

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 6<sup>th</sup> January 2015 at**  
**The Limes, High Street 7.45pm**

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

County Cllr Cathcart, District Cllr McCraith, County Cllr Dent

Members of Public: 0

**1. APOLOGIES FOR ABSENCE**

Cllr Geraghty and Cllr Catherall

**2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**3. MINUTES OF LAST MEETING**

3.1 2<sup>nd</sup> December 2014

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

**4. MATTERS ARISING**

4.1 Whaddon Traveller Site

Cllr Dent confirmed that he had passed the concerns on to the Police and Crimes Commissioner.

4.2 Overgrown Hedges

The Chairman reported that he had looked at the Brook Road hedge, reported at the last meeting, and could find no problem with it. The hedge on Elm Tree Drive was still a cause for concern. Cllr Cooper agreed to find out the number of the property the hedge was from so that a letter could be sent to the residents.

*-Clerk*

Cllr Spenceley advised that a Kneesworth resident had also reported a problem to him about a hedge on Old North Road. He would find out further details and advise the Clerk.

*-Cllr  
Spenceley  
& Clerk*

4.3 Limes Heating

The Clerk confirmed that she had asked for the heating to be left on longer on the evenings of Council meetings.

4.4 Citizens Advice Bureau

There was no further update. Cllr Mead-Blandford would continue with her investigations now that the festive period was over.

4.5 Street Lighting –Check of inventory

An acknowledgement had been received from the County Assets and Commissioning Team. They were investigating the discrepancies in the inventory.

4.6 Village Christmas Celebration 4<sup>th</sup> December 2014

The Chairman reported that the celebration was a very successful event and congratulated Cllr Douglass for all her hard work. He also thanked Cllr Robinson for arranging the erection of a Christmas tree. £200 had been raised in donations on the evening and the Chairman asked for suggestions as to who the money could benefit. Cllr Douglass stated that people making the donations were advised that the money would go to village groups and suggested Pre-School and a group for the elderly which would cover both ends of the age range. Other suggestions were made. It was then agreed that the beneficiaries would be Bassingbourn Pre-school and a group run from The Limes to help people with learning difficulties. The Chairman proposed that the Parish Council match the £200 raised so that £200 could be given to each. This was agreed. Cllr Douglass to find out details of the beneficiaries bank accounts so that the payments could be authorised at the next meeting.

*-Cllr  
Douglass*

**5. CORRESPONDENCE**

5.1 NALC –Update on Quality Council Scheme

The new Local Council Award Scheme was due to be relaunched on the 6<sup>th</sup> January 2015. In

recognition of existing Quality Councils NALC wanted to make it as quick and as easy as possible to be accredited to the new scheme. The existing Quality Status would expire on the 31<sup>st</sup> January 2015. An application could be made for an automatic transition to the Foundation level of the new scheme at no cost and without taking part in an accreditation process. This free Foundation level would last until January 2016. The Parish Council could also apply for the Quality Gold award level anytime during 2015 at 75% of the normal fee. There was not yet any further information available.

A discussion took place on the Quality Status of Councils and whether having the status had benefits. It was acknowledged that although there had been no benefit in terms of funding applications the status did have the benefit of presentation. The Chairman explained the process undertaken to achieve the status. After further discussion it was agreed that an application would be made to transfer to the Foundation Level. During the year the new scheme would be monitored to see whether it would be worthwhile progressing to the Quality Gold level. -Clerk

#### 5.2 Old North Road Street Lighting

A complaint had been made by a resident of Old North Road about the brightness of the replacement street lights. County Cllr Dent had pursued this with the County Council and Balfour Beatty and the resident had now been advised of an appeals procedure. It was stated that there was a law relating to light pollution and the people responsible had to work with residents to find a solution.

#### 5.3 Footpath through Village College

The lighting from the Sports Centre through the Village College ground was not working which was a concern for some users of the facility. It was noted that the lights belonged to the Village College. The Clerk was asked to write to the Village College expressing these concerns. -Clerk

## 6. OPEN FORUM

There were no members of the public in attendance.

