

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 24th January 2017 at

The Limes, High Street 7.46pm.

Cllr Robinson(Chairman), Cllr Hallett, Cllr McNulty, Cllr Freeman, Cllr Sams, Cllr Hull,
Cllr Spenceley, Cllr Douglass, Cllr Dixon, Cllr Geraghty
District Cllr McCraith, District Cllr Cathcart
Members of Public –2

01. CO-OPTION OF COUNCILLOR

There had been no applications for co-option.

02. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Hirtzel, Cllr Woodhouse, Cllr Oakley and County Cllr Dent

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

There were no interests declared.

04. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 22nd November 2016

It was agreed the minutes of the Parish Council Meeting held on Tuesday 22nd November 2016, copies previously distributed, were a true record and signed by the Chairman.

05. MATTERS ARISING

5.1 Update on Cycle Path to Royston Proposal

There was no further update.

5.2 Update on Funding Arrangements for Village Voice

This was progressing. It was hoped that the volunteer group could take over the funding arrangements within the next couple of weeks.

5.3 Update on Defibrillator Purchase

The equipment had been delivered to the Chairman who would arrange the installation. It was agreed that, to tidy up the kiosk, a sheet of plywood be installed on the back wall which could be varnished. This would make it look a lot better.

Cllr Sams stated that there must be a check on the equipment delivered before the invoice was paid. Confirmation was also needed on when the training on the use of the equipment could take place. It was confirmed that training was included in the package. Cllr Douglass advised that the Primary School had a defibrillator on their premises and would also be interested in training.

Cllr Spenceley suggested that instructions on the use of the kit be put on the village website.

*-Cllr
Robinson*

06. CORRESPONDENCE

6.1 Closure of Bakery

The village bakery was to close at the end of February and Councillors had been asked to see if there were any other premises in the village that could be used. Cllr Cathcart reported that he had made enquiries with South Cambridgeshire District Council to see if the bakery could be registered as a community asset. He was waiting to hear back.

A resident was invited to speak. She advised that there was a petition with 447 signatures adding that it was a profitable business. The premises owner had sold the building and the bakery owner, who had leased the building, had also sold the bakery name but was still prepared to supply the goods. There was someone in the village prepared to open a new shop if premises could be found.

A discussion on premises in the village took place. Councillors agreed that they wanted to have this valued amenity in the village and would support any sensible plans to go forward.

6.2 SCDC Proposed New Service –Tree Health and Safety Surveys

Ian Lorman, the Tree Officer, had written to the council advising that as part of ongoing improvements to the service at South Cambridgeshire District Council he was proposing to offer a competitive service to assist with the H&S audit processes relating to regular tree inspections. He had outlined the draft parameters/specification for a SCDC tree health and safety survey. Parish Councils were asked to register their interest so that he could see if there was enough to

present a business case.

Councillors agreed that, although a tree survey of the village trees had recently been carried out, interest should be expressed for future surveys. Clerk to arrange. **-Clerk**

07. OPEN FORUM

There were no issues raised.

08. FINANCES

8.1 Payment of Accounts

The invoices were checked by the Cllr Spenceley. Proposed Cllr McInulty Seconded Cllr Douglass. Agreed.

CONNECTIONS BUS PROJECT

Bus visits September –December 2017	£3380.00
E-ON	

Pavilion electricity (inc. £3.39VAT)	£ 71.24
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COMMUNITY HEARTBEAT TRUST

Purchase of a defibrillator and cabinet (inc. £380.20VAT)	£2281.20
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TOTAL	£5732.44
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As discussed under Item 5.3 the cheque for the defibrillator would be held until confirmation was received that the equipment supplied was satisfactory.

The following payments were made at the Finance & General Purposes committee meeting on 29th November 2016 and 3rd January 2017

MRS S WALMESLEY

Clerks salary and expenses November 2016	£782.02
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BUCHANS LANDSCAPES

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

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

Repair to North End bus shelter	£185.00
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VIKING

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

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

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

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

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

Membership 2017	£121.00
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MRS S WALMESLEY

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

PAYE October-December 2016	£ 93.49
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8.2 Agreement of Budget/Precept 2017/18

The budget and precept had been discussed at the last two Finance and General Purposes committee meetings where an increase in the precept for 2017/18 to £65,000, to progress some play equipment projects, was agreed. Cllr Hallett proposed that the funding for the minor highway improvement project to 30mph and the earmarked Pavilion refurbishment funds be carried forward to the next financial year which was agreed by Councillors.

On a proposition by Cllr Hallett, seconded by Cllr Sams, it was agreed to set the precept amount for 2017/18 to £65,000 and also carry forward the funds for the highway improvements and Pavilion refurbishment to be included in the 2017/18 budget. All Councillors in agreement. The Clerk to make the demand to South Cambridgeshire District Council. **-Clerk**

8.3 Mobile Warden Scheme –Request for top up donation 2016/17

The Mobile Warden Scheme Treasurer had asked for a top up donation for the current financial

year. There were now a number of residents in the village using the scheme and the other scheme member villages, Litlington, Steeple Morden and Guilden Morden had been asked for a £500 donation for the current year. The Clerk reminded Councillors that a £250 donation had been paid when Bassingbourn-cum-Kneesworth joined the scheme earlier in the year.

Councillors agreed that the top up of £250 be paid.

8.4 Workplace Pension (staging date 1st February 2017)

The Clerk advised that she would need to complete the Declaration of Compliance with the Pensions Regulator to advise that there were no staff enrolled into a pension scheme. This would happen soon after the staging date.

-Clerk

9. PROCEEDINGS OF COMMITTEES

9.1 To Receive and Note the Minutes

All minutes, agreed and draft since the last meeting had been forwarded to Councillors.

9.1.1 Planning

9.1.2 Finance and General Purposes

9.1.3 Recreation Ground

9.1.4 Cemetery

There were no other questions asked or comments made.

10. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Cllr Dent had circulated a report.

10.2 District Council

Cllr Cathcart advised that there was to be a meeting on the 26th January 2017. A recent planning meeting approved a planning application for ten dwellings in Shingay and also a large development in Cambourne which was not on any plans. This should help the shortfall. Cllr Cathcart added that if the developers were pushed to start their building there would not be a shortfall.

Cllr McCraith referred to the additional housing in Cambourne stating that he had pointed out that the traffic on the A1198, which was busy at peak times, would get worse. He felt that this road deserved the same recognition as the A428. He had been promised that the officers would consider what could be done as a 'transport improvement'. There had been the suggestion of a bus service from Cambourne to Royston Station which was being investigated. Representatives of the City Deal were also keen to bear this in mind.

The Chairman asked if it would be an option to request a cycle path. Cllr Hallett advised that the A1198 cycle route was in the County Council Transport Plan. It was noted that the cycle path into Melbourn was built with City Deal money. A discussion took place on the City Deal and funding. After further discussion it was agreed that the Clerk would write to the District Council City Deal Portfolio Holder, Francis Burkett, explain how congested the A1198 already was and see if money could be made available for a cycle path from Bassingbourn Barracks to Royston.

11. WORKING GROUPS

11.1 Bassingbourn Village College/Primary School Liaison Group

There was no update.

11.2. Pavilion Project

The Chairman advised that South Cambridgeshire District Council had confirmed that they had received the application for the release of conditions. He added that everything took such a long time. The Clerk reported that she had received a letter from E-ON regarding the change to the meter and it was agreed that it would be best to arrange for this to be carried out when the work on the Pavilion was underway.

11.3 Conservation

Cllr Hallett reported that the Conservation Group were meeting on the 13th February to discuss their plans for the year.

11.4 Affordable Housing

Cllr Cathcart stated that the identified sites were still under consideration and he was aware that the Planners had been in contact with the site owners.

11.5 Local Heritage

There was nothing to report.

11.6 Traffic

Cllr Spenceley reported that County Highways still had to schedule the work on The Causeway.

Cllr Hallett added that he had contacted the officer who was waiting to coordinate the work with UK Power who had to disconnect some of the illuminated 30mph signs. He had been told that if the wait went on much longer they would implement the scheme anyway and leave the electrics in the post for later.

Cllr Spenceley was concerned over the traffic in the centre of the village, and also the parking on North End, indicating that a pedestrian crossing may be an option to help with the crossing point now that there was not a 'lollipop' person. Cllr Hallett reminded the meeting that the only suitable places for a crossing, with good visibility, were by the pharmacy, where parking spaces would need to be removed, and the primary school where it was unlikely to be used.

Cllr Sams advised that he had prepared a letter to go to The Royston Crow regarding the lack of a crossing patrol attendant as discussed at previous meetings. He would also add a photograph.

**-Cllr
Sams**

11.6.1 Update on Proposal for Bollards

Cllr Spenceley stated that there was still an issue with the size of the mini roundabouts, and the appearance of the posts, but he was waiting until the speed limit change had been implemented before following up with Highways.

11.6.2 Chestnut Lane

Cllr Spenceley advised that he had a petition of 165 signatures for the creation of a footpath to the farm shop. He wanted to put in a Freedom of Information request to the Wireless station about their planning consents.

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

There were no issues raised.

13. DATE OF NEXT MEETING

13.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 7th February 2017

13.2 Recreation Ground

Wednesday 22nd February 2017

13.3 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 7th March 2017

13.4 Planning/Parish Council Meetings

Tuesday 21st March 2017

The Chairman closed the Meeting at 8.55 pm

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Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 7th February 2017 at The Limes,
High Street- 7.30pm.

PRESENT: Cllr Hallett (Chairman), Cllr Douglass, Cllr McNulty, Cllr Sams, Cllr Geraghty, Cllr Freeman, Cllr Geraghty, Cllr Dixon, Cllr Spenceley
 Members of Public: 1

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

01. CO-OPTION OF COUNCILLOR

There had been one application for the vacancy which was from Mr Guido Rincón. He was unable to attend this meeting due to prior commitments but was aware that his application would be considered. On a proposal by Cllr Douglass, seconded by Cllr McNulty, it was agreed that Mr Rincón be co-opted onto Bassingbourn-cum-Kneesworth Parish Council. Clerk to arrange for him to sign the Declaration of Acceptance of Office and invite him to attend the next meeting.

02. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Robinson, Cllr Hull, Cllr Hirtzel, Cllr Woodhouse, Cllr Oakley, Cllr Catherall, District Cllr McCraith and County Cllr Dent.

03. DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA AND DISPENSATIONS

There were no interests declared.

04. OPEN FORUM

There were no issues raised.

