

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th January 2014 at
The Limes, High Street 7.50pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Freeman, Cllr Cooper, Cllr Sappol, Cllr Webb, Cllr Vigus, Cllr Geraghty, Cllr Pidgeon

District Cllr McCraith, District Cllr Cathcart, County Cllr Dent

Members of Public: 0

1. APOLOGIES FOR ABSENCE

Cllr Clarke and Cllr Mrs Pidgeon

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 3rd December 2013

Minutes of the meeting held on Tuesday 3rd December 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

There was no further update on the painting of the lines.

4.2 Bassingbourn Youth Club

Cllr Mead-Blandford advised that she had been asked by Cambridgeshire County Council if she would chair the Youth Club committee. She added since then it had become obvious that the club could not be supported in the village and had folded. Cllr Mead-Blandford was currently in conversation with County officers, and village representatives Debbie Townsend and Sarah Wheatman, about a proposal to train volunteers as detached youth workers. Cllr Mead-Blandford suggested that the money allocated towards the Youth Club be redirected to assist with the village detached youth work project. As further information was known she would update the Parish Council.

*-Cllr
Mead-
Blandford*

4.3 Local Highway Improvements Initiative 2014/15

The Clerk confirmed that a bid had not been made for this round.

4.4 The Causeway Pump

Cllr Cathcart was unable to contact the Conservation Officer, Ms Smith, who had been dealing with the pump issue. He had discussed the possible application for retrospective planning consent with other officers but they thought that as the work already done was not satisfactory consent would not be granted. After discussion he agreed to obtain a definitive answer from Ms Smith so that the Parish Council could agree what action to take.

*-Cllr
Cathcart*

5. CORRESPONDENCE

5.1 Village Benches

A parishioner had asked why wood purchase by a contractor, and not used, for a job at the Cemetery Lodge was not used for the bench repair. It was stated that the materials purchased for the Lodge loft windows was mesh and not wood. Councillors were reminded that the contractor had been given the go-ahead for the job but before he could arrange access the Letting Agency's contractor had carried out the task. The Letting Agency had been told at the time that permission from the Parish Council must be given before any jobs are carried out by them. The mesh was being stored for the next time the loft window mesh needed to be replaced. Clerk to advise the parishioner.

-Clerk

5.2 SCDC Response regarding parking on Knutsford Road

Following a query from a resident previously, which the Clerk had forwarded to the Housing Officer, an acknowledgement had now been received. It stated that there was an ongoing issue with parking in the area and the officers were currently looking into the options available to prevent further parking on grassed areas.

5.3 Post Office –Changes to Bassingbourn Post Office

The Clerk had just received a letter regarding the possibility of making some changes to the Post Office in the SPAR shop. The letter would be circulated for discussion at the Parish Council meeting on the 21st January 2014. -Clerk

FOR INFORMATION

Local Authority Building & Maintenance –January 2014

LOCAL COUNCIL REVIEW –Winter 2013

EARTH ANCHOR –Catalogue with Clerk

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE

Emergency Expenditure

The Clerk advised that the High Street bus shelter had been vandalised before Christmas with the glass smashed. In consultation with the Chairman the Clerk had arranged the replacement glass which amounted to a cost of £161.42 plus VAT. A tree had also fallen from the recreation ground onto a garden in Knutsford Road. Buchans had been asked to remove the tree and their charge was £124.00 plus VAT.

7.2 Payment of Accounts

The invoices were checked by Cllr Hallett.

BUCHANS LANDSCAPES

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

PROMPT GLAZING LTD

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

HALES PRINTERS

Newsletters £ 789.00

PLAYGROUND SERVICES LTD

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

CAMBRIDGESHIRE ACRE

Membership 2014 (inc. £8.00VAT) £ 48.00

E-ON

Pavilion electricity (inc. £4.45VAT) £ 93.46

INFORMATION COMMISSIONER

Data Protection Renewal 2014/15 £35.00

MRS S WALMESLEY

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

HMRC

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

BUCHANS LANDSCAPES

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

Removal of tree from Recreation Ground(inc.£24.80VAT) £148.80

Removal of tree from cemetery (inc. £12.40VAT) £ 74.40

Roll of Football Pitch (inc. £11.00VAT) £ 66.00 £1111.19

TOTAL £21236.35

Agreed. PROPOSED Cllr Hallett SECONDED Cllr Webb.

7.3 Budget 2014/15

The Chairman was made aware of the requirement to date by the Recreation Ground committee, £2101 for the Pavilion, £11820 for the Recreation Ground and £1000 for the Play Area. The footpath maintenance budget was requested as £2000 and Open Space remaining at £3415. The Cemetery Committee had agreed to request £9000 provision for the Chapels and Cemetery and £3500 for the Cemetery Lodge. -Cllr
Robinson

Cllr Mead –Blandford suggested that provision be made to assist the Book Cafe in purchasing equipment so that films could be shown in the village. This would be beneficial to all residents including the youngsters as matinees could be held.

Cllr Geraghty suggested that the village purchase a defibrillator which would cost around £1000. Other villages had done this. Councillors agreed that it would be useful to know how other villages administered their use. The Chairman agreed that a line would be included in the budget for this.

The budget and precept requirement for 2014/15 would need to be finalised and approved at the Parish Council meeting on the 21st January 2014. The Chairman to prepare.

8. BASSINGBOURN VILLAGE COLLEGE

8.1 College Sports Centre Facilities

Cllr Hallett reported that he had attended a meeting with the Village College Headteacher, Duncan Cooper, in December 2013 and had circulated the notes to Councillors. Cllr Hirtzel was unable to attend that time. Mr Cooper had stated that users of the Community Centre had been offered alternative accommodation in either the Village College or Sports Centre. Cllr Dent agreed with this but added that people did not always get offered the same room every time which was a problem for some groups with storage issues. Both Mr Cllr Hallett and Cllr Dent had suggested that Mr Cooper write an article for the Village Voice on what was happening at the Village College.

8.2 Safer Routes to School –Path from Village College –Primary School

Cllr Hallett had been told that access through the Village College would not be allowed while the building works were taking place. Once they had finished access would be allowed at specified times only. It was noted that a gate had been erected. Cllr Dent suggested that this had been done as a Health and Safety requirement while the building works were ongoing.

8.3 Request for a Dog Waste Bin

Cllr Hallett had again been asked about the provision of a dog waste bin which had been discussed by the Parish Council a number of times before. He suggested purchasing a bin to try and improve relations between the Village College and village. A discussion took place on where it could be positioned. It was noted that the District Council would need to approve a bin if they were to empty it. It was stated that students of the Village College should be encouraged to use the litter bins on the recreation ground more before a dog waste bin was purchased. After further discussion it was agreed that, if there was a satisfactory arrangement for access through the Village College following the building work, a review of the provision of a dog waste bin would take place.

9. VILLAGE MAINTENANCE

9.1 The Causeway Traffic Calming Gate

The gate had been installed. It had been noticed that it had caused some vehicles to reduce their speed.

9.2 Grit Bins

Due to personal reasons Cllr Hirtzel had been unable to liaise with Highways, regarding the location of the bins, before Christmas. She was now in a position to do so and would follow up with the Highway Officer.

*-Cllr
Hirtzel*

9.3 Village Sign refurbishment

The Clerk now had a name recommended by Mr Merton and she would seek a quote for the repair. Cllr Hallett advised that he had look closely at the sign and a very major repair was needed. As a result he had also made some enquiries regarding a new sign and had obtained a rough idea of the cost of a polyurethane cast which would cost around £3,000. A discussion took place on whether a repair or a replacement should be pursued. It was then agreed that the Clerk would get a quotation for the repair to the existing and Cllr Hallett would also get some more quotations for a replacement. A decision on what to do would be made at a future meeting.

*-Cllr
Hallett &
Clerk*

9.4 Formation of a Ditch/Watercourse inspection Working Party

There had been a couple of volunteers for the working group. The Chairman agreed to arrange a meeting for the volunteers to get the inspections going. Cllr Hallett had forwarded a link to drainage maps.

*-Cllr
Robinson*

9.5 Grasscutting/Maintenance Contracts 2014-2016

The contracts would be going out to tender soon. Cllr Hallett advised that as the majority of the expense was recreational and so the contracts were discussed at the Recreation Ground committee meetings. Cllr Webb was going to co-ordinate the various specifications for the village works and asked for any changes. He had the details of the revised parish paths specification and would be given the revised cemetery specification, as agreed at the earlier cemetery committee meeting, to include. Cllr Cooper asked for the corner of Elm Tree Drive and The Causeway to be included. Cllr Mead-Blandford added that there were brambles growing from the adjacent hedge adding to the problem. It was confirmed that this area was already included in the grass verge specification for cutting five times a year. It was agreed that this area would be monitored more closely and if there was a problem it would need to be addressed.

9.6 Request for Speedwatch Signs

At a Parish Council meeting in 2013, where Mr Vic Nickson had made a presentation on

Speedwatch, the Parish Council had confirmed their support for the scheme in the village. Mr Nickson now wanted to know if the Parish Council would purchase and erect ‘Community Speedwatch Operates Here’ signs at the entrances to the village. Cllr Hallett expressed concern over the amount of signage already on display at the approach to the village. After discussion the Chairman asked if anyone was in favour of the signs. One Councillor voted in favour with the rest against.

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

10.1 Windmill Close Fencing

It was reported that some of the post and rail fencing was falling down. The Clerk to advise the Housing Association. *-Clerk*

10.2 Dog Training Field

It had been noticed that there was no activity taking place on the field on The Causeway. Rumours had been circulating in the village about an outbreak of canine parvo. The Chairman advised that he had heard the training school had been closed as a precaution. Cllr Vigus added that Vets were advising that pet vaccinations should be kept up to date.

10.3 Pavilion Project

The Chairman expressed concern over the lack of progress regarding the project. Cllr Webb advised that there had been concerns raised over the content of the report prepared and this would be discussed at the Parish Council meeting on the 21st January. Until then the project could not be progressed.

10.4 Tower Close issues

Issues had been raised and it was confirmed that the light at the end of Tower Close had been made safe and so was in the Balfour Beatty system. A fallen tree had also been reported as well as the potholes which had been logged.

10.5 Fingerpost Sign Junction of High Street/North End

Cllr Hallett advised that the sign appeared to be leaning. He would monitor and if need be report to Highways. *-Cllr Hallett*

11. DATE OF NEXT MEETING

The next meeting would be held on the 4th February 2014

The Chairman closed the Meeting at 9.17pm

Chairman

Date



Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th February 2014 at
The Limes, High Street 7.50pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Freeman, Cllr Cooper, Cllr Clarke, Cllr Webb, Cllr Vigus, Cllr Hirtzel

District Cllr McCraith, District Cllr Cathcart

Members of Public: 0

1. APOLOGIES FOR ABSENCE

Cllr Sappol, Cllr Geraghty, 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 January 2014

Minutes of the meeting held on Tuesday 7th January 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

There was no further update on the painting of the lines. The Clerk had been asked to find out the position with Highways and Cllr Dent.

-Clerk

4.2 Bassingbourn Youth Club

Cllr Mead-Blandford advised that she had been in contact with County Officers about detached youth work in the village advising that she was prepared to train youth workers. The County Officers had stated that they would not support this initiative financially, or take any responsibility, as they had to target more important areas that needed help.

The Clerk advised that the setting up and managing detached youth workers was not within the remit of the Parish Council. This was re-iterated by Cllr Hallett who agreed the Parish Council could not commission them. If the County Council were willing set up the project then the parish could fund it. It was agreed that Cllr Mead-Blandford would work out the costs involved for the Clerk to make contact with the County Council to see if this could be progressed.

-Cllr Mead-Blandford & Clerk

4.3 The Causeway Pump

Cllr Cathcart was going to speak to the Conservation Officer the next day when he was in the District Council offices.

-Cllr Cathcart

4.4 Windmill Close Fencing

The Clerk confirmed that she had sent an e-mail to a previous contact from Circle Anglia about the broken fencing. She had not yet had a response.

5. CORRESPONDENCE

5.1 Request for 30mph Speed Limit on Chestnut Lane

Cllr Hallett had received the request for an extension to the 30mph speed limit to the Wireless Station. Councillors agreed that this was a dangerous stretch of road. The Clerk had details of the County Council speed limit policies, and a guide to how local communities can change speed limits, which she would circulate to Councillors for discussion at the next meeting.

