

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Minutes of Meeting of the Full Council

held virtually on Tuesday 17th November 2020

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

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

County Cllr S Van d Ven and District Cllr N Cathcart were also present, together with five members of the public.

During the public speaking session, a question was raised regarding the Council accepting donations to be used with the acquisition of The Limes. Cllr Hodge responded by informing the resident that it was the intention of Council to set up a Charity which would welcome such assistance.

1	Apologies for absence : Apologies were received and accepted from Cllr Geraghty for personal reasons. Proposed by Cllr Hallett, seconded Cllr Douglas, County Cllr Van de Ven would be arriving late.	
2	Declaration of Interests and dispensations : <u>2.1 To receive declarations of interest from Councillors on items on the agenda.</u> All Councillors declared nonpecuniary interest as Trustees of the Recreation Ground. Cllr Catherall for item 11.1.3.	
3	Minutes of Meeting held on the 20th October 2020 having been previously circulated were agreed and would be signed once Council could meet in person. Proposed Cllr Carter, seconded Cllr Hallett.	
4	Minutes of the EPM held on the 10th November 2020 Draft Minutes were in process of preparation.	
5	Advisory Groups update from any meetings held through month <u>5.1 Environment</u> <u>5.1.1 Climate Action Plan –</u> At this point the Chairman invited two members of the Environment Group to further explain the Action Plan which had been presented to Council at the October meeting. The Group is working on how to assess achieving the 3% reduction. Cllr White proposed, and Cllr Oakley seconded that the Council adopt the Climate Action Plan. This was unanimously agreed. The Council expressed a huge “thank you” to the group for the amount of work which the plan had taken. The Plan will be uploaded to the website. <u>5.1.2 Offer of trees (1 Douglas fir/10+ London Plane/30 Oak/30 Sweet chestnut/12 redwood)</u> Chairman thanked the resident who was present for the offer of these trees. Suggestions were made as to areas for planting. Further discussions would need to take place and it was accepted that Council would need to purchase tree guards. <u>5.2 War Memorial</u>	BI ALL

	<p><u>5.2.1 Review of Event 8.11.20</u> Council acknowledged that a very respectful remembrance event was held on the 8th in line with the legislation. There were last minute changes to procedures so lots of e mails during the days prior to the day, and it was noted there were still around 100 people at the war memorial. The 11th was also marked by a small group of people. Council agreed that it needs to take ownership of the event and start the organisation earlier.</p> <p><u>5.2.2 Plaques etc.</u> Cllr Catherall reported that there is an inscription on the plaques twice and also that the War Memorial Advisory Group needs to take a decision regarding a further inscription on the War memorial.</p> <p><u>5.3 Traffic and Travel</u> Notes had been circulated. Cllr Hallett proposed, and Cllr Leith seconded the appointment of JW to the group. Cllr Leith reported on three issues the group had been discussing i.e. Safety at the Cross, lighting at Chestnut Lane; and parking outside The Belle. County Council Highways need to produce a design for these issues and the cost would be £1800. On proposition of Cllr Leith, seconded Cllr Oakley it was unanimously agreed to proceed. The Traffic and Travel Advisory Group would review and report back to council.</p> <p><u>5.4 Pavilion Advisory Group</u> 5.4.1 Terms of Reference would be developed once the way forward had been agreed.</p> <p><u>5.5 I.T. Working Group</u> <u>5.5.1 Update from RFO on progress with new website and website accessibility.</u> The RFO was pleased to report that the company was currently working on the Council's new website.</p>	<p>ALL</p> <p>PC</p> <p>VT</p> <p>RL</p> <p>BI</p>
6	<p><u>Governance</u> <u>6.1 Covid Response : Terms of Refence</u> The t.o.r. had been drafted by the Covid Response team and were agreed on the proposition of Cllr Douglass, seconded Cllr Davis. (attached to the Minutes)</p> <p><u>6.2 Elbourn Memorial Housing Trust</u> Mr Ian Corlett was appointed as a trustee of the Elbourn Memorial Housing Trust. Proposed by Cllr Hodge, seconded by Cllr Carter.</p> <p><u>6.3 Persistent vexatious or abusive complaints policy</u> At Councils request the policy had been further reviewed by the HR Committee and additional amendments made. The updated policy had been previously circulated. Cllr Hodge proposed that the policy now be adopted and was seconded by Cllr Hallett. The vote was carried.</p> <p><u>6.4 Training Records</u> Chairman reminded Councillors to let Clerk have the information and also identify any training requirements.</p>	<p>VT</p> <p>VT</p> <p>VT</p> <p>ALL</p>
7	<p><u>Cambs County Council</u> : County Cllr Van de Ven had previously circulated her report. She was pleased to be able to record that Park Close roadway had been resurfaced and Cllr Dixon expressed thanks to her for pushing this work forward. County Cllr Van de Ven was also supporting the complaints about the pavements by the Church and on the Causeway.</p>	