05. TO AGREE GRASSCUTTING AND GROUNDS MAINTENANCE CONTRACTS 2017 - 2019

Three tenders had been received and these had been circulated to Councillors prior to the meeting. There was some confusion over the specification where the Play Area inspections appeared under a different contract number to that agreed by Councillors. A discussion took place on the three contractors and the costs that they had submitted. After discussion it was agreed that the current contractors, Buchans Landscapes, be awarded the contract for 2017-2019. It was noted that as local contractors they had carried out a lot of additional work free over the past contract, and also employed local people. The Clerk was asked to advise Mr Buchan of this and ask that regular meetings take place with Councillors to avoid any breakdown in communication which had happened in the past. The Clerk was also asked to advise the unsuccessful contractors.

-Clerk

The meeting closed at 7.45 pm

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

**Minutes of Meeting held on Tuesday 21st March 2017 at
The Limes, High Street 7.46pm.**

Cllr Robinson(Chairman), Cllr Hallett, Cllr McNulty, Cllr Freeman, Cllr Sams, Cllr Hull,
Cllr Oakley, Cllr Douglass, Cllr Dixon, Cllr Geraghty, Cllr Hirtzel
District Cllr McCraith, District Cllr Cathcart
Members of Public –10

01. APOLOGIES FOR ABSENCE

Cllr Catherall, Cllr Spenceley, Cllr Woodhouse, Cllr Rincón and County Cllr Dent

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

There were no interests declared.

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 24th January 2017

It was agreed the minutes of the Parish Council Meeting held on Tuesday 24th January 2017, copies previously distributed, were a true record and signed by the Chairman.

3.1 Parish Council Meeting 7th February 2017

It was agreed the minutes of the Parish Council Meeting held on Tuesday 7th February 2017, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Update on Cycle Path to Royston Proposal

It was reported that the landowners had been approached but there had been no feedback to date. It was suggested that if there was no response a more formal approach could be made. The Clerk advised that following discussions at the last Parish Council meeting, with Cllr McCraith, she had sent a letter to Cllr Burkett, City Deal Portfolio holder, asking if funding could be made available for a cycle path from Bassingbourn Barracks to Royston. She had not received a reply to date and agreed to urge.

-Clerk

4.2 Update on Funding Arrangements for Village Voice

The Chairman confirmed that the opening of a bank account was in progress. He added that the Editor had advised that she no longer wanted to be involved and was advertising for a replacement. The Clerk stated that the advertising receipts should be less this financial year.

05. CORRESPONDENCE

5.1 Future of 27 Bus Service

The Chairman advised that the Parish Council had been made aware of a consultation being carried out by Stagecoach on the ceasing of the 27 bus service to supplement the 26 service which ran from Royston to Cambridge stopping at the village along the A10. He stated that the 27 service was the only link between the villages to Cambridge and was used by some sixth form students to get to college. He added that the Melbourn corridor had more than enough transport links including Meldreth station. Cllr Hallett stated that the service was very important to users who did not have any alternative. It was recognised that a number of sixth formers were given lifts to the train station by their parents to save time travelling on the bus.

Cllr van de Ven, the County Councillor for the Melbourn division, was invited to speak as she was aware of the consultation. She agreed that every village needed a bus service and acknowledged that Melbourn was very lucky to have services. She was very surprised when she learnt that Stagecoach intended to trade the 27 service to enhance the 26 service which was an entirely commercial decision. She added that Cambridgeshire County Council, who subsidised other local bus services, had no influence in this decision. Cllr van de Ven stated that Cambridgeshire County Council had the responsibility to facilitate transport but the subsidy for sixth formers had been cut and there was not a legal responsibility to run a bus service even though there was now a legal responsibility to attend school until the age of 18. There was though a legal responsibility to run the concessionary bus pass scheme for the over 60s.

Cllr Hallett referred to an article in the Royston Crow which made it look as if Cllr van de Ven was responsible for this proposal. He apologised for the misunderstanding.

Cllr Hirtzel confirmed that she had approached the Head Teacher at the Village College and they had put out two e-mails to parents encouraging them to respond to the Stagecoach consultation which had been extended until the 26th March 2017. She felt that it was very important that over 16s were able to get into Cambridge on their own. She urged attendees to make representations.

-Cllr Hirtzel
& Cllr
Cathcart

A question was raised as to whether Stagecoach made any projections on future use referring to the personnel increase at the Barracks. Cllr Hirtzel suggested that she would continue to liaise with Stagecoach and would put this question to them and also suggest a trial period with a change of route. Cllr Cathcart stated that South Cambridgeshire District Council were the planning authority and he would try and get the Planning Director to make a representation.

06. OPEN FORUM

6.1 CCC Local Bus Service Consultation

A parishioner advised that the County Council were revisiting feedback from a previous consultation on bus routes include the 127 and 128 service. The Clerk advised that she had received details and would circulate to Councillors for discussion at the Finance and General Purposes committee meeting on the 4th April 2017.

07. FINANCES

7.1 Payment of Accounts

The invoices were checked by the Cllr Hallett. Proposed Cllr Freeman Seconded Cllr Hallett. Agreed.

HALES PRINTERS

Newsletters £789.00

LITLINGTON PARISH COUNCIL

Contribution towards stationery £ 15.00

MRS S WALMESLEY

Clerks salary 1/3/17 –31/3/17 £798.06

HMRC

PAYE January –March 2017 Tax £8.20 NI -£85.29(£44.85 Employer) £ 93.49

MR S SAMS

Reimbursed for defibrillator posters (inc. £12.80VAT) £ 76.80

TOTAL £1772.35

The following payments were made at the Finance & General Purposes committee meeting on 7th February 2017 and 7th March 2017

HALES PRINTERS

Newsletters February 2017 £749.00

THE POST OFFICE

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

MR P ROBINSON

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

LITLINGTON & THE MORDENS MOBILE WARDEN SCHEME

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

MRS S WALMESLEY

Clerks salary 1/1/17 –31/1/17 £796.11

THE POST OFFICE

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

CAMBRIDGESHIRE COUNTY COUNCIL

Street lighting October 2015-September 2016 £1961.95

INFORMATION COMMISSIONER

Renewal of Data Protection Registration £ 35.00

CAMBRIDGESHIRE COUNTY COUNCIL

Traffic Speed Survey (High Street) £350.00

BUCHANS LANDSCAPES

Grounds maintenance January 2017 (inc. £299.72VAT) £1798.31

Grounds maintenance February 2017 (inc. £299.72VAT) £1798.31 £3596.62

MR A MEAD-BLANDFORD

Repairing/repainting and siting of memorial bench on Rouses £ 140.00

MR T D PEACHEY

Repairs to Pavilion Ceiling	£ 950.00
HOME START ROYSTON & SOUTH CAMBRIDGESHIRE	
Donation agreed at F&GP meeting 7/2/17	£ 250.00
SLCC	
Legal training 17 th March 2017 –Cambourne	£ 5.00
MRS S WALMESLEY	
Clerks salary 1/2/17 –28/2/17	£783.07
<u>7.2 Review of Parish Council Bank Accounts</u>	

Concerns had been raised over the amount of money being kept in the Barclays accounts and it was suggested that some of the money be moved to another Parish Council account. The Parish Council also had accounts with Santander and Unity Trust Bank. She would forward details of the Cambridge and County Bank which she was aware other Parish Councils used.

-Clerk

8. **PROCEEDINGS OF COMMITTEES**

8.1 To Receive and Note the Minutes

All minutes, agreed and draft since the last meeting had been forwarded to Councillors.

8.1.1 Planning

As discussed at the earlier Planning Committee meeting a decision needed to be made on whether to move the fence on The Rouses to the correct position. Cllr Hallett proposed that the fence should be left in the present position which was seconded by Cllr Oakley. Cllr Sams raised concerns about the recreation area and felt that the fence should be moved which would enable the proposed development to be sited further away. A vote was taken with the majority of Councillors in agreement with the proposal to leave the fence where it was. The County Council would be advised.

8.1.2 Finance and General Purposes

8.1.3 Recreation Ground

8.1.4 Cemetery

8.1.4.1 Agreement of Committee co-options

The Clerk explained that due to a lack of a quorum at a recent Cemetery committee meeting the meeting could not go ahead even though there were non committee member Councillors in attendance. As a result Cllr Freeman and Cllr Sams had offered to be co-opted which was agreed by the Cemetery committee. Councillors ratified this decision. There were no other questions asked or comments made.

9. **COUNTY AND DISTRICT COUNCILLOR REPORTS**

9.1 County Council

Cllr Dent had circulated a report.

9.2 District Council

Cllr McCraith reported that the first meeting had taken place relating to the Devolution proposal which was stated to provide around 1700 affordable homes. He added that other Councils had other priorities. Work would start once the Mayor was elected in May 2017. Cllr Cathcart added that he did not vote for Devolution, and a Mayor, as he had concerns. He stated that people needed to be vigilant about what could go wrong as well as things going right.

Cllr Cathcart then advised that he was part of a Task and Finish group looking at isolation in villages. Bassingbourn was quite high up on rural isolation and the discussion on the ceasing of the 27 bus would contribute to that.

The Local Development Plan inspection was moving ahead but much more slowly than the District Councillors would have liked. The examination stage should be completed by the end of Spring 2017.

10. **WORKING GROUPS**

10.1 Bassingbourn Village College/Primary School Liaison Group

Two of the Village College Governors were in attendance, Mr Simon Saggars and Mr James Dow. Mr Saggars reported that due to the National funding formula the village college was going to lose a lot of money which would result in serious budget cuts. He added that over the next few years some serious decisions would have to be made. There was currently a consultation on line and he urged Councillors and members of the public to respond. Mr Dow explained 'fairer funding' and advised that the Governors thought the contribution to the college would equalise as elsewhere but this was not happening. It was confirmed that Heidi Allen MP was aware and very supportive. Mr Saggars concluded on a positive note advising that the Multi Academy Trust

(MAT) was going ahead.

10.2 Pavilion Project

The Chairman advised that at long last South Cambridgeshire District Council had passed the building regulations so the work could now commence. He would arrange for the involved parties to meet.

10.3 Conservation

Cllr Hallett reported that a village tidy was scheduled for the 1st April 2017. It was advised that a resident of Kneesworth had complained about the pathway on the A1198 which was littered and overgrown. Cllr Hallett stated that litter picking was a South Cambridgeshire District Council responsibility and they should be litter picking twice a year. The Conservation group mainly clear the recreation areas, South End and the centre of the village. Other areas, such as the A1198 and Chestnut Lane, were considered too dangerous because of the traffic. It was advised that litter pickers had been seen on the A1198 working their way towards Kneesworth from the A505 roundabout.