## 7. FINANCE

### 7.1 Payment of Accounts

#### LITLINGTON PARISH COUNCIL

Contribution towards printer ink cartridges/envelopes	£ 20.18
HALES PRINTERS	
Newsletters	£789.00
SLCC	
Renewal of membership 2015	£131.00
INFORMATION COMMISSIONER	
Renewal of data protection registration	£ 35.00
MRS S WALMESLEY	
Clerks salary & expenses 1/12/14 –31/12/14	£808.22
HMRC	
PAYE September –December 2014	£ 56.10
BUCHANS LANDSCAPES	
Grounds mtce December 2014 (inc. £297.64VAT)	£1785.82
TOTAL	£3625.32

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

The following payments were approved and cheques issued between meetings-

#### W CROTTY

Recreation Ground tree work	£800.00
BUCHANS LANDSCAPES	
Grounds mtce November 2014 (inc. £297.64VAT)	£1785.82

### 7.2 Revised Financial Regulations 2014

The Chairman had read through the changes and there were not a lot of differences. The main issue was the inclusion of internet banking. Councillors agreed to alter the current adopted Financial Regulations to include the possibility of electronic banking. The Chairman would circulate the amendments for agreement at the next meeting.

### 7.3 Precept/Budget 2015/16

#### 7.3.1 Section 106 Expenditure (Mobile Warden Scheme)

The Clerk had been approached by the Chair of the Litlington and Mordens Trustees to see if

Bassingbourn-cum-Kneesworth Parish Council would be interested in joining the scheme to benefit members of the village either elderly or disabled. She explained the set up of the scheme where a paid Warden made one visit a week to the member plus a daily telephone call. This scheme gave relatives the reassurance that someone was checking that the member was alright. The cost to the parishes was currently £500 per year. There was also a small grant from the District Council plus each member paid a weekly fee of around £4.00.

A discussion took place on the scheme and it was stated that there were people, not necessarily living in the sheltered housing accommodation, who this would help. Councillors agreed the proposal should be pursued and would be discussed further at the next meeting. The Chairman added that there were sufficient funds allocated under Section 106 to cover the cost of £500 - £1000 should this initiative go ahead.

#### 7.3.2 Special Projects

There were sufficient funds allocated in reserves for projects when identified. An allocation for the costs of the Village sign to be shown as a separate figure.

A discussion then took place on the draft budget which resulted in a reduction in the Precept requirement to £60,000 for 2015/16. Councillors agreed that this figure be recommended to the Parish Council meeting, on the 20<sup>th</sup> January 2015, for ratification. The Chairman would prepare an item for the Village Voice so that parishioners were kept updated.

*-Cllr  
Webb*

#### 7.4 NALC/SLCC National Salary Award 2014-16

Agreement had been reached for the new pay scales for 2014-15 to be implemented from 1 January 2015.

#### 7.4.1 Clerk Job Evaluation

CAPALC had advised in their newsletter that they would carry out a job evaluation to ensure the Clerk was on the correct hours/pay point. The Chairman agreed to complete the Job Evaluation sheet. The Clerk 'Pay Review' to be an agenda item for the next meeting.

*-Cllr  
Webb*

### **VILLAGE MAINTENANCE**

#### 8.1 Village Sign Replacement

Cllr Hirtzel produced a sketched plan of the proposal and went through the details with Councillors. She stated that she was aware of the cost of the sign escalating. It was confirmed that there was £3,500 in the budget. The Chairman thanked Cllr Hirtzel for all the work she had put in to date. The next step was for her to draw it up, and roughly paint, for the next meeting. The visual result could then be agreed before progressing with a contractor. It was recognised that the replacement of the sign was a Parish Council decision and was not the sole responsibility of Cllr Hirtzel as there were bound to be comments made on the final design.

*-Cllr  
Hirtzel*

Cllr Hirtzel suggested that the Parish Council consider installing a circular bench around the sign. It was agreed that this would be investigated once the sign was in place.

#### 8.2 Clearance of Ditches

Cllr Robinson advised that this was in hand. The clearing was likely to commence in the Spring.

#### 8.3 War Memorial Lime Trees

The Clerk would check with the District Council Tree Officer to make sure that there were no concerns raised to the work in the recent consultation. She would then arrange for the contractor agreed at a previous meeting to carry out the work.