-Clerk

5.2 Proposal for Wendy Solar Farm

As advised at the planning committee meeting The Wentzel Partnership/UK Solar Provider and LDA Design would be arranging an informal drop in session for parish councillors to find out about the proposals for the solar farm. This would be held on 12th February 2014 in Wendy village hall and Church.

FOR INFORMATION

MAGPAS Information

CLERKS AND COUNCILS DIRECT January 2014

6. OPEN FORUM**6.1 High Street Crossing**

Some residents of The Limes were concerned over crossing the High Street due to the traffic speed and the fact that because many of them were elderly they were slow. Flashing lights had been suggested at previous meetings and the County Councillor had suggested a raised crossing. At this time it was suggested that SLOW signage be marked across the carriageway with 'elderly people' signage, to warn drivers to decrease their speed. Cllr Cathcart stated that he was aware that in the past the District Council had supported, and paid for, highway improvements to help their sheltered housing residents and suggested contacting the District Council officer, Tracey Cassidy, to find out her view. It was agreed that the Clerk would do this.

*-Clerk***6.2 The Limes Street Light**

It was advised by a resident of The Limes that the column within the boundary of The Limes community room grounds had been out for a long time. The column did not have a number and so it was difficult to identify ownership. The Clerk agreed to try and find out starting with the District Council.

*-Clerk***7. FINANCE****7.1 Payment of Accounts**

The invoices were checked

BUCHANS LANDSCAPES	£1700.66
Grounds Mtce January 2014(inc. £283.44VAT)	
LITLINGTON PARISH COUNCIL	
Contribution towards stationery	£ 33.40
MRS S WALMESLEY	
Clerks salary 1/1/14 –31/1/14	£734.30
ANGLIAN GATES LTD	
Supply and fit Causeway gate (inc. £51.40VAT)	£308.40
TOTAL	£2776.76

Agreed. PROPOSED Cllr Hallett SECONDED Cllr Webb

8. VILLAGE MAINTENANCE**8.1 Grit Bins**

The grit bins had now been installed and an invoice for £95 plus VAT for each of the bins was going to be sent by the County Council. Cllr Hirtzel was thanked for her work in getting the bins in place.

8.2 Village Sign refurbishment

The Clerk had asked a contractor to look at the sign and see if it could be repaired. Once advice was received a decision would be made on how to move forward. Cllr Hirtzel offered to paint the existing sign but the offer was declined, because of the poor state of repair, feeling it would be a waste of her time.

8.3 Street Lighting –Revised Design for A1198 Kneesworth

Balfour Beatty had provided a revised copy of the design stating that they proposed to start the work on the 3rd February 2014. Previously they had two issues with the location of the columns outside some of the properties. These had now been moved to the opposite side of the road.

9. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**9.1 Purchase of a defibrillator**

Cllr Hirtzel asked if there was an update. The Chairman advised that the action was with Cllr Geraghty to find out more about the proposal made at the Parish Council meeting.

*-Cllr Geraghty***9.2 Byway 22**

Cllr Hallett advised that he had received complaints about the potholes on the Byway. The Rights of Way officer had now arranged for some road planings to be put nearby for residents to use.

9.3 The Causeway Streetlights

Cllr Vigus advised that there was a problem with the lights at the end of The Causeway. She was advised to report the fault on the County Council website which she agreed to do.

*-Cllr Vigus***9.4 127 Bus**

Cllr Cooper expressed her concern over the bus which, although now picked up passengers from Morrisons in Royston, did not do so on the 3.10pm service as a larger bus was used at this time

which could not get around the mini roundabout. She would personally follow this up with the County Council.

9.5 High Street Drainage

Cllr Mead-Blandford confirmed a drain causing concern which would be reported on the County Council website. The Chairman stated that there had always been a problem in that area of the High Street. Cllr Clarke added that all the drains needed to be cleared out as this had not happened for a number of years. It was agreed that the request for drain clearing would be taken up with Cllr Dent, the County Councillor.

9.6 Minute Notice Board

The Chairman had received a complaint about the way the minutes were displayed on the board with some of the wording obscured. He had noticed that there was a piece of loose beading which had fallen away from the frame. The Clerk agreed to try and make the minutes more visible in future.

-Clerk

9.7 Cricket Club issues

The Chairman had been made aware by the Cricket Club that they were concerned over their annual Pavilion fee and suggested that it should be in proportion to usage of the building. There were also concerns over the use of weedkiller on the cricket square. This would be an agenda item for the Recreation Ground committee meeting on the 19th February 2014.

10. DATE OF NEXT MEETING

The next meeting would be held on the 4th March 2014

The Chairman closed the Meeting at 8.50pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th March 2014 at
The Limes, High Street 8.40pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Freeman, Cllr Cooper, Cllr Clarke, Cllr Webb, Cllr Pidgeon, Cllr Mrs Pidgeon, Cllr Sappol

District Cllr McCraith

Members of Public: 1

1. APOLOGIES FOR ABSENCE

Cllr Vigus, Cllr Geraghty, District Cllr Cathcart, County Cllr Dent.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted.

3. MINUTES OF LAST MEETING

3.1 7th January 2014

Minutes of the meeting held on Tuesday 4th February 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

It was believed that the delay in the painting of the lines was due to the weather. It was noted that there had been some action elsewhere in the village during the past days. Cllr Dent had been asked to chase up this issue and also the 20mph speed signs at the Primary School.

-Cllr Dent

4.2 Bassingbourn Youth Club

Cllr Mead-Blandford to provide some contact information for the County Youth workers for the Clerk to follow up.

-Cllr Mead-Blandford & Clerk

4.3 The Causeway Pump

Cllr Hallett advised that Cllr Cathcart had spoken to the District Council Conservation Officer who was insistent that the only option was to restore the pump to its listed condition. If a retrospective planning application was to be submitted it would not be approved. Cllr Hallett stated that he had some photographs of the pump from when it was listed and suggested they be worked to. The Clerk was asked to obtain some quotations for the change.

-Clerk

4.4 Windmill Close Fencing

The Chairman agreed to check to see if the fencing had been repaired. He would let the Clerk know and if not she would follow up with the Housing Association.

-Clerk

4.5 Clearance of Ditches

Cllr Hallett had been advised of concerns over a fallen tree at the end of The Limes. This was a District Council owned tree and Cllr Cathcart had urged its removal. This was in the same area as the trees reported by Cllr Webb at the last meeting.

The Chairman then advised that there was a proposal to form a group from the village to walk around, identify problem ditches, and deal with clearing them. It was hoped that this would take place around Easter time. The Chairman would liaise with Cllr Sappol regarding an item in the next Village Voice appealing for volunteers.

-Cllr Robinson

4.6 High Street Crossing

The District Council Officer Tracey Cassidy had been contacted about a possible contribution to some road markings on the carriageway to slow the traffic down. The Clerk would chase a response.

-Clerk

4.7 The Limes Street Light

The street light had been reported through the District Council website initially to see if they could confirm ownership. It was noted that the lamp was now working.

5. CORRESPONDENCE

5.1 Green Waste Bin Collection

A communication had been received from a resident concerned that the green waste collection

was to cease. Cllr McCraith confirmed that the plan was to change to four weekly collections during the winter months instead of two weekly collections. This had been forced on the District Council as a way to save money. He added that there were no plans to cease the green bin collections.

5.2 Bassingbourn Post Office –Confirmation of Arrangements

The area manager of the Post Office had acknowledged the views of the Parish Council made in response to the letter advising of the proposed changes. Plans had now been finalised for the branch and the new look Post Office was scheduled to open on Thursday 3rd April 2014. The branch would be closed for refurbishment from the 1st April 2014.

5.3 Bassingbourn Half Marathon

Cllr Hallett had been advised of the half marathon which was scheduled to take place on the 6th July 2014. The organisers had asked if the Parish Council could help with Marshalls. This was not the responsibility of the Parish Council but Cllr Hallett suggested anyone interested to contact the organisers. Cllr Freeman added that the village sports clubs had also been approached about helping.

5.4 Recreation Ground Tree

Cllr Webb reported a tree which had fallen across the stream onto a fence. He had tried to remove it himself but it was too big and so suggested Buchans be asked to deal as this was the responsibility of the Parish Council. Councillors agreed that the Clerk arrange.

-Clerk

5.5 Elbourn Way Litter Bin

It had been reported during the recent play area inspection that the bin had been vandalised leaving sharp edges. Cllr Webb recommended that the bin be removed and replaced with a vandal proof green bin from Neptune and proposed £500 be agreed for the removal of existing and supply and installation of the new bin. Cllr Clarke seconded the proposal with all Councillors in agreement. The Clerk was asked to arrange.

-Clerk

FOR INFORMATION

WAR MEMORIALS TRUST –February 2014

LOCAL AUTHORITY BUILDING & MTCE –February 2014

ZURICH Insurance renewal invitation (in a 3 year contract with Came & Co) review July 2015

6. OPEN FORUM

6.1 Bassingbourn Barracks

It was advised that there had been a delay in the arrival of the Libyan soldiers who would not now be arriving until April 2014. A Scottish regiment was currently at the Barracks.

7. FINANCE

7.1 Emergency Expenditure

Following tree work in Elbourn Way and Kefford Close, approved at the Parish Council meeting in January 2014, a cheque for £480 had been issued to P Smith. This was more than the agreed expenditure because the contractor had not realised the height and amount of the dead wood on the Kefford Close tree. He had spoken to the Chairman of the Recreation Ground committee, Cllr Webb, about the additional cost. Councillors were reminded that the Clerk had tried to get this work undertaken for a long time.

7.2 Payment of Accounts

The invoices were checked by Cllr Hallett who queried the payment to Mr Marriage. Cllr Webb confirmed that the work had been carried out over a year ago and he had been urging the invoice since then. Cllr Hallett also queried the payment to Mrs Etheridge which was as a result of a fallen tree from the recreation ground which had demolished her washing line.

S CLARK

Tree work Elbourn Way and Kefford Close (agreed 7 paid Item 7.1)	£ 480.00	
BUCHANS LANDSCAPES		£1700.66
Grounds Mtce February 2014(inc. £283.44VAT)		
HALES PRINTERS		
Newsletters February 2014		£ 706.00
TOM MARRIAGE		
Plumbing work at Pavilion		£ 255.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Seven grit bins (inc. £133.00VAT)		£ 798.00
MRS H ETHERIDGE		

Reimbursement for replacement washing line (Recreation Ground fallen tree)	£ 69.98
MRS S WALMESLEY	
Clerks salary 1/2/14 –28/2/14	£775.53
HALES PRINTERS	
Newsletters March 2014	£706.00
TOTAL	£5011.17
PROPOSED Cllr Hallett SECONDED Cllr Mead-Blandford	

8. VILLAGE MAINTENANCE

8.1 Village Sign refurbishment

The Clerk had been advised by the contractor she had approached that a lot of work needed to be done to repair the sign. The contractor had advised of another company who may be able to help. A discussion took place on whether the repair was worth pursuing. Cllr Clarke suggested approaching Mike Keith who had been involved with the village sign when it was made. Councillors all agreed that the best option might be to commission a new sign. Quotations would be sought for further discussion.

-Cllr
Hallett &
Clerk

8.2 Request for Chestnut Lane change of speed limit

Details of the County Council scheme, with a process flow chart, had been circulated to Councillors. It was suggested that a change in the speed limit could be a bid for the 2015/16 minor highway initiative bid. It was agreed that Cllr Hallett would advise the resident requesting the change that this would be considered for submission next time.

-Cllr
Hallett

8.3 Request for a street light by village green

A request had been made previously for a street light near the property by the electricity transformer. This was at the time that Balfour Beatty was replacing the street lights. A suggestion that the resident arrange the installation of an outside lamp to the property was made. Councillors agreed that they would not support the installation of a street light at this time. Cllr Hallett agreed to advise the resident.

-Cllr
Hallett

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

9.1 Correspondence relating to a Pavilion

Cllr Clarke expressed his concern over a letter printed in the Village Voice relating to the lack of action by the Parish Council. The Chairman stated that this was a personal opinion of the author adding that a meeting was to be held to discuss the way forward. Meetings in the past had taken place but had not resulted in anything. He explained the proposals for progress.