10.4 Affordable Housing

Cllr Cathcart advised that he was waiting for a response from the District Council planners. He would urge as affordable housing seemed to be overshadowed by other events. He explained the need for the District Council to find a Housing Association. The Chairman suggested that the Parish Council could source this on their behalf.

10.5 Local Heritage

There was nothing to report.

10.6 Traffic

On behalf of Cllr Spenceley Cllr Hallett reported that the pressure for a pedestrian crossing on the High Street had not gone away. If the Parish Council wanted to take this any further they would need to meet with County Highways to see if they could make any recommendations. Cllr Hallett explained how a suggested crossing from North End to South End would not be possible due to sight lines.

Cllr Hallett then advised that finally the electrical side of the scheme to change the speed limit on The Causeway had been arranged and the County Council were now awaiting the programming by the contractor.

10.6.1 Update on Proposal for Bollards

There was no further update.

11. SCHOOL CROSSING PATROL

The new crossing patrol officer was in attendance and invited to speak to Councillors. He expressed his concern over the lack of traffic calming in the crossing area and urged a solution to enable children to cross the road safely. He could only work in the mornings and was asking the schools if they could advertise the afternoons as part of a job share.

A discussion took place on speed cushions, 20mph speed limit and change of priority for traffic.

Cllr Hallett reiterated that the next step in dealing with the High Street crossing issue would be to get advice from County Highways and it was agreed that the Clerk would contact the officer concerned, Tam Parry.

-Clerk

Cllr Sams stated that the village needed to know that now there was a school crossing patrol for some of the time this was not a solution. The village did not want to be put in the position again of having nobody willing to do this job.

The Chairman thanked the Patrol officer for taking on the role.

12. ANNUAL PARISH MEETING 2017

As over the past couple of years it was agreed to hold the Annual Parish Meeting at the Village College with the same format. The Clerk would contact the College to make sure the hall was available on the 25th April 2017 and then send out the invitations to the village clubs and organisations.

-Clerk

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

13.1 Grasscutting of verges

Cllr Hirtzel reported that she had been in discussions with the grasscutting contractor about only cutting some areas a couple of times a year to attract wildlife. The Clerk advised that the Church representatives had also approached her about a grasscutting proposal which they would forward for the next Finance and General Purposes committee meeting.

13.2 War Memorial

Cllr Hallett reported that he had been approached by an ex-serviceman who suggested that the war memorial could be cleaned and had offered to clean the surrounds. It was noted that the work on the memorial would need to be carried out professionally. This would be an agenda item at the Finance and General Purposes committee meeting on the 4th April 2017.

14. DATE OF NEXT MEETING

13.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 4th April 2017

13.2 Recreation Ground

Wednesday 19th April 2017

13.3 Annual Parish Meeting

Tuesday 25th April 2017

13.4 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 2nd May 2017

13.4 Planning/Parish Council Annual General Meeting

Tuesday 23rd May 2017

The Chairman closed the Meeting at 9.30 pm

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Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL ANNUAL GENERAL MEETING
Minutes of Meeting held on Tuesday 23rd May 2017 at
The Limes, High Street 7.52pm.

Cllr Robinson(Chairman), Cllr Hallett, Cllr McNulty, Cllr Douglass, Cllr Spenceley, Cllr Freeman, Cllr Hull, Cllr Dixon, Cllr Woodhouse, Cllr Catherall, Cllr Ricón, Cllr Hirtzel
 District Cllr Cathcart, County Cllr van de Ven
 MOP -1

PARISH COUNCIL ANNUAL GENERAL MEETING

01. ELECTION OF CHAIRPERSON

Cllr Robinson opened the meeting and asked for nominations for Chairman. Cllr Hallett proposed Cllr Robinson which was seconded by Cllr Douglass. There were no other nominations. A vote was taken with all Councillors in agreement that Cllr Robinson continue as Chairman. He thanked Councillors for his re-election.

02. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sams, Cllr Geraghty and District Cllr McCraith

03. ELECTION OF VICE-CHAIRPERSON

The Chairman asked for nominations for Vice-Chairman. Cllr Freeman proposed Cllr Hallett which was seconded by Cllr McNulty. There were no other nominations. Cllr Hallett agreed to continue in the position of Vice-Chairman.

04. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Cllr Hallett declared a non pecuniary interest under Item 9.1.1 as a Book Cafe Member and advised that he had a dispensation under Item 16 as an allotment holder.

05. MINUTES OF LAST PARISH COUNCIL MEETING

5.1 21st March 2017

Minutes of the meeting held on Tuesday 21st March 2017 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

5.2 19th April 2017

Minutes of the meeting held on Wednesday 19th April 2017 (copies previously distributed) were taken as read, agreed a true record and signed by the Chairman.

06. MATTERS ARISING

6.1 Update on Cycle Path to Royston Proposal

There was no further update. The Clerk advised that she had received a response from District Cllr Burkett advising that it was unlikely that the City Deal would be able to pay for a cycle path from Bassingbourn to Royston as they had already contributed £500,000 to a stretch of the Cambridge-to-Royston cycle path in the broad area, and were now very focussed on the "Greenways" scheme, which was a network of cycle paths radiating out from Cambridge.

The Chairman added that he was waiting to find out the result of the planning appeal, relating to the land on The Causeway, before approaching the landowner who had other suitable land.

6.2 Update on Funding Arrangements for Village Voice

The Chairman reported that the new Editor did not want to be involved with the advertising side of the newsletter. If the adverts continued to be part of the publication someone else would need to be found to send out invoices etc.

Cllr Spenceley expressed his concern over the publication stating that the production of the Village Voice was legally the responsibility of the Parish Council and Councillors were accountable for the content. The idea, which had been discussed over the past year, was to transfer the running of the publication, including the finances, to the existing independent Village Voice team as the revenue from advertising was increasing. Cllr Spenceley stated that this could not happen. A discussion took place on how the existing arrangement worked with the only involvement of the Parish Council in the

process which was paying the printing invoices and banking the cheques from advertising. It was noted that other village newsletters, including Melbourn, Meldreth and Steeple Morden, ran independent of the Parish Council. Cllr Ricón and Cllr Hirtzel asked about indemnity insurance. After further discussion it was agreed that the Parish Council insurance would be checked for indemnity cover, advice from other newsletter editors and CAPALC would be sought on the legal position and a bank account for the independent group would be set up as soon as possible.

-Clerk

07. CORRESPONDENCE

7.1 Royston and District Transport –Request for Financial Support

Details had been circulated to Councillors. It was noted that the scheme operated in the village. Councillors were unclear about how much support was requested. Cllr van de Ven advised that the organisers had offered to provide a shuttle bus service from the village to Meldreth train station for the sixth form students. She had been talking to the school and the colleges about this. If this went ahead the Parish Council would probably be contacted about funding support specifically for this service. Cllr van de Ven suggested that contact be made with Royston and District Transport to see what they hoped to obtain in a donation in response to this appeal. This would then be discussed again.

-Clerk

7.2 MAGPAS Air Ambulance –Request for Donation

It was agreed that this charity was a good cause. A discussion took place on donations under the Section 137 budget. It was agreed that a donation of £250 be made at this time with a view to revisiting the request once funding in the 2017/18 budget had been consulted.

7.3 North End Trees

The Parish Council contractors had expressed concern over some of the trees on the verges they cut where very low branches were extremely dangerous for the machine operators. The contractors had offered to make the trees safe at a cost of £10 per tree plus VAT. As these trees were not owned by the Parish Council the Clerk had forwarded details to the County Council who confirmed that the trees were in the ownership of South Cambridgeshire District Council. A discussion took place on the concerns and it was agreed that the Parish Council would pay for the trees to be made safe. Cllr Dixon advised that there were five trees causing concern. Clerk to advise the contractor.

-Clerk

7.4 Cherry Tree

Following an article in the Village Voice, explaining that the tree on the village green would need to be removed, a resident had come forward and offered to take out the dead branches to see if that would be sufficient to keep the tree until new trees could become established.

A discussion took place. Quotations for the removal of the tree were being dealt with by the Finance and General Purposes committee. Councillors agreed that there was a lot of dead wood. Cllr Hallett suggested that it might be a compromise to accept the resident's offer to cut out the dead wood with a view to having the tree cut down in the Autumn. This would also give enough time to put another tree in. It had been suggested that a semi mature tree be planted but it was felt that a younger tree would be better. Cllr Catherall offered to donate a replacement flowering Cherry tree which was accepted. Cllr Hallett advised that parishioners Alan and Lesley Bond had offered to plant the replacement.

-Cllr Hallett

08. OPEN FORUM

8.1 Neighbourhood Plan

A resident stated that a Neighbourhood Plan would give the village more control and offered to get the message across to try and persuade parishioners to take an interest. He urged the Parish Council to defer a decision, on whether or not to proceed, while he was doing this.

09. FINANCES

9.1 Payment of Accounts

The invoices were checked by Cllr Hallett

HALES PRINTERS

Newsletters

£749.00

CAMBRIDGE WATER		
Cemetery Water rate	£13.93	
Recreation Ground	£87.46	£101.39
BASSINGBOURN VILLAGE COLLEGE		
Hire of hall and refreshments for Annual Parish Meeting		£ 80.00
SETON		
Signs for play area gates (inc. £13.60VAT)		£ 81.61
BUCHANS LANDSCAPES		
Grounds maintenance April 2017 (inc. £273.32VAT)		£1639.92
PLAYSAFETY LTD		
RoSPA Play areas inspection (inc. £41.30VAT)		£ 247.80
MELBOURN PARISH COUNCIL		
Planning training for 2 x Councillors		£ 145.00
CAPALC		
Membership 2017/18		£494.98
HOMESERVE		
Landlord emergency plus cover 2017/18		£176.52
LGS SERVICES		
Internal audit 2017 (inc. £19.00VAT)		£ 114.00
BASSINGBOURN BOOK CAFE		
Donation 2017/18		£1250.00
TOTAL		£4903.70

9.1.1 Book Cafe Donation 2017/18

On a proposal by Cllr Freeman, seconded by Cllr Douglass, it was agreed that the donation of £1250 remain the same as for the past two years. This would be reviewed again for 2018/19.