*-Clerk*

#### 8.4 Appointment of pre-approved contractor for minor maintenance tasks

The Clerk advised that this was in progress. The Chairman agreed to help prepare the specification.

*-Clerk &  
CllrWebb*

#### 8.5 Suggestion for Signage on Chestnut Lane

Cllr Spenceley expressed concern over the dangers on the road leading down to the A1198 and suggested signage to make people aware of the turnings for Canberra Close and Wellington Place. Councillors agreed that this area was dangerous. A discussion took place on a staggered junction sign and SLOW markings. It was agreed that a sign may be misleading and therefore Councillors agreed that road marking approaching the junction should be investigated. The Clerk was asked to contact the Highway Officer. Cllr Dent added that there was an interactive map of the County Council website which only showed that there had been two accidents at the junction with the A1198.

*-Clerk*

### **9. SPEP MEMBERSHIP**

As advised at the December 2014 meeting Cllr Spenceley had attended a meeting, run by South Cambridgeshire District Council, which highlighted how people could save money on energy.

The SPEP (Sustainable Parish Energy Partnership) was to help parishes identify how this could be achieved. Cllr Spenceley stated that parishes could sign up to the partnership with no cost involved. He added that there was funding available and he had borrowed a thermal imaging camera to survey his property. After discussion it was agreed that the parish would become part of the partnership. Cllr Spenceley agreed to prepare an article for the next Village Voice to promote this in the village.

-Cllr  
Spenceley

The Clerk reported that a visit to Gamlingay was to take place on Sunday 11 January 2015 to take in the Hub, community wind turbine and the bike/bus explorer. Cllr Spenceley intended to go.

#### 10. PURCHASE OF VILLAGE DEFIBRILLATOR

The purchase of a defibrillator had been discussed at various Parish Council meetings over the months. As this was now an agenda item the Chairman asked Councillors if they thought that this should be investigated which they agreed it should. Cllr Hallett pointed out that there was an article in the current Local Council Review about defibrillators in the community. Cllr Johnson agreed to make some enquires and other Councillors would also see what information they could gather for discussion at the next meeting.

-Cllrs

#### 11. SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL WEBSITE

Cllr Spenceley expressed his concern over the usability of the website, especially the planning section, which in his opinion was very poor. Cllr Cathcart stated that it appeared the site was designed for planning professionals. He agreed to make the comments known to the District Council officers.

-Cllr  
Cathcart

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

##### 12.1 Fortune Way Play Equipment

Cllr Freeman advised that he had a meeting arranged with Playdale Playgrounds to finalise a quotation for a replacement play structure on Fortune Way. This action had been agreed by the Recreation Ground committee.

##### 12.2 Brook Farm Bollards

Cllr Mead-Blandford asked why there were bollards on the roadside by the grass verge on Brook Road outside Brook Farm. It was believed that, as the verge had been damaged by the heavy vehicles from the site, the bollards were there to help the grass to recover.

##### 12.3 Vandalism

Cllr Mead-Blandford expressed concern over the amount of vandalism, including to the Christmas tree lights, over the past couple of weeks. The Chairman stated these were all police matters and should be reported directly to the police. The vandalism could also be requested as an agenda item at the next Police Panel Meeting. The Clerk advised that she had been contacted by the new village NHW representative who would be attending a future meeting.

##### 12.4 Youth Club Funds

Cllr Robinson had been advised that the money held from the folded Youth Club would be passed back to the Clerk. There was also a query raised on the equipment purchased for use by the youngsters and what had happened to it. Cllr Robinson agreed to find out.

-Cllr  
Robinson

##### 12.5 A1198 Lay-By

It was reported that steel posts had appeared by the lay-by. There was also a build up of rubbish. Councillors were requested to look at the site ready for discussion at the next meeting.