Cllr Mead-Blandford suggested that a letter relating to the Pavilion plans be put in the Village Voice. Both the Chairman and Cllr Hallett agreed that continuing the correspondence would be more inflammatory this stage.

9.2 District Council

Cllr McCraith advised that the District Council had voted on a 1.95% increase to their council tax.

9.3 Film Club

Cllr Mead-Blandford referred to a previous discussion at a Parish Council meeting where a film club had been suggested for the Book Cafe. Cllr Webb confirmed that the Book Cafe committee had agreed that this was not within their remit. They had tried the idea a few times as a fundraiser but did not always make money. He added that The Limes was not a big enough venue to hold a film club.

10. DATE OF NEXT MEETING

The next meeting would be held on the 1st April 2014

The Chairman closed the Meeting at 9.30pm

Chairman

Date

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PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Freeman, Cllr Clarke, Cllr Webb, Cllr Sappol, Cllr Hirtzel

District Cllr McCraith, District Cllr Cathcart

Members of Public: 1

1. APOLOGIES FOR ABSENCE

Cllr Geraghty, 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 March 2014

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4. MATTERS ARISING

4.1 High Street Traffic Issue

There had still not been any movement on the signage. County Cllr Dent would be asked to urge again. -Clerk

4.1.1 SLOW Road Markings

The Clerk confirmed that she had made attempts to contact the District Council Supported Housing Officer, Tracey Cassidy, to see if there was a possibility of some funding towards road markings, without any success. She was aware that the e-mail correspondence was being read. The Clerk asked the District Councillors to speak to her next time they were in the District Council offices which they agreed. -Cllrs
McCraith
&
Cathcart

4.2 Bassingbourn Youth Club

The Clerk was pursuing the County Youth officers regarding the suggestion made by Cllr Mead-Blandford about detached youth work. Cllr Mead-Blandford expressed concern over the delay in progressing this as she was mindful that the village volunteers may lose interest. -Clerk

4.3 Windmill Close Fencing

The Chairman advised that the fencing had still not been repaired. Cllr Mead-Blandford advised that the shrubbery at the entrance to the site also needed attention. Clerk was asked to contact the Housing Association as a matter of urgency. -Clerk

5. CORRESPONDENCE

5.1 Cambridge Park and Ride

Details had been received from the County Council on the new system of operation for the services. All vehicles parking on the 5 Park and Ride sites in Cambridge would have a 1 hour free period. Any vehicle staying for more than 1 hour would be liable for a £1 charge. This would allow for the parking of one vehicle for up to 18 hours. There would be an additional tariff for customers wishing to stay longer. The current timetable for the introduction of the new system was for charges to be introduced during mid May 2014.

Councillors suggested that the feeling of discontent for the charges be relayed back to County Cllr Dent. -Clerk

5.2 Village Issues of Concern

Correspondence had been received from residents of The Causeway asking for information on why the precept had increased. They also expressed concern over the speeding and suggested that some action be taken to reduce this. A request for some additional waste bins was also made.

The Chairman advised that he had replied to the residents and asked if they would be interested in standing for election but they had declined. It was agreed that the Clerk would formally reply referring to past meetings and the numerous attempts to reduce the Causeway speed. She would also ask for suggestions as to where additional litter bins could be located. -Clerk

FOR INFORMATION

CAPALC Membership Bulletin -2014/15
 LOCAL COUNCIL REVIEW –Spring 2014
 CLERKS & COUNCILS DIRECT –March 2014
 LOCAL AUTHORITY BUILDING & MAINTENANCE –March 2014
 MALPAS Newsletter –March 2014

6. OPEN FORUM**6.1 Footpath 22**

A resident from Bridge Street, Whaddon expressed her thanks for the road planings supplied by the County Rights of Way team to help with the surface of footpath 22.

7. FINANCE**7.1 Authorisation of expenditure for play equipment**

Cllr Webb advised that the Recreation Ground committee had agreed to purchase two new springys for the South End play area. The total cost for this equipment was £2033.00 plus VAT. This figure included security fencing, carriage and the removal of an existing damaged springy. It was proposed by Cllr Webb, seconded by Cllr Clarke that the order be placed. All Councillors in agreement. Clerk to arrange.

*-Clerk***7.2 Payment of Accounts**

BUCHANS LANDSCAPES		£1700.66
Grounds Mtee March 2014(inc. £283.44VAT)		
THE POST OFFICE		
Emptying of cemetery eurobin 2914/15		£ 179.40
CAMBRIDGESHIRE COUNTY COUNCIL		
The Rouses rent 2014/15		£ 55.00
MR MEAD-BLANDFORD		
Removal of Elbourn Way litter bin (agreed at PC meeting 18/3/14)		£ 60.00
MR M HALLETT		
Reimbursement for allotment weedkiller (inc. £3.33 VAT)		£ 20.00
HALES PRINTERS		
Newsletters		£ 749.00
BUCHANS LANDSCAPES		
Fortune Way Play area dip and posts (inc. £33.25VAT)	£199.50	
Recreation Ground dead tree removal (inc. £56.00VAT)	£336.00	£535.50
TOTAL		£3299.56

The invoices were checked by Cllr Hallett

PROPOSED Cllr Hallett SECONDED Cllr Clarke

8. VILLAGE MAINTENANCE**8.1 Village Sign refurbishment**

As suggested at the last meeting the Clerk had spoken to Mr Keith regarding refurbishment but he was not interested. Cllr Hallett had also approached three contractors regarding a new sign and he was waiting for their quotations. He expected the cost to be around £2300. Cllr Hirtzel reiterated an offer of painting, and also to prepare a cast, she had made at a previous meeting to save money. It was agreed all options should be investigated for further discussion at the next meeting.

8.2 The Causeway Pump

The Clerk advised that she had received an offer from the contractor who had carried out work on the pump previously to remedy, as referenced by the District Council Conservation Officer, for the cost of materials only. This was accepted. The Clerk had provided photographs of the pump as it appeared in the listing.

8.3 Clearance of Ditches

The Chairman advised that he would try and get some information in the next Village Voice. Working parties for different areas of the village would then be arranged. He confirmed that he had looked at the ditch map on the website and there were a few ditches that needed to be concentrated on. Cllr Cathcart advised that he had asked the District Council for a map to show how ditches and streams relate to each other.

*-Cllr
Robinson***8.4 Elbourn Way Replacement Litter Bin**

The damaged bin had been removed and a replacement ordered. The Clerk asked where the bin

should be delivered to in the village and it was agreed that the supplier would be asked to deliver it to the installation contractor directly or Cllr Clarke in the High Street. Clerk to arrange. -Clerk

8.5 The Causeway Litter Bin

The litter bin on the corner of Nightingale Close needed to be reinstated. It was agreed that this be arranged with a maximum expenditure for the work of £100. The Clerk to arrange. -Clerk

9. GRASSCUTTING CONTRACT PC08

Following the decision made by the Parish Council to award the contracts to two local contractors, Buchans Landscaping and Stewart Bullard & Son, Stewart Bullard had declined the contract offer due to the late notification.

The Chairman stated that it was important that the grass in this contract be cut as soon as possible as part of the area was a central part of the village. It was recognised that it was too late to put out the tender again. It was then proposed by Cllr Freeman, seconded by Cllr Webb that Buchans Landscaping be asked to carry out the work in contract PC08, in addition to their other village grasscutting, as per their tender dated February 2014. All Councillors in agreement. Clerk to advise. -Clerk

10. ANNUAL PARISH MEETING 2014

The Chairman explained the way that the meetings had taken place in the past with village groups given a slot to update parishioners on their activities during the year. A discussion had taken place at a previous meeting to make the Annual Parish Meeting less formal and Cllr Webb had offered to help organise it. Cllr Webb then confirmed that the Village College was happy for the Parish Council to use their facilities for the meeting which was to be held on the 24th June following the Parish Council elections. The meeting would need to be advertised extensively and the usual groups advised of the change to format. Cllr Hallett stated that the guidance notes for this mandatory meeting state that there has to be some formality and it was agreed that there would be the following:

- Chairman’s Welcome and Report
- Agreement of 2013 Annual Parish Meeting Minutes
- Financial Report
- Any Parish Matters for Discussion at Future Parish Council Meetings

The village groups would be positioned around the hall and would be asked to bring their own information for circulation to interested attendees. Refreshments would also be served. A further update to be made at the next meeting.

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

11.1 The Causeway Daffodils

Councillors all agreed that the daffodils looked very good this year. It was suggested that thanks be passed on to the Conservation group who had arranged the planting of the daffodils along the grass verge. Cllr Sappol asked for a photograph for the Village Voice.

11.2 The Causeway Gate

The Chairman suggested that a ‘SLOW DOWN’ sign be purchased for the gate. The Clerk advised that any sign would need to be approved by County Highways. This would be an agenda item for discussion at the next meeting.

10. DATE OF NEXT MEETING

The next meeting would be held on the 6th May 2014

The Chairman closed the Meeting at 9.00pm

Chairman

Date



Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th May 2014 at
The Limes, High Street 7.45pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Freeman, Cllr Clarke, Cllr Geraghty, Cllr Sappol, Cllr Cooper

District Cllr McCraith, District Cllr Cathcart, County Cllr Dent

Members of Public: 2

1. APOLOGIES FOR ABSENCE

Cllr Pidgeon, Cllr Webb.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 1st April 2014

Minutes of the meeting held on Tuesday 1st April 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

Cllr Dent advised that the 20mph signage was in place with the power being installed. He had been told that the yellow lines in the High Street would be the next project.

4.1.1 SLOW Road Markings

Cllr Cathcart advised that he had spoken to Tracey Cassidy, the District Council Supported Housing Officer, who was investigating signage and whether it would be worthwhile. The Clerk had contacted her about making a contribution to a SLOW notice on the carriageway but had not received a response. Cllr McCraith stated that there was no doubt signage would be a benefit for both The Limes and Knutsford Road residents. Cllr Cathcart would follow up with Ms Cassidy. Cllr Hallett then stated that the approximate cost of a SLOW carriageway marking would be around £500. The Chairman proposed that the Parish Council finance the marking and make enquiries with the County Council on how to proceed. This was agreed. The Clerk was also asked to update the resident from The Limes who had originally made the request for signage.

-Clerk

-Clerk

4.1.2 Complaint from High Street Resident

Communication had been received through the parish website. There had been an incident whereby a car had been hit by an inconsiderate motorist who had driven off without leaving details. This was the fourth time in two years that this had happened. Councillors were advised that two cars regularly travelled through the village at speed.

It was stated that even with SLOW signage it was not be guaranteed to slow the traffic. The Clerk was asked to reply to the communication, stating that the Parish Council were investigating SLOW signage, and urge the residents to report any offending vehicles to the police.

-Clerk

4.2 Bassingbourn Youth Club

The Clerk reported that she had received a response from the County Manager Youth Support Services, Steve White, who stated that he could see no reason why a group of interested people could not put a project for outreach youth services together. He explained how this could happen. It would be down to the group to agree a service level agreement with the Parish Council for funding. Mr White concluded that the County Council no longer delivered detached work.

Cllr Mead-Blandford, who had suggested the project, stated that she would not be willing to take on the responsibility of setting a group up as an individual. As it was not within the remit of the Parish Council to form a group outreach youth work would not be progressed at this time.

4.3 Windmill Close Fencing

The Clerk was asked to urge the repair to the fencing and maintenance of the shrubs as a matter of urgency. A small child had been seen pulling a panel of the fencing off.

-Clerk

5. CORRESPONDENCE**5.1 Ashwell Stret**

Cllr Hallett had received contact from a Kneesworth resident concerned over the crossing of Ashwell Stret across the A1198. There had recently been an incident where a fifteen year old boy was killed when the motorcycle he was riding from Ashwell Stret struck a car. In order to try and reduce the likelihood of future accidents a request was made for signage at the road crossing of the Stret.

A discussion took place on signage and it was acknowledged that there was a gate on the Stret. The only logical place was highway signage from the Melbourn side. Cllr Dent advised that this would have to be marked and signage illuminated and he was aware that the County Council would not agree to this. Cllr Hallett agreed to respond to the resident.