FOR INFORMATION –The following payments were agreed at the Finance and General Purposes committee meetings on 4th April 2017 and 2nd May 2017

CAMBRIDGESHIRE COUNTY COUNCIL		
Rent for Rouses land		£ 55.00
THE POST OFFICE		
Cemetery waste removal 2017/18		£ 192.00
HUNTINGDONSHIRE DISTRICT COUNCIL		
Full Plans application for Pavilion refurbishment (inc. £135.00VAT)		£ 810.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Rent for The Rouses Land 2017/18		£ 55.00
BUCHANS LANDSCAPES		
Grounds maintenance March 2017 (inc. £299.72VAT)	£1798.31	
Filling of potholes Bassingbourn Cemetery (inc £42.60VAT)	£ 255.60	£2053.91
ACACIA TREE SURGERY		
Village Green tree survey (inc. £10.00VAT)		£ 60.00
E-ON		
Pavilion electricity (inc. £4.05VAT)		£ 84.96
C POULTER		
Painting of North End bus shelter		£ 154.99
HALES PRINTERS		
Newsletters		£ 749.00
WORBOYS FARM PARTNERS		
Allotment rent July 2016 –June 2017		£ 400.00
NEWLINGS OF ROYSTON		
Burial fee refund (Izzard)		£ 10.00
WAR MEMORIALS TRUST		
Membership 2017/18		£ 20.00
MRS S WALMESLEY		
Clerks salary 1/4/17 –30/4/17		
Salary and expenses		£815.31
MBA STRUCTURES LTD		
Structural calculations for the Pavilion (inc. £70.00VAT)		£ 420.00
The following payment was also approved at the Parish Council/Recreation Ground meetings on the 19 th April 2017 –		

PROLUDIC

Play structure (inc. £2100.00VAT)

£12600.00

9.2 Annual Audit 2016/17**9.2.1 Internal Audit Report**

The Internal Audit Report had been circulated to Councillors. The following action points were noted –

- The Parish Council National Insurance contribution had been included in General expenditure rather than Staff Costs. The Clerk had amended the Accounting Statement before agreement
- The Fidelity Guarantee was for less than funds held by the Parish Council. The Clerk would arrange for this to be increased with the Insurance Company.

Cllr Spenceley stated that the Village Voice should have been included in the internal audit. The Clerk reiterated that the only involvement the Parish Council had was to bank payments received from advertisements and pay the printing invoices. These receipts and payments were all shown on the spreadsheets submitted to the auditor. Cllr Spenceley reiterated his view that the Parish Council should be taking responsibility for the advertising and asked to see the paperwork generated over the past years. The Parish Council held the invoices paid to the printer but no other information apart from the income received shown on the spreadsheet. After further discussion the Chairman asked Cllr Spenceley to put together a paper for the Parish Council to discuss at a future meeting.

-Cllr
Spenceley

9.2.2 Agreement of Governance Statement 2016/17

The statement had been circulated to Councillors. The Chairman read the statements to the meeting with Councillors in agreement that they could all be signed off as 'yes' and the statement signed by the Chairman.

9.2.3 Agreement of Accounting Statement 2016/17

All Councillors agreed that the Accounting Statement could be signed by the Chairman.

9.3 Review of Parish Council Bank Accounts

The Clerk had circulated details of the Cambridge and Counties Bank. Cllr Hallett stated that his only query was that the investments appeared to be only for one or two year bonds. He asked if there was a general account so that money would be accessible if needed quickly. The Clerk to find out. He also suggested that funds could be transferred into the existing Santander Business account in the meantime. The Clerk would also find out the process for this.

-Clerk

10. ELECTION OF COMMITTEES FOR 2016/17**10.1 Planning** –All Councillors**10.2 Finance and General Purposes** –All Councillors**10.3 Recreation Ground** –Cllr Freeman, Cllr McNulty, Cllr Douglass, Cllr Sams, Cllr Hallett, Cllr Oakley, Cllr Spenceley, Cllr Dixon, Cllr Geraghty and Chairman**10.4 Cemetery** –Cllr Hallett, Cllr Hull, Cllr Douglass, Cllr Oakley, Cllr Sams, Cllr Freeman and Chairman.**11. ELECTION OF WORKING GROUPS FOR 2016/17****11.1 Village College/Primary School Liaison** –Cllr Douglass, Cllr Sams, Chairman. Simon Saggars, a Village College Governor, had also offered to act as a liaison point.**11.2 Affordable Housing** –The Chairman, Cllr Hallett, District Cllr Cathcart, Cllr Catherall, Cllr Spenceley.**11.3 Conservation** –Cllr Hallett, Cllr Hirtzel**11.4 Pavilion** - Cllr Douglass, Cllr Freeman, Cllr McNulty**11.5 Local Heritage List** –Cllr Hallett, Cllr Cathcart, Cllr Spenceley**11.6 Traffic** –Cllr Spenceley, Cllr Catherall, Cllr Oakley, Cllr Hallett**11.7 Mobile Warden Scheme Representative** –Cllr Douglass**12. PROCEEDINGS OF COMMITTEES****12.1 To Receive and Note the Minutes**

All minutes, agreed and draft since the last meeting had been forwarded to Councillors.

12.1.1 Planning**12.1.2 Finance and General Purposes****12.1.3 Recreation Ground**

12.1.4 Cemetery

There were no questions asked or comments made.

13. COUNTY AND DISTRICT COUNCILLOR REPORTS13.1 County Council

County Cllr van de Ven had circulated a report. She reported that she had set up a bus user group for the area as it was important that there was a collective voice as there was going to be more difficulties. Cllr van de Ven aimed to hold the next meeting in Bassingbourn. An operator had expressed an interest in demand responsive transport. County Highways had been contacted to arrange a village tour to discuss local issues of concern. This was partly for Cllr van de Ven's benefit but also something she would like to do on an annual basis to capture items that were not being progressed. Once the new Highway officer was in post this would be progressed. She confirmed that this meeting would be with the County Highway Maintenance officer but she would also be happy to set up a similar meeting with the Highway Project officer. Cllr Hallett stated that it would be good to get their views for future MHI projects.

A meeting had been arranged about the planning application for The Belle. The applicant had been in discussions about sponsoring the cost of double yellow lines on the junction of North End and Mill Lane.

Cllr van de Ven concluded her report by advising that she had arranged with the Book Cafe to hold a surgery on the third Monday of every month in The Limes. She would advertise this in the Village Voice.

Mr Spenceley referred to the ongoing speed limit reduction, on Chestnut Lane and The Causeway, which was supposed to have been implemented. Cllr van de Ven asked for copies of the correspondence so that she could follow up with the officers.

Cllr Catherall stated that people continued to park their vehicles on the pavement opposite the SPAR. In the past there had been a discussion on the installation of bollards and he asked for this to be reviewed. Cllr van de Ven suggested that this could be discussed with the officers during the 'tour' but reminded Councillors that the cost for any bollards would have to be covered by the Parish Council. Cllr Hallett added that when bollards were discussed before there was an objection from a residents. The Police had been more interested in bollards being installed outside Hatties coffee shop. A discussion then took place on inconsiderate parking in the High Street. Councillors were reminded that there was now a dedicated Police website where parishioners were urged to report incidents so that the Police could build up a picture of where best to send their officers. Photographs were also welcome.

13.2 District Council

Cllr Cathcart reported that South Cambridgeshire District Council were meeting later in the week to appoint committees. He added that the biggest concern currently was shared services and there was going to be presentation soon to Members. Cllr Cathcart added that if the District Council were not careful the planning function would become diluted.

14. ANNUAL PARISH MEETING –MATTERS ARISING14.1 Defibrillator Training

There had been a demand made by parishioners for training on the equipment as they had been unaware of the previously held session. It was agreed that the Clerk arrange a session in September. This would give enough time to advertise.

-Clerk

14.2 Vehicle Speeds through the Village

Cllr Spenceley reported that Community Speedwatch was slowly emerging but this initiative itself was not the answer. As part of the traffic working group he had been looking at flashing speed signs in other villages. The recent planning training had advised that if there was evidence of traffic problems this could have some defence against new development proposals. Cllr Spenceley believed that the village should have an overall Traffic Policy and this was being investigated. The Chairman stated that the biggest problem was the roads themselves which were not wide enough. Cllr van de Ven asked if the County Council Projects team were aware of proposed projects in the village. Cllr Hallett explained that the Parish Council did have lists a few years ago.

*-Cllr
Spenceley*

- 15. NEIGHBOURHOOD PLAN –DECISION ON WHETHER TO PROCEED WITH A PLAN**
 Cllr Hallett referred to the previous discussion at the planning meeting and also parishioner comments in Open Forum. He proposed that the decision be deferred until the next meeting which was agreed. Cllr Spenceley urged Councillors to speak to their neighbours and suggest they get involved. -Cllrs
- 16. ALLOTMENTS –TERMINATION OF TENANCY**
 Cllr Hallett stated that payments for the allotment rent was due in October 2016. One tenant had not paid and the allotment was very untidy. Reminders had been sent. There were currently two people on the waiting list for allotments and he asked Councillors for their permission to terminate the tenancy. This was agreed.
- 17. CHANGE TO DATE OF JUNE AND SEPTEMBER CEMETERY, PLANNING, F&GP MEETINGS**
 Due to business commitments Cllr Sams had asked for the June meetings to be moved to the 20th June when he would be able to attend. This was agreed. The Clerk also asked for the September meeting to be brought forward as she hoped to be away. She could arrange for another Clerk to cover if a change of date was not possible. It was agreed that the September Cemetery, Planning, F& GP meetings would be brought forward to the 29th August 2017.
- 18. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**
- 18.1 Village Green Bench Repair
 Cllr Dixon advised that the handyman was to carry out the repair to the bench and suggested that whilst he was in the village he could paint over the graffiti in the play area. This was agreed. She would ask him to do this. -Cllr Dixon
- 18.2 Overhanging Hedge –Spring Lane
 Cllr Hull advised that there was an overhanging hedge obstructing the footpath. It was agreed that he would find out the property number, advise the Clerk, and a polite letter to the residents would be sent. -Cllr Hull & Clerk
- 18.3 Unsocial Behaviour
 Cllr Spenceley reported that an incendiary device had been set off in the wood on South End with a fire engine attending to put out the fire. He added that the local PCSO, James Lynch, was aware and there was a chance that the culprit could be identified.
- 19. DATE OF NEXT MEETING** Tuesday 25th July 2017

The Chairman closed the Meeting at 9.30pm

..... CHAIRMAN

.....DATE

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 25th July 2017 at

The Limes, High Street 7.45pm.

Cllr Robinson(Chairman), Cllr Hallett, Cllr McNulty, Cllr Freeman, Cllr Sams, Cllr Hull,
Cllr Oakley, Cllr Douglass, Cllr Dixon, Cllr Catherall, Cllr Hirtzel, Cllr Rincón
County Cllr van de Ven, District Cllr Cathcart
Members of Public –6

01. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Spenceley, District Cllr McCraith

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

There were no interests declared.

