicant does not comply with the conditions set out in paragraphs [x – x] above.

3. Applications

- 3.1 All applications for grants or donations should be made in writing to the Clerk to the Parish Council, who shall arrange for those applications which meet the criteria set out above to be considered at the next meeting of the Finance and General Purposes Committee of the Parish Council.
- 3.2 Subject to paragraph 3.4 below, the grant available is limited to a maximum of £[250] per application.
- 3.3 Subject to paragraph 3.4 below, only one grant will be given to any group or organisation, or for any particular purpose, in any financial year (1st April to 31st March).
- 3.4 If the Parish Council considers that there are exceptional circumstances it can in its absolute discretion decide to exceed the limits in paragraphs 3.2 and 3.3 above.
- 3.5 Grants cannot be awarded after the relevant event or project has been completed.
- 3.6 Applicants must complete the Parish Council's application form (see below).
- 3.7 Applications which are approved at a meeting of the Finance and General Purposes Committee will be submitted to for ratification at a meeting of the Parish Council; applicants will be notified in due course.
- 3.8 Successful applicants shall provide full details of to whom payment should be made and must acknowledge receipt of the payment in writing.
- 3.9 As the Parish Council's ability to make grants/donations is subject to an annual maximum (see above), submitting an application is a potentially competitive process against other applications and the quality of each application is therefore important.
- 3.10 All applications will be treated equally.
- 3.11 If an organisation has received a grant previously they are not guaranteed to receive financial support again, but are not excluded from applying again. A new application will be required each time.
- 3.12 Whilst ad-hoc requests can be made at any time, there is no guarantee that any funds will remain available.

4. When to Apply

The Parish Council prepares its annual budget during November/December in a particular year. Organisations should therefore write/apply to the Parish Council by the end of the October of that year. Any award granted would become available for payment after April the following year.

5. General

- 5.1 The Parish Council's decision concerning any application is final and there is no right of appeal.

- 5.2 The Parish Council reserves the right to decline any application without giving reasons for its decision.
- 5.3 The Parish Council will not commit to any continuing expenditure.
- 5.4 Nothing in this Policy prevents the Parish Council from providing a grant for donation to a group, organisation or project without application where the Parish Council considers that the giving of such a grant or donation will bring benefits to residents of the Parish.
- 5.5 Where a Member of the Parish Council is a member of a group/organisation applying for funding, that Member must declare, in accordance with its Code of Conduct, an interest in the matter and refrain from voting.