-Cllr
Hallett

FOR INFORMATION

LOCAL AUTHORITY BUILDING & MAINTENANCE –April 2014

CLERKS AND COUNCILS DIRECT 0May 2014

10 DOWNING STREET –National Insurance cut for businesses (PC's not included!)

CAME & COMPANY –Spring 2014 newsletter

6. OPEN FORUM

There were no issues raised.

7. FINANCE**7.1 Payment of Accounts**

On a proposal by Cllr Mead-Blandford, seconded by Cllr Cooper, it was agreed that the 2014/15 donation for the Book Cafe be paid.

UNLIMITED LOGOS

Sign for Cemetery (inc. £8.40VAT)		£ 50.40
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BUCHANS LANDSCAPES

Extra cuts of recreation ground 2013/14 (inc. £218.47VAT)	£1310.83	
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Fortune Way Posts and soil (inc. £49.00VAT)	£ 294.00	
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Protective matting Rouses (inc £17.80VAT)	£ 106.80	£1711.63
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BASSINGBOURN BOOK CAFE

Donation 2014/15		£700.00
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THE POST OFFICE

Emptying of recreation ground litter bins (inc. £222.19VAT)		£1333.14
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SOILS AND STONE LTD

10 tonne of screened economy topsoil (inc. £64.00VAT)		£384.00
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E-ON

Pavilion electricity (inc. £4.10VAT)		£ 86.19
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GOOD DIRECTIONS LTD

2 X Litter Bins (inc. £109.20VAT)		£655.20
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MR MEAD-BLANDFORD

Installation of Elbourn Way litter bin		£100.00
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PLAYSAFETY LTD

ROSPA Inspection 2014 (inc. £39.00VAT)		£ 234.00
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WAR MEMORIAL TRUST

Membership renewal 2014/15		£ 20.00
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CAMBRIDGE WATER COMPANY

Recreation ground water rate 1/11/13-30/4/14		£98.13
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MRS S WALMESLEY

Clerks salary and expenses 1/4/14 –30/4/14		£741.43
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TOTAL		£6114.12
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The invoices were checked by Cllr Hallett. PROPOSED Cllr Cooper SECONDED Cllr Hallett

8. VILLAGE MAINTENANCE**8.1 Village Sign refurbishment**

Cllr Hallett was waiting for feedback from Cllr Hirtzel who was looking at alternatives to a replacement sign. He confirmed that he had received two live quotes.

8.2 The Causeway Pump

The contractor would carry out the work fitting in with his paid work. Councillors were reminded

that Mr Mead-Blandford had offered to change the appearance of the pump to the way it looked on listing. He would only charge for the materials.

8.3 Clearance of Ditches

The Chairman advised that he was waiting until after the election, when the new Parish Council would be set up, before progressing the working party.

8.4 The Causeway Litter Bin

The bin had been reinstated. The Clerk was awaiting the invoice for the work. This would be urged from the contractor.

8.5 Traffic Calming Gate Sign

The Chairman and Clerk to investigate signs for the gate and report back at the next meeting.

*-Cllr
Robinson
& Clerk*

9. COMMUNITY SPEEDWATCH

Cllr Hallett reported that the Community Speedwatch team had asked for a regular agenda item on the Parish Council agenda so that they could be advised of areas of concern in the village to concentrate their checks on. Councillors agreed that they did not think this needed to be a regular item. Areas of concern could always be reported at the end of the meeting. Cllr Hallett would advise the team.

*-Cllr
Hallett*

10. PARISH COUNCIL ELECTION

Only eight nominations had been submitted to the District Council by the deadline of 24th April 2014. There would therefore be seven vacancies for co-option when the new Council took effect on the 22nd May 2014. Cllr McCraith stated that he felt it was very discouraging that there was so little interest in the village.

11. ANNUAL PARISH MEETING

Cllr Webb was liaising with the Village College regarding the use of the hall on the 24th June. A list of village groups had been compiled and invitations, with details of the new meeting format, would be sent out to these.

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

12.1 Bassingbourn Barracks

Cllr Dent advised that he had a meeting arranged on the 14th May 2014 to discuss the arrival of the Libyan soldiers.

12.2 Hire of The Limes

Cllr Mead-Blandford had been reminded about the outstanding donation from the Parish Council for The Limes Fund for use of the hall for meetings. The Clerk would arrange a payment for the next meeting.

-Clerk

12.3 Grass Verge Cutting

Cllr Mead-Blandford asked if the contractors could be asked to carry out their cuts in time with the daffodils blooming. The Chairman stated that they all came into bloom at different times so it would not be practical.

12.4 Allotment Use

Cllr Mead-Blandford had received a query on whether bees would be allowed to be kept on an allotment. Cllr Hallett would investigate.

*-Cllr
Hallett*

12.5 Village Voice

Cllr Sappol advised that he was trying to come up with new topics for the newsletter and asked for ideas from Councillors. He had received a lot of feedback regarding the proposed solar farm. Cllr Hallett stated that he appreciated what he was doing and thanked Cllr Sappol for his work.

13. DATE OF NEXT MEETING

The next meeting would be held on the 1st July 2014

The Chairman closed the Meeting at 8.45pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st July 2014 at
The Limes, High Street 8.25pm

PRESENT: Cllr Webb (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Freeman, Cllr Cooper, Cllr Robinson, Cllr Douglass, Cllr Hull

District Cllr McCraith, County Cllr Dent

Members of Public: 0

1. ELECTION OF CHAIRMAN

Cllr Robinson, the Parish Council Chairman, opened the meeting and asked for nominations for Chairman. Cllr Mead-Blandford proposed Cllr Webb which was seconded by Cllr Hallett. There were no other nominations. Cllr Webb accepted the position of Chairman.

2. APOLOGIES FOR ABSENCE

Cllr Clarke, Cllr Sappol, Cllr Hirtzel, Cllr Catherall, District Cllr Cathcart.

3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

4. MINUTES OF LAST MEETING

4.1 6th May 2014

Minutes of the meeting held on Tuesday 6th May 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

5. MATTERS ARISING

5.1 High Street Traffic Issue

Following on from questions asked at the Annual Parish Meeting the Highway Officer, Karen Lunn, had explained why the village did not get what it wanted with regards to the traffic calming on the High Street and Brook Road. She stated that the original investigation was for a 20mph speed limit past the school backed up by the use of 20mph interactive flashing signs. The issue here was the lack of an optimum location on the Litlington approach to provide such a sign due to the short distance from the commencement of the 30mph speed limit and the school frontage. It was not good practice to have an interactive speed limit sign triggered before the drivers have entered a speed limit and in this instance the sign would have been flashing 20 before drivers had even entered the 30mph zone. Following on from that the Parish Council agreed an alternative option of using the format with an advisory 20mph limit where signs flashed. The sign face for this type of sign was much larger than the interactive 20mph sign. Because of this the Parish Council felt that this type of sign should not be used in the High Street which is in a conservation area. Ms Lunn stated that the 20mph advisory signs should only be used in pairs to mark the boundaries where drivers are expected to slow down. She was not aware of them being used singularly. Finally the use of school signs with a 'SLOW DOWN' sub plate and flashing amber lights was investigated but it transpired this sub-plate was not permitted for use with a school warning sign. The only viable option left that was suitable to both locations was to use the school warning sign with flashing amber lamps in each corner.

Cllr Hallett advised that Ms Lunn had indicated that the Parish Council was unlikely to get what it wanted on the High Street but he wasn't aware that there were plans to change Brook Road end. A discussion took place on a solution which would be to extend the 30mph sign towards Litlington. After further discussion the Clerk was asked to contact Ms Lunn asking why the Parish Council had not been kept updated with the revised proposals and state that the Parish Council was not happy with the signage at Brook Road. She should also be asked what could be done to rectify this.

-Clerk

5.1.1 SLOW Road Markings

County Highways had advised a costing for the sign lining which would cost £36.44 plus a cost of £184.01 for traffic management. This was agreed. It was suggested that the best position for the signage was between The Hoops and the Old Gas Works. Councillors agreed that signage for posts would also be needed and approved expenditure of up to £100 for this. The Clerk was asked

-Clerk

to arrange with Highways. Cllr Hallett stated that he had seen elderly people crossing the road in a careless manner at this spot in the High Street.

5.2 Windmill Close Fencing

The Clerk was asked to urge the repair to the fencing and maintenance of the shrubs as a matter of urgency. A small child had been seen pulling a panel of the fencing off. Cllr Robinson stated that there were quite a few little jobs for a handyman around the village and suggested that this be discussed at the next meeting. -Clerk

5.3 Allotment Request

Cllr Hallett had ascertained that allotment holders were not allowed to keep bees on their allotments only chickens and rabbits. He confirmed that he would bring this up at the next allotment holder meeting.

6. CORRESPONDENCE

6.1 A505 Crossing

Contact had been received through the website, from a resident, asking the Parish Council to facilitate getting cycling facilities to and from the village and support a bridge across the A505 on the west side of Royston. There were currently plans to have a bridge crossing the A505 on the east. Cllr Dent advised that he had been invited to Royston Town Council to discuss the plan but had advised it was not within his remit as a Cambridgeshire County Councillor. A discussion took place on where the proposed crossings could be and also on the county boundaries. It was noted that the crossing would have to be in Hertfordshire as the Cambridgeshire border was the Kneesworth side of the A505.

Cllr Hallett advised that the County Council were currently consulting on their Local Transport Strategy and part of this was the A1198 cycle route. It was agreed that this should be pointed out to the resident. The Parish Council could also show support for the crossing but would be unable to take any action as it was a Hertfordshire matter. Clerk to advise the resident. -Clerk

6.2 Village Litter

Steeple Morden Parish Council had expressed concern over the increase in litter since the opening of McDonalds on the A505. They were asking neighbouring councils if they too found an increase. If so Steeple Morden Parish Council planned to contact Hertfordshire District Council planners to ask that litter picks of the villages be carried out, in addition to Royston, as part of any planning consent.

Councillors agreed that there had been an increase. Clerk to advise Steeple Morden Parish Council. Cllr Dent advised that he had been contacted about the road sweeping schedule in the village and stated that the two monthly sweep was next due in August 2014 with the litter pick due in July. -Clerk

FOR INFORMATION

WAR MEMORIAL BULLETIN May 2014

LOCAL COUNCIL REVIEW –Summer 2014

LOCAL AUTHORITY BUILDING & MAINTENANCE –May & June 2014

EACH Milton –Request of a donation

7. OPEN FORUM

There were no issues raised.

8. FINANCE

8.1 Payment of Accounts

THE POST OFFICE

Uncontested election May 2014 £ 225.00

WORBOYS FARM PARTNERS

Half year rent for allotment land £150.00

HAGS SMP

Purchase and installation of play equipment inc. £406.68VAT) £2440.08

VIKING

Printer drum & toner (inc. £23.58VAT) (£90.22 to be reclaimed from other PCs) £ 141.46

MR A MEAD-BLANDFORD

Repair to Elbourn Way cradle swing straps £ 80.00

MRS S WALMESLEY

Clerks salary and expenses 1/6/14 –31/6/14 £826.38

HMRC	
PAYE 1/4/14-30/6/14 NI Employee £26.10 Employer £30.00	£ 56.10
TOTAL	£3919.02

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

8.2 Approval of Expenditure for replacement swing straps

This payment was included under Item 8.1. Cllr Freeman, Chairman of the Recreation Ground Committee, advised that he had given the go-ahead for the straps to be replaced as the swings which had been tied up due to the broken straps had been released and were therefore dangerous to use.

9. VILLAGE MAINTENANCE

9.1 Village Sign refurbishment

The action was with Cllr Hirtzel who was going to approach local artists to see if they could update the artwork to make it look more professional. Cllr Freeman suggested that the Village College be approached as they may have some artists. Cllr Robinson suggested a village competition.

8.2 The Causeway Pump

The contractor would carry out the work fitting in with his paid work. Councillors were reminded that Mr Mead-Blandford had offered to change the appearance of the pump to the way it looked on listing. He would only charge for the materials.

8.3 Clearance of Ditches

Cllr Robinson advised that he had spoken to a number of parishioners and now had quite a lot of interest in the project. He would be making a plan of the different sections so that the work could be carried out during the Autumn once the foliage had died down.