03. MINUTES OF LAST MEETING

3.1 Parish Council Annual General Meeting 23rd May 2017

It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 23rd May 2017, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Update on Cycle Path to Royston Proposal

There was no further update. The Chairman advised that he would make contact with a landowner in the village to see if he was interested in helping to progress this proposal. If he was then it would be investigated in more depth.

-Cllr
Robinson

4.2 Village Voice –Agreement of request to NALC

At the last Finance and General Purposes Committee meeting Cllr Spenceley had agreed to circulate questions, he would like NALC to answer, to Councillors for agreement before submitting through CAPALC. He had done this. It was agreed that the wording of the questions needed some refining before submitting. Cllr Hirtzel stated that it was important that Councillors were able to express their concerns. As Cllr Spenceley was not in attendance it was agreed to carry this item forward to the next Finance and General Purposes Committee meeting on the 1st August 2017.

4.3 Defibrillator Training

A training session had been arranged for Tuesday 24th October 2017 in The Limes. Cllr Sams agreed to arrange the publicity of this training.

-Cllr Sams

05. CORRESPONDENCE

5.1 High Street Traffic

A communication had been received from a resident of the High Street concerned over the un-monitored speeding, parking offences and dangerous driving. Vehicles mount the pavement opposite the SPAR and block access to drives. Traffic calming was suggested and in the meantime a request for bollards opposite the SPAR was made.

Cllr Hallett advised that the Traffic and Travel Working Group were going to look at several areas for the MHI bid in 2018/19. This could be one of the areas to include. He added that when the yellow lines were installed on the High Street the Parish Council agreed to revisit. The Clerk was asked to acknowledge the communication and advise that this area would be looking at.

-Clerk

5.2 North End Parking

A resident of North End, who was in attendance, had a petition of 31 signatures objecting to the dangerous parking around North End/Saggers Close/Guise Lane. The resident was trying to get a meeting arranged with the County, District, Parish Councillors and the Police as this was an accident waiting to happen. The only response had been from the police who said there was nothing that they could do. The resident had contacted the PCSO who confirmed that he could only target easy areas.

The Chairman advised that the Police had asked for as much information as possible on parking issues so that they could target checks on those areas. He added that there had been some Bassingbourn people caught. The Neighbourhood Watch Village Co-ordinator, Kirsty Carter, stated that the parking issue was resident led. The cottages at the end of North End had no

parking spaces and residents therefore parked on the road. She suggested that the nearby track leading up to a farm could be somewhere to park if allowed. Cllr McNulty referred to the allotment area at the end of North End and suggested this area may also be another possibility for parking. Cllr Hallett stated that as far as he was aware some of the allotments were still in use but felt that it might be worthwhile speaking to the landowner. Another suggestion was the installation of double yellow lines. Cllr van de Ven advised that the following day a meeting was to be held in the village with the County Highway Officer. This would be a good opportunity to look at the problem. She added that the police resources were limited. A lot of the area would already be illegal to park, due to the road junctions, so to install double yellow lines would be a lot cheaper than if an order was required. Cllr Sams stated that he was aware that quite a few people did not want yellow lines and dismissed the idea that Highways would agree to a solution as they had stated when looking at the junction, in relation to the Ski Slope Planning application, that it was perfectly acceptable.

Cllr Hallett reminded Councillors of the meeting the following day which he would attend.

06. OPEN FORUM

6.1 Spring Lane Parking

Councillors were advised that parking on Spring Lane close to the junction with The Causeway was already a problem without the proposed traffic from the Spring Lane development. Cllr van de Ven was also asked to look at this junction, on her tour of the village, which she agreed to do. Cllr Hirtzel referred to the parking issues around the High Street and suggested that the Elbourn Memorial Housing Trust be approached to see if their land on the corner of Spring Lane could be used for village parking. This would also help with the dropping off of school children so parents would not need to drive through the High Street. The Chairman advised that this was private land.

07. FINANCES

7.1 Payment of Accounts

The Clerk presented the Financial Report. A discussion took place on the additional payment for Buchans Landscapes for extra grasscutting during the 2016 season. Cllr Freeman advised that the Football Club had asked for two cuts plus the football pitch had been rolled on two occasions. He asked for an invoice to be sent to the Football Club for these. Councillors agreed that the recreation ground always looked well kept. They were reminded that the new specification included the grasscutting to take place weekly during the Summer months so the additional cuts should not be needed again. It was then agreed that the invoice for £893.34 be paid on this occasion.

-Clerk

The invoices were checked by the Cllr Catherall. Proposed Cllr Freeman Seconded Cllr Hallett. Agreed.

HALES PRINTERS

Newsletters	£749.00
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BUCHANS LANDSCAPES

Grounds maintenance June 2017 (inc. £273.32VAT)	£1639.92
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BUCHANS LANDSCAPES

Additional cutting/strimming Recreation Ground	£ 893.34
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E-ON

Pavilion electricity (inc. £2.80VAT)	£ 58.83
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TOTAL

	£3341.09
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The following payments were made at the Finance & General Purposes committee meeting on 20th June 2017 and 4th July 2017

BUCHANS LANDSCAPES

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

Newsletters	£ 683.00
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VIKING

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

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

Clerks salary and expenses 1/5/17 –31/5/17	£798.61
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THE COUNTRYSIDE RESTORATION TRUST

Conservation Group educational trip (agreed at F&GP meeting 20/6/17)	£40.00
MRS S WALMESLEY	
Clerks salary and expenses 1/6/17 –30/6/17	£892.25
HMRC	
PAYE April –June 2017 Tax £12.80 NI £86.82	£ 99.62

7.2 Review of Parish Council Bank Accounts

Cllr Hallett had investigated a bank account with Cambridge Building Society who had branches in Melbourn, Cambourne and Sawston. It would be possible to open an account for the Parish Council and the process of getting money out of the account appeared straight forward. Two of the signatories would need to go into a branch together to open the account. A discussion took place on different accounts. It was stated that there would not be such a high level of earmarked funds if the projects they were intended for progressed. After further discussion it was agreed that an account with Cambridge Building Society be opened. The Chairman, Cllr Hallett and Cllr Sams who were the signatories to progress.

*-Cllr
Robinson,
Cllr Hallett,
Cllr Sams*

The Clerk reported that she had spoken to Santander Bank and funds could be added to the existing business account by cheque at a branch.

7.2.1 Clerks Salary –Set up of Standing Order

It was agreed that a monthly standing order be set up with Barclays Bank to cover the Clerk's basic salary. Any PAYE adjustment and expenses would still be paid by cheque. Bank account signatories to arrange.

*-Cllr
Robinson,
Cllr Hallett,
Cllr Sams*

7.3 Agreement of Expenditure for Play Area Maintenance

Cllr Dixon had been trying to obtain quotations to bring the existing play area equipment and safety surfacing up to a satisfactory standard. She stated that she had chased the quotations from different companies a number of times and would continue to do so.

-Cllr Dixon

7.4 Agreement of Expenditure for additional recreation area cuts 2016/17

This had been discussed under Item 7.1.

08. PROCEEDINGS OF COMMITTEES

8.1 To Receive and Note the Minutes

All minutes, agreed and draft since the last meeting had been forwarded to Councillors.

8.1.1 Planning

8.1.2 Finance and General Purposes

8.1.3 Recreation Ground

8.1.4 Cemetery

There were no questions asked or comments made.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Cllr van de Ven read her report which she agreed to circulate.

In the report she covered County issues including the budget planning, the proposed reorganisation of Children's Centres where there was currently a consultation being held, and the Bus User Group where there was recently a meeting held in the village.

Cllr van de Ven then advised Councillors that Royston and District Community Transport had offered to provide a mini bus link to Meldreth train station for sixth form students. The cost of the service would be around £3.55 per day and the bus would pick up from the village on the High Street and The Causeway. This would be provided on a non profit basis. So far the interest shown in the service exceeded capability of the one mini bus so there might be an option for a second mini bus. An item would be put in the next Village Voice. Royston and District Transport would need to employ more staff to administer the service and would be looking to the Parish Councils for financial assistance.

There were a lot of residents worried about the future of the 127 bus service in the village. Cllr van de Ven confirmed that with effect from the 1st August 2017 a new operator would be running the service with a slightly tweaked timetable. She added that there was no guarantee that the service would run beyond this year.

A report had been circulated in relation to the meeting held with the County Council officers about the school crossing patrol. Since the disappointing meeting Cllr van de Ven had revisited the site and met with the School Crossing Patrol Officer who had agreed to provide some ideas to take back to the County Council who had stated that they would be willing to invest funding if a clear solution could be found. This would have to involve a measure which would not require a Crossing Patrol Officer.

There were a number of consultations in progress relating to NHS funding and the Fire Authority becoming part of the remit of the Police and Crime Commissioner. She urged people to respond. Cllr Hirtzel asked how much financial support the bus network needed. Cllr van de Ven replied that the Royston and District Community Transport did get some grant funding already from Parish Councils and suggested that a representative be invited along to a Parish Council meeting to discuss their work. She added that there might also be other transport operators willing to take on schemes.

9.2 District Council

Cllr Cathcart advised that there was very little to report at this stage. The Shared Services arrangement was moving ahead which was all part of the centralisation of services. He had expressed concerns over the impact this could have on the villages.

The Chairman thanked Cllr van de Ven and Cllr Cathcart for their reports.

10. WORKING GROUPS

10.1 Bassingbourn Village College/Primary School Liaison Group

Mr Saggars, Village College Governor, reported that the OFSTED inspection had taken place and the College had narrowly missed out on an outstanding result. He added that it was still a glowing report. Mr Saggars concluded that the Multi Academy Trust (MAT) was slowly expanding.

10.2 Pavilion Project

The Chairman advised that a contractor was to quote for the ground works up to the damp course level. Once this quotation was received the project could progress. There had been a lot of concerns raised over the delay.

10.3 Conservation

Cllr Hallett reported that the Conservation Group had been on a very successful visit to Larkrise Farm. Eleven members of the group went. The next project to be organised was the village tidy. He passed a list of the Conservation Group volunteers to the Clerk for the record.

10.4 Affordable Housing

Cllr Hallett advised that there was nothing further to report due to the time taken on speculative planning applications.

10.5 Local Heritage

There was nothing to report.

10.6 Traffic

Cllr Hallett advised that there was currently four members of the Traffic Working group. Resident Brian Baldwin had asked to join the group and this was approved.

10.6.1 Update on Proposal for Bollards

There was no further update. Cllr Hallett reminded Councillors that these bollards were proposed for Kneesworth corner and not the bollards discussed in the High Street correspondence.