	She went on to ask if the Council would agree to fund the repairs/replacement of bus stops timetable cases. This would be in the region of £250. Council agreed to fund this in order to support the bus service and encourage users.	BI
8	South Cambs District Council : District Councillor Cathcart had previously circulated his report. The Local Plan, in conjunction with Cambridge City Council, is being drafted. Water supply will be a major issue, and may well limit the number of houses in this area. It looks like major developments will be the preferred option, not expanding existing villages. He advised the Council to be vigilant regarding possible sites for the village.	ALL
9	Pavilion : The Chairman opened this item by stating that there was a proposal on the table for discussion. Councillors then exchanged opinions regarding the building. The business case will need to be discussed in full together with a project plan. Cllr Wakefield has started a project plan but the costings fail as there are none for the extend/refurb option. Further robust discussion took place. Chairman brought the Council back to the proposal:- that, given the budget discussions on how funds should be used in the best interests of parishioners in the current climate, the scope of the pavilion project is redefined to complete the extension of the pavilion, the associated provision of FA compliant facilities for match officials and any urgent repairs for the building to remain serviceable. An architect needs to be appointed to come up with a tender document and then Council can require that every element is costed so it can look at what can be afforded. Councillor Hodge proposed the resolution as stated. Cllr Carter seconded the proposal and the motion was carried. Cllr Wakefield was asked to work with the Architect. District Cllr Cathcart offered his help with the building controlled officer	VT MW All MW
10	Financial matters: <u>10.1. Authorisation of Payments</u> Cllr Sams proposed that the following payments be made, Cllr White seconded the proposal, and it was unanimously agreed.	BI

Contractor	Details	Date	Net	VAT	Gross
Herts & Cambs GM	Grass cutting/playground inspections	29.10.20	1458.33	291.67	1750.00
The Letting Agency	Cemetery Lodge Management Fee	06.10.20	119.40	23.88	143.28
Morelock Signs	2 spare batteries for MVAS traffic	11.11.20	123.00	24.60	147.60
TOTAL			1700.73	340.15	2040.88
RECEIPTS					
Allotments			400.00		
Cemetery Lodge	income		995.00		
Burials			60.00		
TOTAL			1455.00		
Bank Statements		31.10.20			
Unity Trust Current		69732.92			
Unity Trust Savings		47505.00			

Barclays Current	20392.96			
Barclays Premium	74259.72			
Barclays Tracker	0.02			
Cambridge Build Society	85224.72			
Santander Savings a/c	41558.13			
TOTAL	338673.47			

	<p><u>10.2 To approve budget for 2021/22</u> Cllr Sams and the RFO were working on adjustments following the EPM and Amenities Committee meetings. Item 10.2 was further discussed after Item 12.</p> <p><u>10.3 Cemetery Roadway</u> Cllr Davies reported that the work to take electricity across to the East Chapel is not a massive project and so the trench alongside the road is not needed for that purpose. Following further robust discussion, it was agreed that the potholes should be repaired. Proposed Cllr Catherall, seconded Cllr White. The Chairman stated that the driveway for the tenant must be attended to and quotes are to be obtained.</p> <p><u>10.4 Insurance quotes for Pavilion doors</u> The RFO reported on quotes for the replacement doors following vandalism. Both quotes were in the region of £800 and there is a £250 excess. Following discussion RFO was asked to go back to the companies who quoted to obtain price for framed ledged and braced doors with plywood added to the internal face. Council agreed that new ironmongery should be used, and Cllr Catherall offered to donate hinges etc. Cllr Catherall to meet with contactors if necessary.</p> <p><u>10.5 Valuation attributed to the buildings owned by the parish council</u> On proposition of Cllr Davies, seconded Cllr Sams it was agreed that this be set at 2.5% – updated annually. Cllr Davis is working with the RFO.</p> <p><u>10.6 To approve the architect</u> Council considered quotations from architects which had been previously circulated. Cllr Hodge proposed that contractor A be appointed, was seconded by Cllr Carter and motion was carried. Cameron Bosque were appointed.</p>	<p>VT</p> <p>VT</p> <p>BI</p> <p>PC</p> <p>JD/ BI</p> <p>VT/ MW</p>
11	<p>Planning :</p> <p><u>11.1 Tree works</u> – to respond only if we have concerns or objections.</p> <p><u>11.1.2 20/2298/TTCA</u> Trim overhanging branches 11 Brook Road Council approved.</p> <p><u>11.1.2 20/2240/TTPO</u> Bury Yard, Mill Lane. Works to trees. Council approved.</p> <p><u>11.1.3 20/2267/TTCA</u> 35 High Street. Overhanging trees to neighbours’ properties. Reduction in height and side, remove deadwood and crown lift horse chestnut. Council approved.</p> <p><u>11.1.4 20/2237/TTPO</u> Fell horse chestnut. Saddleback lane. Council approved.</p>	
12	<p>The Limes/Old School</p> <p>Cllr Hodge updated council on current position. The lease had been sent back to SCDC solicitors some time ago. As discussed at the budgeting meeting the remodeling costs have changed, as explained in the notes from</p>	<p>HH/MR/ KC/JD/</p>