8.4 Traffic Calming Gate Sign

The Clerk had received a price from County Highways for a sign 'Please Drive Carefully' costing £109.55. Cllr Dent confirmed that the sign did not have to be authorised by Highways. Councillors agreed that a sign to fit across the width of the gate be purchased stating 'Please Drive Carefully Through our Village'. Clerk to arrange.

-Clerk

10. REVIEW COMMITTEE TERMS OF REFERENCE

The Terms of Reference had been circulated to Councillors. There was a query raised as to why the Cemetery Lodge, Chapels and Pavilion were included under Property. It was agreed that this heading be changed to 'Fixed Assets'.

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

10.1 Citizens Advice Bureau

Cllr Mead-Blandford stated that the Citizens Advice Bureau used to have regular attendance in the village and felt that they would be of benefit now. It was stated that the Parish Council had the power to assist bodies such as this. Cllr Mead-Blandford agreed to investigate to discuss further at the next meeting.

-Cllr Mead-Blandford

10.2 Elm Tree Drive

Cllr Cooper reported uneven pavement surfaces in Elm Tree Drive also some large potholes. Cllr Hallett confirmed that he had been advised of the pavement surface and would report on the County Council website. Councillors were urged to report any highway problem this way. The Clerk added that she was also told that this was the correct way to progress complaints as everything needed to be logged.

12. DATE OF NEXT MEETING

The Clerk would be away on the 5th August 2014, the next scheduled meeting date. It was agreed that the meeting be postponed until Tuesday 19th August 2014

The Chairman closed the Meeting at 9.25pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 19th August 2014 at
The Limes, High Street 8.25pm

PRESENT: Cllr Webb (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Freeman, Cllr Cooper, Cllr Robinson, Cllr Douglass, Cllr Hull, Cllr Catherall, Cllr Clarke, Cllr Sappol

Members of Public: 4

1. APOLOGIES FOR ABSENCE

Cllr Hirtzel and District Cllr Cathcart.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Cllr Hallett and the Chairman had both been granted a dispensation for four years to discuss allotment issues.

3. MINUTES OF LAST MEETING

3.1 1st July 2014

Minutes of the meeting held on Tuesday 1st July 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

The Clerk advised that she had spoken to the Highway Engineer, Karen Lunn, and relayed the concerns made at the last meeting regarding the lack of consultation over the school signage on Brook Road. Ms Lunn had advised that this was the only option in the situation. Councillors agreed that their disappointment should be put in writing stating that that decision on the sign was taken without Councillors being given the opportunity to reconsider. Cllr Hallett reminded Councillors that the signage at the High Street end had been agreed at a Parish Council meeting.

-Clerk

The Clerk confirmed that she had also urged the instatement of the lines which had been agreed over a year ago. Concern was raised over the increase in costs as time progressed and it was agreed that when the work was completed, and the invoice received, it would be looked at carefully to make sure the Parish Council were not liable for any increased costs.

4.1.1 SLOW Road Markings

County Cllr Dent had been advised by Highways that the work should be carried out in around three weeks from the date of the order. The Clerk had not yet placed the order as she was waiting for final confirmation following the update on the price, £109.55 for the signage and £184.01 for the lining, discussed at the Parish Council meeting on the 22nd July 2014. Councillors stated that they had approved the costs and asked for the order to be placed as soon as possible.

-Clerk

4.2 Windmill Close Fencing

Confirmation had been received from the Neighbourhood Manager, Circle Housing, that their handyman would be asked to visit the site, take pictures of the issues there and liaise with their repair contractors. It was stated that there had not been any action. Clerk was asked to urge.

-Clerk

5. CORRESPONDENCE

5.1 CCC Flooding History Questionnaire

Cambridgeshire County Council had commissioned Hyder Consulting to undertake an update of the Surface Water Management Plan for the county previously issued in April 2011. Information was required from 2011 onwards by the end of September 2014.

-Cllr
Clarke

Cllr Clarke took a copy of the questionnaire and agreed to complete it liaising with other Councillors.

5.2 Cambridgeshire Future Transport

Details of the programme aimed to develop solutions to the current transport need had been received. One of the projects currently underway was a review of the bus services subsidised by Cambridgeshire County Council. A meeting had been arranged on Monday 22nd September 2014 at the Melbourn Hub which Councillors were invited to attend. Councillors were asked to advise the Clerk if they were available.

5.3 CCC Recycling Consultation

Notification had been received regarding the consultation on the Household Recycling Service

which was to take place between the 15th August 2014 and 26th September 2014. The online consultation focused on residents current use of the service and their thoughts on options being considered which ranged from closing sites, transferring them to charitable or voluntary organisations, reduction in hours and days of operation of the sites and charging for certain DIY streams. The consultation would run alongside surveys being undertaken by AmeyCespa and all nine household recycling sites.

Details had been copied to Councillors.

FOR INFORMATION

War Memorials Trust –Bulletin August 2014

Clerks & Councils Direct –July 2014

FLP –Advertisement

Local Authority Building & Maintenance –July/August 2014

6. OPEN FORUM

There were no issues raised.

7. FINANCE

7.1 Payment of Accounts

BUCHANS LANDSCAPES

Grounds maintenance July 2014 (inc. £279.64VAT)	£1785.82
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MRS S WALMESLEY	£740.76
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TOTAL	£2526.58
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The invoices were checked by Cllr Hallett. PROPOSED Cllr Clarke, SECONDED Cllr Hallett, Agreed.

Cllr Cathcart queried the costs of the grounds maintenance and expressed concern over footpath cutting. Cllr Hallett explained the background to the paths maintenance which was now with Cambridgeshire County Council. He was advised of other areas of concern which he would follow up at the Recreation Ground committee meeting.

*-Cllr
Hallett*

7.2 Request for a grant by Saddleback Allotment Association

Cllr Hallett gave a background to the allotments. He advised that the rent had been set at £50 per annum as the money was to be invested in the site. An Allotment Association had been formed and they were now looking towards a grant in order to progress a water project costing around £2200 plus VAT. Cllr Robinson expressed concern over the amount of money needed and suggested that some of the money should come from the allotment holders themselves. He was also concerned over the size of the shed needed to store the equipment on site. Representatives from the Allotment Association were present and they answered questions relating to the shed. It was confirmed that the Association intended to set up a bank account and it would then be easier to pay the grant. Cllr Hallett advised that this was a project over the five year life of the allotments and the rental income more than covered the cost of the grant. Cllr Robinson stated that if approved it would have to be made very clear to parishioners that the grant was from the rents. It was proposed by Cllr Hallett, seconded by Cllr Mead-Blandford that that a grant of £2500 would be made to the Allotment Association once they had set up a bank account. A vote was taken with 8 in favour and one against. Carried. The Parish Council would require a copy of the Association accounts annually.

7.3 Village Voice Receipts

A discussion took place on how the parish newsletter could be run independent of the Parish Council. Cllr Douglass agreed to investigate the setting up of a group with the help of Cllr Sappol.

*-Cllr
Douglass
&Cllr
Sappol*

7.4 Approval of expenditure for daffodils

Cllr Hallett had received a request from the Conservation Group to purchase daffodil bulbs up to a maximum cost of £150. Cllr Sappol suggested that the group could be asked to include some tulips which Cllr Hallett agreed to do. The expenditure was budgeted for and therefore agreed.

*-Cllr
Hallett*

7.5 Approval of expenditure for Chapel scaffolding

Cllr Hallett and Cllr Catherall reiterated the update that had been made at the previous Cemetery Committee Meeting. A Structural Engineer was due to carry out an inspection of the Chapel roof and wall and access would be needed. Cllr Catherall suggested that scaffolding would be the best option for the inspection and temporary works and had investigated the cost. It was agreed that expenditure up to £1620 be authorised.

8. VILLAGE MAINTENANCE**8.1 Village Sign refurbishment**

This action was with Cllr Hirtzel. Cllr Hallett expressed concern over the delay in progressing this and the Clerk was asked to contact Cllr Hirtzel for an update.

*-Clerk***8.2 The Causeway Pump**

The contractor was in the process of working on the pump.

8.3 Clearance of Ditches

Cllr Robinson confirmed that the working party would be progressing the clearing in the next few weeks.

8.4 Traffic Calming Gate Sign

As discussed at the Parish Council meeting a further quotation had been received for an aluminium sign. This was for £118.00 plus VAT. A vote was taken with eight Councillors in favour of the expenditure and one against. Carried. The Clerk was asked to place the order.

*-Clerk***8.5 War Memorial Lime Trees**

Cllr Hallett reported that he had asked the District Council Tree Officer to look at the 13 trees and he suggested that they were given a crown lift. They were not a safety issue but it would benefit residents. One quotation had been received for the work. The trees belonged to County Highways and the Parish Council had been told, by the Tree Officer, that they had no funding for this type of work and therefore the parish would have to fund them. Cllr Hallett asked Councillors if they wanted to pursue this by getting quotations and permissions. The Chairman advised that the Recreation Ground committee were going to appoint an Arborist to carry out inspections on the entire parish owned trees. These would not be included. After discussion it was agreed that further quotations be sought.

*-Clerk***8.6 Employment of a Handyman**

Cllr Robinson stated that there were a number of small jobs that kept coming up and suggested that a handyman would be able to deal with these without the formalities and delay of obtaining quotations. A discussion took place on how this could work. Councillors were asked to make a list of the smaller jobs that could be covered in the village and the Clerk would investigate the employment issues. This would be discussed again at the next meeting.

*-Cllrs & Clerk***8.7 Churchyard Wall**

Cllr Hallett stated that phase one of the repair had been carried out and, to prevent further deterioration of the wall, discussions with the contractor should recommence. He added that the same contractor as for phase one could be used as this was allowed within the Financial Regulations. It was agreed that Cllr Hallett would arrange a site meeting with Gordon Rogers, the contractor concerned.

*-Cllr Hallett***9. MINOR HIGHWAY IMPROVEMENT BID 2015/16**

The deadline for applications was Friday 12th September 2014. The Chairman suggested the lay-by on The Causeway be included in the suggestions for a scheme which would be finalised at the next meeting on the 2nd September 2014.

10. VILLAGE GREEN/BACKSIDE FOOTPATH LIGHTING

Following the Parish Council meeting held on the 22nd July 2014 County Cllr Dent was going to find out the position with the County Council regarding the provision of a street light. Another option was to fund a light for the side of the property. Cllr Robinson and Cllr Catherall had looked at the closest street light and estimated that to install a new column would cost in the region of £10,000 which they were sure the County Council would not be in a position to fund. The outcome of Cllr Dent's enquiries was not yet known. Cllr Robinson agreed to investigate costings for a light to go on the side of the property in the meantime.

*-Cllr Dent, Cllr Robinson***11. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK****11.1 Overgrown hedges**

Cllr Robinson confirmed that he cut back shrubbery on Spring Lane which was about eight feet away from the neighbouring wall. The Chairman thanked him for his efforts.

12.2 Book Cafe Quiz

Cllr Catherall advised of the quiz on the 19th September 2014 and suggested that a team from the Parish Council enter. Councillors interested would let Cllr Catherall know.

12.3 60th Anniversary of Bassingbourn Village College

Cllr Freeman advised that the anniversary was in October 2014 and suggested that the Parish Council offer to contribute towards a celebration as he had been told that the Village College could not afford one. This would be considered at the next meeting.

12.4 Seat Opposite Primary School

-Clerk

Cllr Mead-Blandford reminded the Clerk that the seat was overgrown with brambles. The Clerk to report to the grasscutting contractor.

12. DATE OF NEXT MEETING

Tuesday 2nd September 2014

The Chairman closed the Meeting at 9.57pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd September 2014 at
The Limes, High Street 8.00pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Cooper, Cllr Douglass, Cllr Hull, Cllr Hirtzel, Cllr Clarke

District Cllr Cathcart, District Cllr McCraith, County Cllr Dent

Members of Public: 1

In the absence of Cllr Webb the meeting was chaired by Cllr Robinson.

1. APOLOGIES FOR ABSENCE

Cllr Webb, Cllr Catherall, Cllr Geraghty, Cllr Sappol, Cllr Freeman

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 19th August 2014

Minutes of the meeting held on Tuesday 19th August 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman following amendment to Item 7.4 second sentence to read –Cllr Sappol suggested that the group could be asked to include some tulips which Cllr Hallett agreed to investigate.