11. SCHOOL CROSSING PATROL

This was covered in the report made by County Cllr van de Ven.

12. RECREATION GROUND DRAINAGE ISSUES

Cllr Freeman, Chairman of the Recreation Ground Committee, advised that there were some problems with drainage at the end of the South End recreation ground where the old clay pipes were discovered to be broken or smashed. He had been in contact with a land drainage contractor who advised that it would cost between £25 -£30,000 to put right. This would be to lay new drainage pipes for the whole recreation ground. Cllr Freeman would investigate further although he could not see when the work could be carried out, if the Parish Council agreed to progress, because of the football and cricket club use through the year.

*-Cllr
Freeman*

13. APPOINTMENT OF ELBOURN MEMORIAL HOUSING TRUST TRUSTEES

The Trustees had recommended three residents to the Parish Council to become Trustees of the Charity. These were Mr Peter Howes, Mr Peter Goldsmith and Mr Chris Birch. Details of the three applicants had been circulated to Councillors. It was agreed that all three be appointed. Clerk to advise the Secretary to the Trustees, Mr Penny. Cllr Hirtzel expressed her interest at becoming a Trustee in future. The Clerk would also forward her details to Mr Penny for future vacancies.

-Clerk

14. NEIGHBOURHOOD PLAN14.1 Decision on whether to proceed with a Plan

Cllr Hallett referred to the previous Planning Committee meeting where he reported that there were now 91 names on the list to support the plan plus names still to be added by Cllr Spenceley. This showed good support from the community which was needed to progress a Plan. There was also a good core of sixteen people willing to help compile the Plan. On a proposal by Cllr Freeman, seconded by Cllr Oakley it was agreed that the Plan should go ahead.

14.2 Amendment to Committee Terms of Reference

Cllr Hallett advised that expenditure would be needed, between £9,000 and £10,000, although there might be some grants available. He circulated an amendment to the Planning Committee Terms of Reference to allow for this expenditure. The revised Terms of Reference were approved.

14.3 Formation of a Neighbourhood Plan Working Group

Cllr Hallett proposed that a working group of volunteers and Councillors be set up. Cllr Catherall, Cllr Hirtzel, Cllr Sams, Cllr Freeman, Cllr McNulty, Cllr Rincón, Cllr Dixon and Cllr Oakley all offered to become part of the Working Group. District Cllr Cathcart and County Cllr van de Ven would also contribute when needed.

Cllr Hallett concluded that the first step of the process was to get South Cambridgeshire District Council to approve the planning area. He added that there would not be a great deal happening during the first couple of months but this would change as the preparation of the Plan progressed.

15. CEMETERY LODGE TENANCY

The Clerk advised that the last time she had spoken to the Letting Agent there had still been no rental payment received or contact made by the tenants. As agreed by the Cemetery Committee it was ratified that the Letting Agent would be instructed to issue a Section 21 notice on the 1st August 2017. Clerk to arrange.

*-Clerk***16. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**16.1 The Causeway 30mph speed limit

It was advised that all the 40mph signage had been removed from The Causeway now that the 30mph limit was in place although there was nothing to show this.

16.2 District Council Trees

Cllr Dixon had received complaints about an overgrown tree on the green at Park Close. Cllr Hallett also advised that the tree at the entrance to Knutsford Road looked as if it was dying. Cllr Cathcart was asked to advise the relevant District Council Officer.

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

Tuesday 1st August 2017

17.2 Recreation Ground

Wednesday 23rd August 2017

17.3 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 29th August 2017

17.4 Planning/Parish Council Annual General Meeting

Tuesday 19th September 2017

The Chairman closed the Meeting at 9.30 pm

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Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 19 September 2017,
at The Limes, High Street- 8.15pm.

PRESENT: Cllr Robinson (Chairman), Cllr Catherall, Cllr Douglass, Cllr Freeman, Cllr Geraghty, Cllr Hallett, Cllr Hull, Cllr McNulty, Cllr Oakley, Cllr Rincón, Cllr Sams, Cllr Woodhouse
 District Cllr Cathcart, District Cllr McCraith
 County Councillor van de Ven
 Members of Public 0

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Dixon, Cllr Hirtzel, Cllr Spenceley and the Clerk.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS

3.1 Parish Council Meeting 25th July 2017

It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 25th July 2017, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 23rd August 2017

It was agreed the minutes of the Parish Council Annual General Meeting held on Wednesday 23rd August 2017, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Update on Cycle Path to Royston Proposal

No report available.

4.2. Recreation Ground Drainage Issues

Cllr Freeman reported that mole drainage had been recommended but that this will be very expensive to have done.

4.3 Update on School Crossing Patrol

Cllr van de Ven reported that she had had a wide-ranging meeting with the Primary School. The Crossing Patrol Officer had come up with some ideas and Cllr van de Ven was waiting for a response from Highways.

05. CORRESPONDENCE

5.1 Village Voice invoicing

The Volunteer Editor of the Village Voice had e-mailed raising her concerns about invoicing for advertising. Cllr Catherall proposed a working group to resolve the issues and this was agreed. Cllrs Catherall, Douglass, Hallett and Rincón agreed to join the working group.

*Action
-Cllr
Catherall*

06. OPEN FORUM

There were no members of the public present.

07. FINANCES

7.1 Payment of accounts

Invoices were checked by Cllr Hallett.

HALES PRINTERS

Newsletters £ 749.00

BUCHANS LANDSCAPES

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

Grounds maintenance August 2017 (inc. £273.32VAT) £ 1639.92 £ 3279.84

BASSINGBOURN PCC

Hire of Church Room for meeting £ 16.00

PKF LITTLEJOHN LLP

External Audit 2016/17 (inc. £60.00 VAT) £ 360.00

MRS L BOND

Reimburse for Conservation Group Bird Survey advice	£ 40.00
TOTAL	£ 4444.84

Payment was proposed by Cllr Freeman, seconded by Cllr Douglass and agreed

7.2 Review and agreement of Playdale quotations

Cllr Douglass reported that she and Cllr Dixon had met with representatives of four different play equipment companies and that discussions were ongoing.

7.3 Due Diligence

It was agreed that due diligence should be part of the normal procurement process and Cllr Catherall agreed to provide a checklist.

-Cllr
Catherall

Completion of Audit 2016/17

The External Auditor had completed the annual return. It was highlighted that there was a transcription error on the figure brought forward from 2015/16 where it should have been £261,679 and not £21,679. This did not affect the 2016/17 figures.

-Clerk

The Annual Return to be displayed on the Parish Council notice board and website.

08. PROCEEDINGS OF COMMITTEES

Councillors had received the minutes of the committee minutes and no questions were raised.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

In response to a comment, Cllr van de Ven said she felt obliged to highlight political issues when decisions affected local people.

She said that she was not warned by the County Council that bus fares would rise so dramatically when the 127 bus service moved to a new operator. This has been very difficult for those without entitlement to a bus pass. The council says that fares have not risen for many years, and 'should probably have risen more.' There is no clarity on continuing council subsidy after April 2018, due to continuing central government austerity cuts and local council tax freeze. Meanwhile, the new bus operator has been very helpful about staying in touch with local queries and concerns and attending Cam Vale Bus User Group meetings.

The Department for Transport has issued new guidance for community transport providers that inhibits their potential to provide group lifts on a regular basis, which would be considered a scheduled service. This comes at a time when councils are reducing subsidies to run basic bus services, and community transport providers are trying to step up to help people who are left stranded.

Royston and District Community Transport has worked out a way of satisfying Department for Transport guidance and still offering a daily lift service for sixth formers to and from Meldreth Station, on the basis that there is no commercial bus service making this journey, and that all passengers are members of RDCT. Lifts started at the beginning of term but take-up has been far lower than expected. RDCT are working hard to tweak timings of pick up and return to suit people's needs.

Cllr van de Ven then updated Councillors on parking and traffic issues around the primary school. She had a thorough discussion with the headteachers and they were to bring county education transport officers out to the school to look at any new ways of doing things. Meanwhile, another meeting with the School Crossing Patrol officer team had been requested to consider some new ideas.

It was becoming more difficult to advance small highways schemes that County Highways are unable to support. The Local Highways Initiative (LHI) was one route, and the other was third party funding, which was premised upon a 100% contribution and now requires a payment of £250 simply to start discussion. Meanwhile, an LHI officer had been out to Bassingbourn to provide advice on a number of traffic concerns around the village.

Cllr van de Ven asked the Parish Council to respond to the Children's Centre consultation. The consultation has been heavily criticized for lack of information – indeed there is no detail available as to how families would receive support in future. Lack of transport was a huge concern for young families in isolated villages; equally, it was unlikely that people would regularly access services in distant villages like Cambourne if they had to drive. Cllr van de Ven attended the Bassingbourn Children's Centre consultation on September 14.

A local resident of The Limes has raised the question of curtains or blinds in the Limes, which had been taken down and not replaced. District Councillors were asked

-Cllr
Cathcart
&Cllr

to follow up.

McCraith

Cllr van de Ven had said that she would organize a flood avoidance tour for September and will seek to get this in the diary now.

9.2 District Council

Cllr McCraith reported that the District Council were meeting the next week. Changes were being made to the refuse collection service and residents would no longer need to place paper for recycling in a separate caddy. It would go directly into the blue bin.

Cllr Cathcart reported that the planning application for 150 houses on the Eternit site had been refused, something which would have had an adverse impact on traffic in Bassingbourn.

10. WORKING GROUPS

10.1 Bassingbourn Village College Liaison

No report available.

10.2 Pavilion Project

A meeting had been held with the groundworks contractor and the Building Control Officer. The footings have to be 2.6 metres deep in beam and block construction, not concrete slab. Cllr Catherall stressed that it was necessary to have a plan and to keep the football and cricket clubs informed. The decision not to replace the carpet was questioned.

A problem with drain blockage at the pavilion was reported.

10.3 Conservation

Cllr Hallett reported that the group had had a successful guided group bird watching in the village and a red kite had been seen. The intent is to update a previous survey of birds in the village. Another guided tour was planned for 9 October to identify management opportunities in Clunch Pit wood. The Village Tidy was planned for 21 October.

10.4 Affordable Housing

Action was currently with the District Council. The sticking point appears to be the balance of affordable housing and market housing. Cllr Cathcart was asked to urge progress.

-
*Cllr
Cathcart*

10.5 Local Heritage

Nothing to report. The group was not currently meeting whilst priority was being given to the Neighbourhood Plan and other planning issues.

10.6 Traffic

It was reported that Brian Baldwin and John Spenceley had resigned from the working group.