	<p>the Advisory Group meeting in September “Group had met at the building recently to look at the possibilities for relocation of the library, creation of office etc. The original plan had been just to partition the kitchen which would have been a low cost. Alternative options were then discussed, including the possibility of demolishing the wall between the shower room and the laundry. It is now suggested that the most efficient use would be to create a library space using half of the kitchen and the laundry room, even though the capital cost is more expensive than shown in the Business Plan. The Parish Office could then be formed in the shower room area. This would make good use of the existing walls. Ball park figure for this work is estimated at around £25,000. An architect will be required to work up a specification estimated at around £5,000. “ The Business case has therefore been amended.</p> <p>A pre-app planning application had been submitted and response received. The Advisory Group was meeting on Wednesday the 18th to consider and develop the documents required for the planning application. The Design and Access Statement, and the Heritage Statement have already been prepared.</p> <p><u>10.2 Budget 2021/22</u></p> <p>Further discussion took place regarding the budget. This included:-</p> <ul style="list-style-type: none"> • Request to carry forward any underspend in this year’s Traffic and Travel allocation • A Project Plan as well as Business case is required for the Pavilion. (RL and MW to work on amendments following decision taken by council). 	<p>MW/ MH/NC VT/BI</p> <p>ALL</p> <p>MW/RL</p>
13	<p>Covid Response</p> <p><u>13.1 Share’n’Care</u></p> <p>Cllr Hirtzel reported that the Share’n’Care was fully operational and now working with the school to further assist residents. Volunteers are needed.</p> <p><u>13.2 Welfare</u></p> <p>Another flyer has been circulated providing information to residents, including the Share’n’Care and the volunteer group. Thanks to councillors and volunteers from the Bassingbourn Helpers group for delivering.</p> <p>County Cllr Van de Ven also thanked the Council for its financial support of the Screenbank which had met its goal of over 60 computers distributed to students at the Village College.</p> <p><u>13.3 Communications</u></p> <p>Clerk is receiving regular e mails from SCDC, and District Cllr Cathcart and County Cllr Van de Ven are in regular contact. Clerk applied for the £300 from SCDC to help with food purchases. SCDC are actively involved in the Track and Trace contacting of residents.</p> <p><u>13.4 Report back from Covid Briefing by SCDC 4.11.20</u></p> <p>Cllr Douglass and Clerk attended this briefing. This time Council would not be getting a list of “clinically extremely vulnerable” residents. The County Council and SCDC would be phoning those on the list.</p>	<p>VT AH/ SVdV/ED</p> <p>VT NC SvDV</p>
14	<p>Committee Meetings held through month</p> <p><u>14.1 Minutes of the meeting of the Finance Committee</u> held on 3rd November have been previously circulated.</p> <p><u>14.2 Minutes of the meeting of the Planning Committee</u> held on 3rd November have been previously circulated.</p> <p><u>14.2.1 Update on the Causeway Development</u> - Scott Brothers have offered a further presentation on the 18th. Councillors had expressed concerns over</p>	<p>MH</p>

	<p>sustainability and suitability of the location for this type of development. Scott properties have been told that the Council cannot make a recommendation until it receives the planning application.</p> <p><u>14.3 Minutes of the HR Meeting</u> held on 27th October 2020 were to follow.</p> <p><u>14.4 Minutes of the meeting of the Amenities Committee</u> held on 12th November were to follow.</p>	
	<p>An “in camera” session followed.</p>	
	<p>Following the “in camera” session the meeting closed at 10.50 pm</p> <p>Signed (Chairman) Date.....</p>	

Dates of Meetings

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

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

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

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