4. MATTERS ARISING

4.1 High Street Traffic Issue

The Highway Officer had been advised of the order for the SLOW markings. She had asked for payment with the order which was to be approved under Item 7.1. A map of where the lineage should go was also needed. The Chairman agreed to prepare this.

*-Cllr
Robinson*

4.2 Windmill Close Fencing

The Clerk reported that she had e-mailed and left messages for the Housing Association officers but had not received any update on the repairs. It was stated that part of the fence had now fallen down. The Chairman expressed his concern over the lack of response and suggested the District Council be asked to follow up as they should have some form of relationship with the Housing Association. It was agreed that the Clerk would contact the District Council officer within the following 24 hours and this would be followed up by the District Councillors when they next visited the District Council offices.

*-Clerk &
District
Cllrs*

4.3 CCC Flooding Questionnaire

Cllr Clarke had offered to complete the questionnaire but when studied further the wording was more relevant to individuals rather the village as a whole. He had compiled a list of places throughout the village where there had been flooding but had no way of knowing the finer detail. It was agreed that the questionnaire be sent out to Councillors again for them to pass on to anyone they were aware of that experienced a problem. The Clerk would respond using Cllr Clarke's list.

-Clerk

4.4 Citizens Advice Bureau

Cllr Mead-Blandford was investigating how the service could be introduced in the village.

*-Cllr
Mead-
Blandford*

5. CORRESPONDENCE

5.1 SCDC Sheltered Housing Manager-Hire of The Limes

The Housing Manager, Tracey Cassidy, advised that with effect from the 1st October 2014 the District Council were introducing a charge of £5 per hour for groups that used the communal facilities at sheltered schemes. The Clerk advised that currently a donation of £10 per meeting was made to the resident's social funds.

5.2 CCC Budget Consultation 2015/16

Cambridgeshire County Council was currently reviewing its annual business plan which included looking at the authority's priorities and setting the budget for the year 2015/16. Councillors had been advised of the link to the County Council website.

6. OPEN FORUM

There were no issues raised.

7. FINANCE7.1 Payment of Accounts**CAMBRIDGESHIRE COUNTY COUNCIL**

Traffic calming SLOW markings as agreed at F&GP meeting 19/8/14	£220.45
MR BENNET HOOD	
Reimbursement for works to Cemetery Lodge as agreed at Cemetery meeting 19/8/14	£750.00
HALES PRINTERS	
Newsletters	£749.00
MRS S WALMESLEY	
Clerk salary and expenses 1/8/14-31/8/14	£731.84
TOTAL	£2451.29

The Clerk advised that the Highway Officer had asked for payment in advance for the SLOW markings. Invoices were routinely not produced but a receipt would be given or receipt of the money.

The invoices were checked by Cllr Hallett. PROPOSED Cllr Clarke, SECONDED Cllr Hallett, Agreed.

7.2 Bassingbourn Village College 60th Anniversary –Donation towards celebration

Cllr Freeman had asked for this item to be discussed.

The Chairman advised that he had been given two dates for a meeting with the Chair of the Governors and the Principal of the Village College. He wanted to try and get some progress on the non inclusion of the Village College in the community. Cllr Douglass and Cllr Hirtzel both expressed an interest in attending the meeting with the Chairman which he agreed. They would work together beforehand to decide on some points for discussion.

*-Cllr
Robinson,
Cllr
Hirtzel &
Cllr
Douglass*

Cllr Hull suggested that rather than a monetary donation towards the celebration a gift could be considered. There was no discussion or decision made at this stage.

8. VILLAGE MAINTENANCE8.1 Village Sign refurbishment

Cllr Hirtzel had been comparing signs throughout Cambridgeshire. She suggested that a competition could be held for the art students at Bassingbourn Village College which could tie in with the 60th anniversary celebrations. Councillors expressed their concern over how long it was taking to organise a replacement of the existing sign which was now falling down. Cllr Hirtzel advised that if a competition was arranged she would not have the time to organise and get a new sign in place by the end of the year, as requested by Councillors. Two options were then discussed. A new polyurethane sign based on the existing or a new sign designed as part of a competition. A vote was taken with five votes in favour of the first option and two with the second. Cllr Hirtzel then offered to tidy up the artwork on the existing sign before it was used to obtain quotations for the replacement. This was agreed. The Chairman would arrange the removal of the sign from the village green.

*-Cllr
Hirtzel &
Cllr
Robinson*

8.2 The Causeway Pump

The contractor had completed the transformation as requested by the District Council Conservation Officer. It now needed to be re assembled on site which he would arrange.

8.3 Clearance of Ditches

Cllr Robinson confirmed that the working party would be progressing the clearing in the next few weeks once the leaves had fallen. He agreed that pressure would be put on riparian landowners to clear any of their ditches if needed.

8.4 Traffic Calming Gate Sign

This was on order.

8.5 War Memorial Lime Trees

The Clerk confirmed that she was in the process of obtaining quotations.

8.6 Employment of a Handyman

The Clerk was gathering draft copies of handyman contracts for further discussion. She advised that the Recreation Ground committee had been asked to compile a list of jobs which a handyman could do.

8.7 Churchyard Wall

Cllr Hallett had been in contact with the contractor from phase 1 and was to meet him on site the

*-Cllr
Hallett*

following week to discuss requirements.

8.8 Overgrown Hedges

Cllr Cooper and Cllr Mead-Blandford had walked around some of the village and there was a lot of overhanging trees and hedges growing through fences onto the pathways. The Chairman had referred to this issue in the latest Village Voice and he was asked to re-iterate again in the next edition as it would be impossible to write to every household concerned. Cllr Hirtzel suggested that residents may be holding back from working on their shrubbery until the Autumn when it was thought to be the best time for the work to take place.

*-Cllr
Robinson*

9. MINOR HIGHWAY IMPROVEMENT BID 2015/16

The Clerk suggested that an application could be made for a streetlight by the village green which was a current issue. Suggestions had been made at recent meetings for a bid which included resurfacing of part of the path from Bassingbourn to Litlington, the installation of a formal lay-by on the Causeway and improvement to the restricted path by the Hoops public house which had been investigated before.

A discussion took place on the different suggestions and it was agreed that an application be made for the resurfacing of a further section of the path to Litlington as this was a safety improvement for pedestrians and children cycling to the schools and would also benefit the most people. Cllr Hallett advised that Litlington Parish Council had been successful on two occasions with bids for sections of the path. The Clerk to submit the application form by the deadline of the 12th September 2014.

-Clerk

10. VILLAGE GREEN/BACKSIDE FOOTPATH LIGHTING

The Chairman was investigating the cost of installing a LED light on the property there.

*-Cllr
Robinson*

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

11.1 Bassingbourn Barracks

The Chairman and County Cllr Dent had been contacted by the press asking questions relating to activities at the Barracks and the Libyan soldiers. Both were unaware of any issues and Cllr Dent confirmed that he was waiting for the army press officer to return his call. Once received he would update the Chairman.

-Cllr Dent

11.2 Cllr Clarke –Resignation from Parish Council

Cllr Clarke advised that he felt the time had come to resign from the Parish Council. He had served both as a Councillor and Chairman for many years. The Chairman stated that he would be sorry to see Cllr Clarke go. He had made an exceptional contribution to the village. Cllr Cathcart reiterated the comments adding that nobody knew the village through and through as he did. All Councillors agreed and there was a round of applause.

The Clerk to start the process for replacing him. There was currently one other vacancy which had not been filled since the election in June 2014.

-Clerk

12. DATE OF NEXT MEETING

Tuesday 7th October 2014

The Chairman closed the Meeting at 9.24pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th October 2014 at
The Limes, High Street 8.00pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Cooper, Cllr Douglass, Cllr Sappol, Cllr Freeman, Cllr Geraghty

District Cllr McCraith

Members of Public: 0

In the absence of Cllr Webb the meeting was chaired by Cllr Robinson.

1. APOLOGIES FOR ABSENCE

Cllr Webb, Cllr Catherall, Cllr Hull, Cllr Hirtzel, District Cllr Cathcart

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 2nd September 2014

Minutes of the meeting held on Tuesday 2nd September 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

4.1.1 Painting of Lines

This was still outstanding.

4.1.2 SLOW Signage

A site meeting had taken place with the County Highway Officer where a position for the SLOW signage on the carriageway was agreed. The officer had advised that signage on the verge would cost an additional £301.69 including a post. The Clerk had looked at purchasing the signage elsewhere and the cost of this would amount to £134.25 plus VAT. As the cost of installation would be on top of this Councillors agreed the quotation from the County Council of £301.69. Clerk to advise the officer.

-Clerk

4.2 Windmill Close Fencing

It was confirmed that the fencing had been repaired and the shrubs attended to.

4.3 Citizens Advice Bureau

Cllr Mead-Blandford advised that the Royston office appeared to be closed. She had left a message at the Buntingford branch and was awaiting a reply. Cllr McCraith advised that the Royston branch also covered Baldock and Letchworth and he was aware that they were still active. Cllr Freeman added that he believed the Royston office was closed on Tuesday and Thursday. Cllr Mead-Blandford would continue with her investigations.

-Cllr Mead-Blandford

5. CORRESPONDENCE

5.1 Cambridgeshire Future Transport

Cllr Hallett and the Clerk had attended a meeting with the County Council Future Transport officers to discuss a questionnaire which would be available to survey the 127 Bus service. Cllr Hallett stated that the future of the service had not been made and this stage was the consultation. It would probably be around Spring 2015 before any proposals were known. The questionnaire was being advertised on notice boards and there were hard copies available from the Clerk.

A discussion took place on the existing service and the lack of facilities for disabled people to use the buses. A discussion also took place on a service provided by the local councils should the 127 service be cut. All agreed that this would be worth investigating.

6. OPEN FORUM

There were no issues raised.

7. FINANCE

7.1 Payment of Accounts

CAMBRIDGESHIRE COUNTY COUNCIL	
Contribution towards MHI Bid 2013/14	£663.26
HALES PRINTERS	
Newsletters	£706.00
MRS D ARTUS	
Reimbursement for conservation group bulbs (inc. £21.00VAT)	£126.00
BASSINGBOURN VILLAGE COLLEGE	
Hire of hall and refreshments for Annual Parish Meeting 24/6/14	£ 45.00
MRS S WALMESLEY	
Clerks salary 1/9/14 –30/9/14	£750.43
HMRC	
PAYE July –September 2014 NI (Employer £30.00, Employee £26.10)	£56.10
MRS E DOUGLASS	
Reimbursement for flowers for Lolly Pop lady's retirement	£29.97
E-ON	
Pavilion electricity (inc. £3.15VAT)	£ 66.05
TOTAL	£2442.81

The County Council Highway Officer had explained the breakdown of the contribution payable by the Parish Council for the traffic signs on the High Street and Brook Road. As discussed at previous meetings this was not what the Parish Council originally wanted but was all that could be done within the highway restraints.

Cllr Douglass then advised that the Lolly Pop lady had retired the previous Friday and after liaising with the Chairman agreed some flowers should be presented to her. Concern was expressed over the absence of the crossing patrol and the danger to the children crossing the road at South End. The flashing lights usually turned on by Lolly Pop lady were left off making it less obvious for drivers that there were children crossing. Cllr Geraghty advised that he thought that the primary school caretaker had offered to take over the roll until a replacement was recruited. The Clerk advised that she had contacted the County Council, who were responsible for the recruitment, to find out what was happening about a replacement. She was asked as a matter of urgency to advise County Cllr Dent so that he could put some pressure on.

The invoices were checked by Cllr Hallett. PROPOSED Cllr Hallett, SECONDED Cllr Geraghty.

7.2 Bassingbourn Village College 60th Anniversary –Donation towards celebration

Cllr Freeman advised that he had requested this go on the agenda. The Chairman had received an invitation to the celebration on the 10th October but was unable to attend. Cllr Douglass agreed to represent the Parish Council in his place. A discussion then took place on whether a donation was applicable. The Chairman was shortly to meet with representatives of the Village College and Primary School. Cllr Douglass stated that she had made herself known to the Village College and been advised that the students had community projects to complete. Cllr Mead-Blandford stated that she had attended a number of meetings with the College where it was stated things would change within the community but they never did. The Chairman then asked for those Councillors in agreement of making a donation. There was one Councillor was in favour of a contribution with the remainder against.