10.6.1 Update on proposal for bollards

The original proposal related to bell bollards at the mini-roundabouts in Kneesworth. It is just one of many items currently being considered by the Traffic working group. It was agreed to remove the item from the agenda for the time being.

10.6.2 30mph stickers for wheelie bins.

Cllr Catherall had circulated a proposed design for the stickers. Expenditure of up to £300 on wheelie bin stickers was agreed.

-
*Cllr
Catherall*

10.6.3 Local Highway Initiative

Cllr Hallett pointed out that the deadline for submission was tight and that therefore the Traffic working group had selected as its first option a scheme for a Priority / Give-Way build out in the High Street near The Hoops. The benefit would be to widen the pavement which is currently very narrow and to slow traffic entering the High Street from The Causeway. An additional benefit would be improvement in visibility for cars exiting The Hoops car park. This scheme had originally been considered in 2009 and had been considered appropriate by the LHI Officer who visited recently. It also had the support of the publican of The Hoops. Cllr Rincón expressed the concern that traffic might speed up down The Causeway until it reached the build-out. In 2009 it had been reported that the cost would be "under £10,000". In 2017, the LHI Officer indicated that the cost would be around £5000. It was proposed by Cllr Hallett, seconded by Cllr Douglass and agreed that the LHI application be submitted with a Parish Council contribution of 30%.

-
*Traffic
working
group*

Waiting restrictions (yellow lines) had been selected by the working group as its second choice project. Parking problems have been experienced at the Guise Lane / North End junction, at the Mill Lane / North End junction and at the northern end of Spring Lane. Cllr van de Ven had been contacted by the bus company regarding difficulty in turning the bus at Guise Lane. The LHI Officer had visited all three locations and had made recommendations for double yellow lines at the Guise Lane and Mill Lane junctions but did not recommend waiting restrictions in Spring Lane where there was a lack of parking and where traffic was naturally slowed by the bends. Further work was required for a possible future project as some residents at the Guise Lane / North End junction had no alternative parking and appeared unaware of the proposals. The status of the planning application for houses adjacent to The Belle also needs to be ascertained.

11. ALLOTMENTS

Cllr Hallett reported that one full-sized allotment and two half-sized allotments appeared to have been abandoned and he had been in contact with the tenants. One tenant expressed a wish to continue but the full-sized allotment and one of the half-sized allotments are becoming vacant. There are four people waiting for an allotment.

The new allotment year commenced at the end of September and the Clerk would send out the invoices to the allotment tenants.

-
Clerk

12. UPDATE ON THE CEMETERY LODGE

There was no update available. It was noted that the sub-meter on the electricity feed to the chapels would need to be read on the change of tenancy.

13. WEBSITE SERVER MIGRATION

The Bassingbourn website was hosted by Webcentric who reported that it needed to be moved to a new server, since existing providers were in a "race to the bottom" in what they provide. In moving to a better service, on a new server, the cost would increase from £75 per year to £200 per year. Cllr Hallett reminded councillors of the experience in the past with amateur hosting when the village website had been hacked, and had to be taken down, and recommended migration to the new server at a cost of £200 per year. This was still much less than the cost incurred with the Village Voice. The website server migration was agreed – Cllr Hallett to advise Webcentric.

-Cllr
Hallett

14. CHANGE OF RECREATION GROUND COMMITTEE MEETING DATE

It was agreed that the date of the next Recreation Ground committee would be changed to 1 November 2017.

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

15.1 Pavilion Management Committee

Cllr Freeman reported that the clubs were complaining about having to purchase sundries like toilet rolls and asked for a meeting of the Pavilion Management Committee. Cllr Hallett advised that the Pavilion Management Committee was legally separate from the Parish Council and would need to arrange its own meeting and sort out its banking arrangements.

15.2 30mph speed limit reminder

Concern was expressed once again about the need to remind motorists about the new speed limit in The Causeway.

16. DATE OF NEXT MEETING

Tuesday 21 November 2017

The meeting was closed.

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 3rd October 2017, at The Limes,
High Street- 7.23pm.

PRESENT: Cllr Robinson (Chairman), Cllr Douglass, Cllr McNulty, Cllr Hallett, Cllr Freeman, Cllr Catherall, Cllr Oakley, Cllr Dixon, Cllr Spenceley
 District Cllr Cathcart
 Members of Public: 3

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Geraghty, Cllr Hirtzel, Cllr Woodhouse, Cllr Rincón, Cllr Hull, Cllr Sams, District Cllr McCraith, County Cllr van de Ven.

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

There were no interests declared.

03. OPEN FORUM

There were no issues raised.

04. PAVILION REFURBISHMENT –AGREEMENT OF EXPENDITURE

A quotation had been received for the ground works and drainage at a cost of £15,260 plus VAT. The contractor had met with the Building Control officer on site and because of the existing trees foundations would be required to be 2.6metres deep from ground level. The officer also required a block and beam floor. To achieve this there needed to be an extra internal foundation to carry the block and beam. The Chairman stated that he was aware that three quotations were needed but felt that this price was good and the contractor was in a position to commence the work. There had been a lot of criticism over the delay in the project and the sooner it was underway the better.

Cllr Catherall expressed his concern over the sudden urgency to get the project moving. He agreed that he wanted to see the project moved buy with minimum risk. He stated that this was major expenditure which needed a project and budget plan. He did not think that this was the right time to commit. He believed that there were alternatives to the proposals advised by the Building Control Officer and offered to meet with him to discuss these.

Cllr Catherall also expressed his concern over the intention to use volunteers from the village. He stated that if there was an option for a job that paid it would understandably take priority for the volunteer. At the present time this idea appeared reckless without any definition of what would be done and by whom. Without a Project Plan this could not be managed. A Project Budget was also needed as it was not unreasonable to expect any parish capital spend to have cost limits. Cllr Catherall added that the three quote principle should be adhered to as per the adopted Financial Regulations.

A further discussion took place between the Chairman and Cllr Catherall about the current proposal to accept the quotation and the proposal to investigate options. Cllr Freeman and Cllr McNulty stated that the sports clubs were anxious to get the project moving as it had been delayed for so long. After further discussion it was agreed by all Councillors that Cllr Catherall would speak with the Building Control Officer as soon as possible on his proposed options and report back to the council so that they could then decide the way ahead.

-Cllr Catherall

DAMAGE TO PLAY AREA SLIDE AND AGREEMENT OF EXPENDITURE TO REPAIR

The slide on the Proludic play structure had been damaged and could not be repaired. The grasscutting contractors had been asked if they knew anything about the damage but they had confirmed that they did not. The Clerk advised that the Handyman had confirmed that he would be able to carry out the replacement of the slide if the part was purchased. A quotation had been received from Proludic which was for £391.02 plus VAT. It was proposed by Cllr Hallett seconded by Cllr Douglass that the replacement part be purchased. Clerk to arrange.

-Clerk

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

There were no issues raised.

06. DATE OF NEXT MEETING –Tuesday 19th September 2017

The meeting closed at 8.20 pm

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 21 November 2017,
at The Limes, High Street- 8.00pm.

PRESENT: Cllr Robinson (Chairman), Cllr Catherall, Cllr Douglass, Cllr Freeman, Cllr Dixon,
 Cllr Hallett, Cllr Hull, Cllr McNulty, Cllr Oakley, Cllr Rincón, Cllr Sams, Cllr Woodhouse
 District Cllr Cathcart, District Cllr McCraith
 County Councillor van de Ven
 Members of Public 4

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Geraghty and Cllr Spenceley

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Cllr Freeman declared a non Pecuniary interest under 5.1 as a member of the Football Club.

03. AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS

3.1 Parish Council Meeting 19th September 2017

It was agreed the minutes of the Parish Council Meeting held on Tuesday 19th September 2017, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 3rd October 2017

It was agreed the minutes of the Parish Council Meeting held on Tuesday 3rd October 2017, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Update on Cycle Path to Royston Proposal

No update was made.

4.2 Update on the position regarding the School Crossing Patrol

Cllr van de Ven reported that there had been another site meeting to try and get the County Council engineer to agree that something had to happen. Pinch points to slow the traffic down were an idea. A further meeting was to be held on the 28th November and Cllr van de Ven had asked for all the relevant officers, and Head Teacher, to attend the meeting. The Crossing Patrol officer had advised that there had been two near misses the day before and asked that speed bumps be included with the request for pinch points. Cllr van de Ven advised that the County Council had stated that they would be willing to put money into the junction and if safe would withdraw the crossing patrol. She added that there would be a vacancy in the new year on the afternoon crossing patrol slot. This had been advertised. Cllr Dixon stated that the County Council officer had known about the vacancy in the Summer she had also personally tried to find a replacement with no success to date.

4.3 Website Server Migration

The Chairman had advised Webcentric that the Parish Council was willing to move to a better service as agreed at the last Parish Council meeting. This would be a more secure internet provider. The current provider was not very good at keeping the servers clean. There were also some problems with e-mails and it was also intended to move the e-mail service as well.

05. CORRESPONDENCE

5.1 Bassingbourn Football Club –Request for donation

Mark Flitton had made a request for a donation as one of the goal posts on the recreation ground had been vandalised making it almost unusable. The club goals were used by both senior sides and three junior teams. Several games have already had to be cancelled. The goals were usually kept behind the Pavilion but with the ongoing building work this was not an option. The replacement goals would be wheel able which could be locked up securely reducing the risk of vandalism. The cost was around £2,600. Mr Flitton stated that the Football Club had never requested any help with funding before but with a contribution from the Parish Council, along with the

football clubs, the goal posts could be purchased now.

Mr Flitton was in attendance at the meeting and invited to speak. He reiterated the points made in his request adding that Cambridgeshire FA were unable to help with this and there were no other options as even if the Village College pitches were hired the goals would be too small.

The Chairman advised that the Parish Council had contributed to the Cricket Club recently. He added that Councillors expected groups to help themselves by fundraising etc. and between the clubs any donation could be matched. Cllr Hallett stated that as a matter of principle it was important to support local sports clubs. Cllr Cathcart suggested that the club apply to the District Council Community Chest Fund but as this took a while for the application to be processed it would be too late. A discussion took place on how much the clubs were willing to contribute. After further discussion it was proposed by Cllr Douglass to award £1500 towards the cost of the replacement goal posts. This was seconded by Cllr Oakley with all Councillors in agreement. It was suggested that if the club needed more money then a temporary loan could be made.

5.2 Proposed Parliamentary Boundary Changes

Heidi Allen MP had advised that there was a second consultation in relation to the proposals for new constituency boundaries in the Eastern Region. She had objected to the original proposals that moved some of the southern villages out of South Cambridgeshire which she believed would have a knock on effect. Ms Allen had further proposals which had been submitted in response to the consultation and asked for the Parish Council to support them.