7.3 Purchase of Christmas Tree for village green –Christmas 2014

Cllr Mead-Blandford offered a tree from her garden if it was suitable. Cllr Douglas added that she had been speaking to the Primary School about decorating the tree and arranging for carol singing. This would be discussed further at the next meeting.

7.4 Clarification of Invoice for MHI Bid 2013/14

This was discussed under Item 7.1.

8. VILLAGE MAINTENANCE

8.1 Village Sign refurbishment

The action was with Cllr Hirtzel. Cllr Hallett reported that she was working on drawings from the previous sign. He had clarified that the design must be similar to the existing. A parishioner had requested that the words Bassingbourn-cum-Kneesworth be included. This had already been discussed between Cllr Hallett and Cllr Hirtzel.

8.2 The Causeway Pump

The pump was now back in place. The Chairman expressed his thanks to Mr Mead-Blandford for

changing the appearance as requested by the District Council Conservation Officer.

8.3 Clearance of Ditches

The Chairman confirmed that the project was underway.

8.4 War Memorial Lime Trees

The Chairman advised that he had received a request from the organiser of the Remembrance Day service that the base of the two large Lime trees on the west side of the area be trimmed with a final leaf clearance carried out during the week prior to the 9th November.

The Chairman offered to tidy the trees up for the service.

The 15 Lime trees on North End were then discussed. As advised at a previous meeting they belonged to the County Council and not the parish. It had been agreed that quotations be sought for their crown lift the trees. The Clerk had obtained two quotations. A discussion took place on whether the Parish Council should proceed with the work. The lowest quotation was for £410 plus VAT. This price included the removal of a dead Purple Leaf Plumb tree. Councillors agreed that the Clerk contact County Highways to check whether they were in agreement, and if so apply for consent from the District Council Tree Officer as some of the trees had a Tree Preservation Order.

-Clerk

8.5 Employment of a Handyman

It was suggested that rather than employ a handyman, an approved contractor be appointed to carry out minor tasks up to a certain monetary limit. The Standing Orders could be changed to allow this. It was noted that once in place contractors would need to be approached for their day rate to establish the best value. To start the process 'The Appointment of a Pre Approved Contractor' would be on the agenda for the next meeting along with the proposed changes to the Standing Orders.

8.6 Churchyard Wall

Cllr Hallett reported that he had received a quotation for the second phase of the work, provided by the same contractor who carried out phase one. This was for £3870 so would need to go to the full Parish Council for approval. This was agreed.

*-Cllrs
Cooper &
Mead-
Blandford*

8.7 Overgrown Hedges

Cllr Cooper and Cllr Mead-Blandford had a list of overgrown hedges which was under review. They would check whether the residents had taken any action before a letter was sent out.

9. VILLAGE GREEN/BACKSIDE FOOTPATH LIGHTING

The Chairman confirmed that he was in the process of trying to install a light on the side of the house concerned. He was liaising with the resident. As he was carrying out this work voluntarily he had to fit it in when he could.

*-Cllr
Robinson*

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

10.1 Village Defibrillator

Cllr Mead-Blandford asked for an update on a discussion which had taken place previously at a meeting where information was to be sought on a village defibrillator. The Chairman advised that there was a discussion recently, when reviewing the use of the telephone box, on whether to buy the box from BT and keep a defibrillator inside for public use if needed.

Cllr Geraghty advised that some villages had teams of people who took it in turn to keep the defibrillator. He suggested that an item could be put in the Village Voice to ask for volunteers. He added that the Cricket and Football clubs had both offered to contribute to the cost. Cllr Mead-Blandford queried the legalities of owning the equipment. It was agreed that more details would be sought.

12. DATE OF NEXT MEETING

Tuesday 4th November 2014

The Chairman closed the Meeting at 9.00pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th November 2014 at
The Limes, High Street 7.45pm

PRESENT: Cllr Webb (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Cooper, Cllr Douglass, Cllr McNulty, Cllr Freeman, Cllr Geraghty, Cllr Robinson, Cllr Hull, Cllr Hirtzel

District Cllr McCraith, District Cllr Cathcart

Members of Public: 3

1. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Sappol, 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 October 2014

Minutes of the meeting held on Tuesday 7th October 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

4.1.1 Painting of Lines

The painting of the double yellow lines had been carried out in the High Street and Councillors were asked to monitor to see if a second phase was needed to address the parking. The SLOW lineage was also now in place. It was agreed that this would be removed from the agenda for six months.

Cllr Geraghty stated that the police had said that they would take an interest in the parking especially opposite the SPAR shop. The area here was prone to illegal parking as the path was wide. The Chairman suggested that the height of the kerb could be raised, which might deter parking, but it was recognised this would be expensive. Bollards would be a cheaper option.

4.2 Citizens Advice Bureau

There was no further update. Cllr Mead-Blandford would continue with her investigations.

4.3 Overgrown hedges

An article had appeared in the recent Village Voice. There had been some reaction from residents querying the legality of the Parish Council request.

4.4 Light by Village Green

Cllr Robinson advised that he was still trying to catch the resident in at a time he was available to carry out the installation of a light.

*-Cllr
Mead-
Blandford*

5. CORRESPONDENCE

5.1 Dog Fouling (Rear of Park Close)

A resident had expressed concern over dog waste and asked for an additional dog bin in the area by the strip of land at the back of Park Close. There were two dog bins already installed in Park View.

Another request had been received for a dog waste bin at the end of Mill Lane. The Chairman acknowledged that there was an issue in the village with dog fouling and a way needed to be found to get people to pick up after their dogs. The key thing was evidence and parishioners should be encouraged to take details and photographs of the culprits. Cllr Mead-Blandford expressed concern likening this to spying on each other stating not everyone was logical and it could lead to further issues.

After discussion the Clerk was asked to contact the District Council to find out whether they would be prepared for a bin to be installed in Mill Lane. The Chairman offered to contact the resident from Park Close and ask for help identifying the person not picking up after their dog.

5.2 Electoral Review of Cambridgeshire

Details of the consultation had been received from the Local Government Boundary Commission

*-Cllr Webb
& Clerk*

asking for suggestions about where divisional boundaries should be. The consultation would close on the 19th January 2015. Councillors were urged to read the information for discussion at the next meeting where a response from the Parish Council would be agreed. -Clerk

5.3 Community Speedwatch

The Clerk had been asked by Wimpole Parish Council if Bassingbourn would consider joining with them to purchase a Speedwatch Kit for local use. Their volunteers had problems obtaining the kit when needed. It was stated that currently there was not a team in the village. It was also confirmed that when the equipment had been needed in the past it was always available. Wimpole came under a different area. It was agreed that the Clerk would advise Wimpole Parish Council that Bassingbourn decline their request as they were happy with their existing arrangements. -Clerk

5.4 Confirmation of Parish Street Light Inventory

The Clerk had received a letter from Cambridgeshire County Council asking for confirmation that the Parish Council was responsible for 70 street lights in the village. A list of the lights and location were provided. The Council were also asked whether they wished to continue with the existing arrangement regarding the provision of the energy for the lamps or whether they wished to source their own. Councillors agreed they would continue the current arrangement. The Chairman and Cllr Hallett would check the inventory and confirm the lights were where they should be. -Cllr Webb
& Cllr
Hallett

6. OPEN FORUM

6.1 Bassingbourn Barracks

Concerns were expressed over the recent unsocial activities in the village and in Cambridge involving the Libyan soldiers training at the barracks. Over the past two months the soldiers had been seen in peoples gardens with many residents worried to be out alone. It was suggested that the police be invited to a meeting in the community to provide an update.

Cllr Cathcart stated that before they arrived in the country assurances were made that they would be confined to the barracks and they would also be vetted. Cllr Robinson, who had been interviewed by the press on the incidents, stated that they were given the benefit of the doubt when they arrived but they were now totally out of control. The meeting was advised that earlier Andrew Lansley MP had appeared on TV stating that the whole training project had been cancelled and the Libyans would be sent home within the next few days.

The parishioners suggested that the police be invited to a meeting in the community to provide an update but, with the recent news, it was hoped that by the time of the next meeting the soldiers would have left. Councillors then agreed that a letter be sent to the Ministry of Defence expressing concerns over the way the training project had been handled. The letter would be copied to the Major at Bassingbourn Barracks and Andrew Lansley MP. The Chairman agreed to prepare the draft. -Cllr Webb

6.2 Village Defibrillator

One of the parishioners in attendance was surprised that the village, which had a lot of elderly people, did not have a defibrillator. She was a trained nurse and offered her services. It was advised that around ten years ago the Neighbourhood Watch tried to get the First Responder scheme running in the village but due to the lack of volunteers this never materialised. The Chairman thanked the parishioner for her offer and took contact details.

6.3 Play Equipment

It was stated that the equipment on the play areas was very poor for younger children. Cllr Freeman advised that he had walked around the play areas with Cllr Webb and they had made a note of what needed replacing or repairing. The parishioners were invited to help with this as, having young children, they were aware of what equipment would be most beneficial. The parishioners were advised that the Recreation Ground committee were responsible for the play areas and they were informed of the next meeting date. The Clerk also offered to keep them involved if they were unable to make the meeting.

7. FINANCE

7.1 Payment of Accounts

MELBOURN PARISH COUNCIL

Training for Councillors x 3		£105.00
BUCHANS LANDSCAPES		
Grounds maintenance September 2014 (inc. £297.64VAT)	£1785.82	
Remove fallen branch from recreation ground (inc.£9.00VAT)	£ 54.00	£1839.82

ANDREW FIREBRACE PARTNERSHIP LTD		
Structural survey and report for Cemetery Chapels (inc. £90.00VAT)		£ 540.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Signage for SLOW marking (agreed at meeting 7/10/14)		£ 301.69
CAMBRIDGE WATER COMPANY		
Recreation ground water rate May-October 2014		£ 89.10
MRS S WALMESLEY		
Clerks salary 1/10/14 –31/10/14		£767.53
A MEAD-BLANDFORD		
Repair to Elbourn Way fence (agreed at Recreation Ground committee) £180.00		
Installation of Rouses sign	£ 80.00	£260.00
TOTAL		£3903.14

The invoices were checked by Cllr Hallett. PROPOSED Cllr Freeman, SECONDED Cllr Cooper

7.2 Purchase of Christmas Tree for the village green

Cllr Mead-Blandford reiterated her offer of the tree in her garden. It was believed that because the garden was within the conservation area permission would be needed from the District Council Tree Officer to remove the tree. Cllr Robinson would follow up.

Cllr Douglass then reported that she was arranging a carol sing-along around the tree. She had booked The Limes for the 4th December for refreshments after. Cllr Douglass had approached the primary school and other village groups for their participation and advertised in the Village Voice. She welcomed help with refreshments. A discussion took place on whether the Parish Council should be involved. Cllr Robinson stated that this was an opportunity for the village to get together and suggested that it should be a Parish Council event. This was agreed. Cllr Robinson and the Chairman both offered to work with Cllr Douglass to plan the evening. This would be an agenda for the Parish Council meeting on the 18th November to monitor progress.

*-Cllr
Douglass,
Cllr
Robinson,
Cllr Webb*

7.3 Revised Financial Regulations 2014

A revised copy of the regulations had been received from NALC. Cllr Hallett had glanced through them and advised that there were not a lot of changes with the concept but the text had been completely rewritten. The Chairman agreed to read through the revised copy, compare them to the current adopted copy, and report back at the next meeting.

*-Cllr
Webb*

7.4 Precept/Budget 2015/16

The Chairman reminded Councillors that budget discussions would need to commence at the next meeting so that the precept requirement could be agreed at the Parish Council meeting in January 2015. He asked Councillors their preferences on increase. It was advised that the District Council were likely to increase their council tax by 2% and the County Council would also increase theirs. Cllr Robinson stated that the Parish Council needed to keep their options open on expenditure and reminded Councillors that the money raised through the parish precept would be spent in the village and not county/district wide. This would be discussed in detail at the next meeting.

8. VILLAGE MAINTENANCE

8.1 Village Sign refurbishment

Cllr Hirtzel reminded Councillors that they had agreed that the design concept of the original sign should be kept and tweaked. She had found a company that would cast in plastic and then let the Parish Council have the cast to retain. Cllr Hirtzel stated that if she painted the sign it would save the parish money. She then presented some draft drawings for the sign which were discussed. It was agreed that she would prepare a full size drawing for approval at the December meeting.