A discussion took place on what the proposals meant. It was noted that the village would still fall within the remit of Cambridgeshire County Council and South Cambridgeshire District Council. Cllr van de Ven stated that if the proposal went ahead there was the chance that the small villages within South Cambridgeshire would be dwarfed by North Hertfordshire. The role of the MP would also be that much harder dealing with the two counties. After further discussion on the Hertfordshire/Cambridgeshire divide (the A505) it was agreed that the Clerk would send a letter of support for Ms Allen's further proposals.

-Clerk

06. OPEN FORUM

6.1 Financing of Traffic Measures

Concern was raised over items on the agenda (10.7.2 and 11) and the allocation of expenditure. Cllr Hallett advised that he would explain the breakdown under the agenda items later in the meeting.

6.2 Development of the village

Concern was raised over the number of development being allowed in the village when there was already an issue with traffic. The Chairman replied that the developments were not wanted by the village and explained the history of the speculative planning applications due to the lack of a Local Development Plan.

07. FINANCES

7.1 Payment of accounts

Invoices were checked by Cllr Hallett.

BUCHANS LANDSCAPES

Grounds maintenance October 2017 (inc. £273.32VAT)	£1639.92
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THE ROYAL BRITISH LEGION

Poppy wreath 2017	£ 25.00
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CHRIS HOLCROFT

Installation of new slide part	£ 61.95	
Installation of polycarbonate glazing for bus shelter	£258.35	£ 320.30

THE POST OFFICE (SCDC)

Emptying of dog & litter bins 2017/18 (inc. £343.20VAT)	£2059.20	
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Cemetery Lodge monthly Council Tax	£ 325.43	£2384.63
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PROLUDIC

Replacement slide part (inc. £78.20VAT)		£ 469.22
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NPOWER

Cemetery Lodge electricity (inc £4.23VAT)		£ 88.75
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BASSINGBOURN FOOTBALL CLUB

Donation towards goal posts		£1500.00
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BASSINGBOURN PRE-SCHOOL		
Donation towards wendy house		£ 449.00
TOTAL		£6876.82
Proposed Cllr Freeman, seconded Cllr Douglass. Agreed.		
The following payments were made at the Finance & General Purposes committee meeting on 3rd October 2017 and 7th November 2017		
CAME & COMPANY		
Insurance renewal 2017/18 (3 year term)		£2689.84
HALES PRINTERS		
Newsletter		£749.00
MRS S WALMESLEY		
Clerks salary and expenses 1/9/17 –30/9/17		£784.37
HMRC		
PAYE July –September 2017		
Tax £12.80 NI £86.82 (Employer £46.44)		£99.62
EARTH ANCHORS LTD		
Replacement dog waste bin (inc £25.19VAT)		£151.14
TOTAL		£4473.97
HALES PRINTERS		
Newsletter	£749.00	
Speeding signs for litter bins	£346.80	£1095.80
E-ON		
Pavilion electricity (inc. £4.07VAT)		£ 85.37
VIKING		
Stationery (inc. £28.09) £110.56 to be recovered from other PCs		£168.55
BASSINGBOURN PCC		
Hire of Church room 16/10/17		£ 16.00
CHRIS HOLCROFT		
Installation of replacement swings	£ 79.42	
Installation of replacement dog waste bin	£ 45.00	£124.42
BASSINGBOURN CRICKET CLUB		
Contribution towards youth cricket 2017/18		£800.00
CPRE CAMBRIDGESHIRE BRANCH		
Planning training 2/11/17		£ 40.00
BUCHANS LANDSCAPES		
Grounds mtce September 2017 (inc. £273.32VAT)		£1639.92
MRS L BOND		
Reimburse for conservation group event		£ 40.00
PLAYDALE PLAYGROUNDS		
Purchase of three cradle swings (inc. £ 146.25VAT)		£877.50
CAMBRIDGE WATER BUSINESS		
Cemetery water rate 28/4-25/10/17	£19.42	
Recreation Ground water rate	£82.25	£101.67
MRS S WALMESLEY		
Clerks salary and expenses 1/10/17 –31/10/17		£787.67

7.2 Review and agreement of Playdale quotations

The final quotation for works discussed at previous Parish Council and Recreation Ground committees had been received from Playdale Playgrounds. The cost of the work was £27,000 plus VAT. It was proposed by Cllr Freeman, seconded by Cllr Douglass that the order for the work be placed. All Councillors in agreement. Clerk to arrange.

-Clerk

7.3 Clarification of decision on donation for Bassingbourn Pre-School

This issue was referred from the Finance and General Purposes committee meeting where it was believed that the increase in the invoice total for the equipment was due to the exclusion of VAT when the request was made. Councillors were advised that Pre-School had updated the specification and therefore purchased a more expensive version of the wendy house. It was agreed that the original requested amount and offer of £449.00 be paid.

08. PROCEEDINGS OF COMMITTEES

Councillors had received the minutes of the committee minutes and no questions were raised.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS**9.1 County Council**

Cllr van de Ven had circulated her report which included details of the third party funded Highway improvement schemes, Royston and District Transport lifts for six form students to Meldreth Station, the closure of Children's Centres and the difficulty she was having finding a local contact for Bassingbourn Barracks.

Cllr van de Ven reported that she had been contacted by a Kneesworth resident regarding the speed of traffic on Chestnut Lane and she had suggested that the Parish Council could work with Meldreth Parish Council on traffic calming measures. The Cam Vale Bus Users Group were to meet again on the 4th December. The 127/128 operator wanted to suggest some timetable changes. The problem with the bus being unable to turn at the North End/Fen Road junction would also be discussed at that meeting.

Cllr van de Ven concluded her report by advising that she had not yet arranged a flood avoidance tour of the village as she was unsure if there was a demand for a working group. Cllr Hallett confirmed that there were some issues in the village with flooding but not necessarily at the present time. More flooding concerns related to planning and proposed development in the village.

9.2 District Council

Cllr Cathcart reported that the Local Development Plan was carrying on and as far as he was aware was still on track for adoption in Spring 2018. Once the final report from the Inspector was received then the whole emphasis on planning should start to change.

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

10. WORKING GROUPS**10.1 Bassingbourn Village College Liaison**

No report available.

10.2 Pavilion Project

Cllr Catherall reported that a meeting of the Working Group would be taking place the following evening to look at how to progress. Cllr Freeman expressed his concern over the fencing around the building site and suggested that it was secured to stop children climbing inside.

10.3 Conservation

Cllr Hallett reported that a meeting of the working group would be held in the new year.

10.4 Affordable Housing

There was no further update..

10.5 Local Heritage

There was no further update. Cllr Cathcart advised that he had asked the District Council Conservation Officer to contact Cllr Hallett.

10.6 Village Voice

A working group had been set up and they were progressing the opening of a bank account which was a long process.

10.7 Traffic**10.7.1 LHI Project Submission Update**

Cllr Hallett reported that the application had been submitted to the County Council by the deadline of 15th October 2017.

10.7.2 Traffic Project Priorization and Budget

Cllr Hallett had circulated details of the proposals for the budget of £16,000 for 2017/18. Out of this £2,000 was committed to the 30mph speed limit project on The Causeway, still to be invoiced for, and £3,000 allocated for the 2018/19 LHI project to provide a pedestrian/give-way build out at the Hoops. There would then be £11,000 remaining for the current financial year.

Cllr Hallett reported on the Traffic Group's recommendations for the four top projects all of which would have to be totally funded by the Parish Council. It was agreed that they be prioritized as follows –

- Bollards to prevent pavement parking opposite the SPAR shop. Cost around £500 per bollard
- Mobile Vehicle Activated signs (MVAS) which cost around £3,000 -£4,000. For signs to be relevant Highways required evidence that speed was a

problem in the village. This evidence could be provided by Speedwatch, In 2018/19 if it proved feasible

- Waiting restrictions in North End at both Guise Lane and Mill Lane junctions. This project was waiting for the result of the planning application for two two dwellings next to The Belle.
- High Street Crossing which would be a high priority if a practical solution could be found

If the first two priorities went ahead there would still be funds available in the current years budget to purchase equipment for Speedwatch.

The priority of these projects was agreed by Councillors.

10.7.3 Speed Limit Stickers

The stickers were available and Councillors were urged to take some for their refuse bins if they lived on one of the main roads in the village.

11. SPEEDWATCH –PROPOSAL TO PURCHASE EQUIPMENT

As advised under Item 10.7.2 there were funds available to purchase the equipment. The Community Speedwatch Coordinator, Les Burwitz, was invited to speak. He advised Councillors that the Speedwatch team were having difficulty borrowing the equipment when they were in a position to use it. He asked the Parish Council to consider funding a kit for the village which could be used for different functions. Cllr Hallett confirmed that different alternatives had been investigated and the preferred equipment was that supplied by Morelock at a cost of £2344 plus VAT. Sundries would also need to be purchased with the total amount requested being £3,000. The same equipment could be purchased in future for the MVAS.

-Clerk

On a proposal by Cllr Hallett, seconded by Cllr Oakley, it was agreed that £3000,00 be allocated to the purchase of the Morelock system and sundries. All Councillors in agreement. The Clerk to place the order.

12. CEMETERY LODGE –DECISION ON HOW TO PROGRESS OUTSTANDING ISSUES

The Clerk reported that she had been asked by the Letting Agent, Intercounty, how the Parish Council wished to proceed regarding the rent arrears of the previous tenants. She had circulated a quotation arranged through Intercounty, for the dilapidations to the Cemetery Committee members. She advised that the handyman used by the Parish Council would not be able to carry out any works until the new year.

Councillors agreed that the rental arrears should be pursued and a County Court Injunction was suggested. The Clerk would speak to the Letting Agent. The Chairman stated that the quotation of £1944 including VAT for the works was reasonable for the number of items on the list. Cllr Catherall proposed that the quotation be accepted as this would in the long run save money as it would mean that the property could be rented out again with the least delay. This was seconded by Cllr Douglass with all Councillors in agreement. Clerk to ask the Letting Agent to proceed.

-Clerk

13. AGREEMENT OF 2018 MEETING DATES

Dates had been circulated to Councillors. The proposed dates were agreed.

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

14.1 Village Christmas Celebration

Cllr Douglass reported that she would provide an update on the plans for the 9th December at the Finance and General Purposes committee meeting on the 5th December 2017.

15. DATE OF NEXT MEETING

Tuesday 23 January 2018

The meeting was closed at 9.30pm.