Councillors thanked Cllr Hirtzel for her work on the sign to date.

8.2 Clearance of Ditches

The Chairman confirmed that the project was underway.

8.3 War Memorial Lime Trees

The Clerk reported that the County Highway Officer had confirmed that she was happy for the Parish Council to carry out the work. The Clerk had prepared an application for the District Council Tree Officer for the work as some of them had a Tree Preservation Order. Cllr Hallett would advise the Clerk of their TPO numbers.

*-Cllr
Hallett*

8.4 Appointment of pre-approved contractor for minor maintenance tasks

Cllr Robinson reported that this had been discussed at the last meeting. Cllr Hallett added that he had looked at the current Financial Regulations and as far as he was aware there was nothing that would prevent this. It was agreed to progress the appointment the Clerk would contact three handymen to find out whether they were interested, if they would be prepared to act sometimes in

an emergency, their hourly rate and a rough idea of how much they would charge for routine maintenance jobs. This would be discussed again at the next meeting. Once approved the contractor could be instructed to carry out routine jobs up to a financial limit.

8.5 Churchyard Wall

The quotation for further repair to the wall had been discussed and agreed at the Parish Council meeting earlier.

9. ARRANGEMENTS FOR REMEMBRANCE SUNDAY 9TH NOVEMBER 2014

Cllr Robinson, the Parish Council Chairman, would lay the wreath on behalf of the Parish Council at the service.

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

10.1 Payment for hire of The Limes

This was brought up at the earlier Parish Council meeting. Residents of The Limes were now being charged for using the building for social events even though they already contributed through their rent. This would be an agenda at the next Parish Council meeting.

10.2 Village Voice

Concern was expressed over articles in the Village Voice which were being published anonymously. It was suggested that names should be given. The Chairman advised that the Village Voice was not a Parish Council magazine. It was down to the Editor to decide what was published and whether names were included. Cllr Mead-Blandford expressed her concern over personal attacks through the Village Voice about the Parish Council Chairman, Cllr Robinson. The Chairman stated that by being Chairman the person was open to criticism and praise. It was suggested the Editor of the Village Voice be asked to include a note on the letters page stating that parishioners were also welcome along to the Parish Council meetings to make their representations. Clerk to advise the Editor.

-Clerk

10.3 The Rouses

Cllr Mead-Blandford had been made aware that during the installation of the notice board on The Rouses ground some asbestos had been dug up. The Chairman stated that the asbestos had been covered over as a condition of the lease on The Rouses. The Parish Council were aware it was there and that was why there was a ban on digging. This was being monitored for the County Council. Cllr Mead-Blandford confirmed that the asbestos found had been reburied by the contractor.

10.4 Retirement of Cllr Clarke

Following the retirement of Cllr Clarke, after nearly 40 years service to the Parish Council, the existing Councillors had arranged a tea party inviting past Councillors at which a presentation of a framed valedictory letter and cake were made.

12. DATE OF NEXT MEETING

Tuesday 2nd December 2014

The Chairman closed the Meeting at 9.00pm

Chairman

Date



Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd December 2014 at
The Limes, High Street 7.45pm

PRESENT: Cllr Webb (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Cooper, Cllr Douglass, Cllr McNulty, Cllr Freeman, Cllr Robinson, Cllr Sappol, Cllr Catherall, Cllr Spenceley

District Cllr McCraith, County Cllr Dent

Members of Public: 0

1. APOLOGIES FOR ABSENCE

Cllr Hull, Cllr Geraghty, Cllr Hirtzel and District Cllr Cathcart.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 4th November 2014

Minutes of the meeting held on Tuesday 4th November 2014 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Citizens Advice Bureau

There was no further update. Cllr Mead-Blandford would continue with her investigations.

4.2 Request for additional dog waste bin on Mill Lane

The District Council Street Cleansing Supervisor had advised that because of the amount of bins already installed in the area she disagreed that an additional bin was required. The Clerk would advise the parishioner who made the request.

4.3 Street Lighting –Check of inventory

Cllr Hallett reported that he had checked through the list of streetlights and found a number of duplicates. Some had also been removed. The number found was 59 which was a reduction from the 70 charged for. There were also a further five which had been queried. The Clerk had forwarded the information to the County Council Assets team and also the District Council Environmental Health officer, Paul Quigley, who confirmed that he would investigate the findings and report back. The Chairman thanked Cllr Hallett for his work.

4.4. Electoral Review of Cambridgeshire

Details of the consultation had been circulated to Councillors. Cllr Dent advised that the proposal for the Bassingbourn ward was to extend towards Gamlingay but this would not affect Bassingbourn. Cllr McCraith added that the District Council would also be carrying out a review of their wards starting in 2015.

4.5 Village Christmas Celebration 4th December 2014

Cllr Robinson had collected the tree and put it up on the village green. He stated that due to its size the cost of lights would be more than the £40 authorised at the Parish Council meeting. Councillors agreed that, as the lights would last from year to year, £100 be authorised. Cllr Robinson would arrange the purchase so that they could be put on the tree ready for the celebration. Cllr Douglass then updated the meeting on donations of refreshments from village shops and The Hoops public house. Cllr Freeman advised that the football club had offered their battery operated floodlights for the event. Cllr Douglass confirmed that the plan was for the serving of refreshments to take place, following the carol singing, in The Limes forecourt. Councillors were asked to attend to help with the arrangements. It was agreed that collection buckets would be available for donations and it was suggested money received could then go to village groups, which would be decided on at the next meeting.

The Chairman thanked Cllr Douglass and Cllr Robinson for their work on this project.

5. CORRESPONDENCE

5.1 Whaddon Parish Council –Eternit Traffic

Correspondence had been received from Whaddon Parish Council following a question raised at

*-Cllr
Mead-
Blandford*

-Clerk

-Cllrs

their meeting about lorries turning right out of the Eternit site and driving through Whaddon. There used to be a gentleman's agreement with Eternit that lorries would be encouraged to use Chestnut Lane rather than travel through Whaddon village. Before Eternit were asked to instruct their lorries to turn left out of the factory Whaddon wanted to know the position of Bassingbourn-cum-Kneesworth Parish Council.

Cllr Hallett stated that this issue had previously been discussed at the time discussions were taking place on the Local Plan draft. Whaddon had said that they wanted Eternit vehicles to use the Mettle Hill route to the A1198. He added that both routes were not ideal but they had to go somewhere. The route out through Meldreth onto the A10 was discussed. Cllr Spencerley expressed his concern over the amount of heavy traffic using Chestnut Lane already with the risks of accidents. There was also the wireless station traffic and adding to the problem was the lack of a footpath on Chestnut Lane. Following more discussion it was agreed to respond to Whaddon Parish Council suggesting that the quickest route out of the villages was through Meldreth onto the A10. The Clerk would offer to put this suggestion into a formal letter if need be. Cllr McCraith added that it was important that Whaddon and Bassingbourn work together to find a solution.

-Clerk

5.2 Village Maintenance Issues

The Conservation Group had been asked by a parishioner to bring concerns raised about village maintenance to the attention of the Parish Council. These related to the cutting of the sucker regrowth on the Lime trees, clearing of overgrown shrubbery from the triangle of land near 40 High Street, maintaining the village pumps and milestones, ensuring footpaths were a legal width and dealing with ditches. There was also a concern raised over the cutting back of a clump of Soapwort along The Causeway which was on private property.

-Clerk

The Chairman stated that if the Parish Council were to carry out all maintenance needed to keep the village neat and tidy the budget would be doubled. After discussion it was agreed that the Clerk would reply, thanking the parishioner for her comments, and advise how the Parish Council or other authorities were associated with the issues raised. The parishioner would also be invited to attend Parish Council meetings to see how issues are addressed.

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE

7.1 Payment of Accounts

THE ROYAL BRITISH LEGION	
Poppy wreath for remembrance service	£ 18.50
WORBOYS FARM PARTNERS	
Half year rent for allotment land	£150.00
MRS S WALMESLEY	
Clerks salary and expense 1/11/14 –30/11/14	£745.42
TOTAL	£913.92

The invoices were checked by Cllr Hallett. Agreed. PROPOSED Cllr Hallett SECONDED Cllr Robinson

Cllr Freeman had also received the invoice from the contractors who carried out tree work on the recreation ground Horse Chestnut trees as agreed at the Parish Council meeting on the 18th November 2014. This would be presented to the Clerk who would arrange for a cheque to be signed.

7.2 Revised Financial Regulations 2014

The Chairman would read the updated regulations and report back to the committee.

-Cllr
Webb

7.3 Precept/Budget 2015/16

The Chairman had prepared a draft budget which he distributed to Councillors. He went through the calculations concluding that, due to the excess of funds held, he proposed the precept be reduced for 2015/16 to £60,000. He confirmed that the community contribution from the solar farm was not included in his figures. Cllr Robinson commended the report and the proposal not to increase the precept but raised concerns over the working to an exact budget not allowing for unforeseen circumstance. Cllr Hallett advised that the legislation to cap Parish Council precepts had been enacted and could be implemented at any time. He felt that this could be restrictive in following years with such a low precept. A discussion took place on the expenditure for the Pavilion, the contribution agreed towards the youth cricket team and any other special project that

may be suggested. The Chairman welcomed ideas and comments for the next meeting when a recommendation for the Parish Council would be finalised. He agreed to circulate an electronic version of the budget to Councillors. *-Cllrs*

8. VILLAGE MAINTENANCE

8.1 Village Sign refurbishment

The Chairman reported that he had spoken to Cllr Hirtzel about the progress with the sign and agreed that, as she was busy at present, it could wait until January. Cllr Hallett advised that he had been working on the assumption that the replacement sign would be one sided as the previous was. Cllr Hirtzel had suggested a two sided sign. A discussion took place on the orientation. It was noted that a new quotation would be needed as the current quotation was over twelve months old. After further discussion it was agreed that an updated quotation for a two sided sign be obtained. Cllr Mead-Blandford expressed her concern over the length of time this was taking to progress. *-Cllr Hirtzel*

8.2 Clearance of Ditches

Cllr Robinson advised that this was in hand.

8.3 War Memorial Lime Trees

The Clerk reported that an application for tree work had been submitted to the District Council for permission as some of the trees had a tree preservation order. Once permission was received she would instruct the contractor to carry out the work.

8.4 Appointment of pre-approved contractor for minor maintenance tasks

The Clerk advised that this was in progress.

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

9.1 Whaddon Traveller Site

Cllr Geraghty had asked Cllr Robinson to express parishioner concerns over the site where there had been numerous disturbances but no arrests. The lack of police action was the cause of concern. Cllr Dent agreed to raise the issue at County level with the Police and Crimes Commission. *-Cllr Dent*

9.2 Overgrown hedges

Cllr Mead-Blandford reported an overgrown hedge, obstructing signage, on Brook Road. Cllr Cooper also expressed concern over brambles from a garden growing over onto the triangle of grass on the corner of Elm Tree Drive. The Chairman agreed to look at the areas reported, identify the properties, so that a letter could be sent to the residents concerned. *-Cllr Webb*

9.3 The Limes heating

The Clerk was asked to find out whether the heating in the building could be left on whilst the Parish Council meetings took place. *-Clerk*

9.4 SCDC Community Grants

Cllr McCraith reported that the District Council had met the previous Thursday and they had been told that there was a small amount of money available for community grants. These were available on a first come first serve basis and could be up to £7,000. The Clerk was asked to find out the details from the District Council. *-Clerk*

9.5 Update on Defibrillator

Cllr Freeman asked if there had been any more thought to a defibrillator in the village. The Clerk advised that this had only ever been discussed informally and not as an agenda item. She would arrange for this to be an agenda item for the next meeting where a decision on how to proceed could be made. *-Clerk*

9.6 SPEP Meeting

Cllr Spenceley reported that he had attended a meeting where about half of South Cambridgeshire parishes joined up to the SPEP (Sustainable Parish Energy Partnership) idea. He advised of different grant sources available for sustainable projects adding that he had borrowed a thermal imaging camera. He asked for SPEP to be an agenda item for the next meeting to discuss the parish signing up to the partnership.

10. DATE OF NEXT MEETING

Tuesday 6th January 2014

The Chairman closed the Meeting at 9.20pm