#### 13. DATE OF NEXT MEETING

Tuesday 3<sup>rd</sup> February 2015

The Chairman closed the Meeting at 9.30pm

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**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 3<sup>rd</sup> February 2015 at**  
**The Limes, High Street 7.55pm**

PRESENT: Cllr Webb (Chairman), Cllr Hallett, Cllr Cooper, Cllr Douglass, Cllr McNulty, Cllr Freeman, Cllr Robinson, Cllr Spenceley, Cllr Johnson, Cllr Hull, Cllr Hirtzel,

County Cllr Cathcart, District Cllr McCraith,

Members of Public: 0

**1. APOLOGIES FOR ABSENCE**

Cllr Cllr Catherall, Cllr Sappol, Cllr Geraghty, County Cllr Dent

As advised by Cllr Mead-Blandford at the January 2015 Parish Council meeting she had moved from the village and therefore resigned as a Parish Councillor. Procedures to replace her would be commenced.

**2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**3. MINUTES OF LAST MEETING**

3.1 6<sup>th</sup> January 2015

Minutes of the meeting held on Tuesday 6<sup>th</sup> January 2015 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman following amendment of Item 8.5 to include a last paragraph –Cllr Spenceley expressed concern over the inaccuracy of the figures.

**4. MATTERS ARISING**

4.1 Overgrown Hedges

Both hedges reported at the last meeting had now been cut back.

4.2 Citizens Advice Bureau

There was no further update. Cllr Cooper agreed to continue with investigations.

*-Cllr  
Cooper*

4.3 Street Lighting –Check of inventory

There had been no further communication from Cambridgeshire County Council. The Clerk to urge.

*-Clerk*

4.4 SPEP

Cllr Spenceley confirmed that he had prepared an article for the Village Voice as requested at the last meeting. He then advised that he had attended a SPEP meeting at Gamlingay Eco Hub and Wind Turbine. At the meeting he met District Council officers and was disappointed to find out that there was not an action plan to help parishes. He hoped that the SPEP would gradually be promoted throughout the year.

4.5 Bassingbourn Youth Club

Cllr Robinson confirmed that he was chasing the repayment of the Parish Council grant. He would also find out the whereabouts of equipment purchased with the money.

*-Cllr  
Robinson*

**5. CORRESPONDENCE**

5.1 Whaddon Parish Council –Eternit Access

Whaddon Parish Council had discussed the suggestion made by Councillors at the December 2014 meeting. Their Councillors came up with an idea for a one way system for HCVs approaching or leaving Eternit via the A1198. This could potentially cut the number of HCVs and their impact on Kneesworth and Whaddon by 50%. It was thought that it might be safer for lorries to approach Eternit via Mettle Hill and leave via Whaddon Gap. Eternit could only be asked for assistance as a good neighbour as there was no weight limit restriction on either route. Whaddon Parish Council had asked for the views of Bassingbourn-cum-Kneesworth Parish Councillors.

Councillors agreed that to have lorries turning into Chestnut Lane was better than turning out onto the A1198 junction. Cllr Hallett added that this did seem to be a reasonable compromise. It was agreed that the Clerk would reply to Whaddon Parish Council agreeing with their suggestion.

*-Clerk*

## 6. OPEN FORUM

There were no members of the public in attendance.

## 7. FINANCE

### 7.1 Payment of Accounts

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

#### BASSINGBOURN PRE-SCHOOL & BREAKFAST CLUB

Donation from Christmas celebration (agreed at meeting 6/1/15) £200.00

#### BASSINGBOURN CAUSEWAY PROSPECTS

Donation from Christmas celebration (agreed at meeting 6/1/15) £200.00

#### MRS S WALMESLEY

Clerks salary 1/1/15 –31/1/15(NALC/SLCC scales agreed 6/1/15) £794.19

#### TOTAL

£1194.19

### 7.2 Revised Financial Regulations 2014

The Chairman had produced additional regulations as a supplement to those adopted. These were circulated to Councillors for comment. It was agreed that a recommendation to approve the additions be made to the Parish Council at the next Parish Council meeting.

### 7.3 Clerk Review and Appraisal

This was in hand.

### 7.4 Santander Bank Account Signatories

The Clerk advised that Santander had asked for the minutes of the meeting where the new signatories were agreed, Parish Council Meeting September 2014, to be countersigned by a Councillor in attendance at that meeting. The Chairman would sign for the Clerk to forward to Santander.

## 8. VILLAGE MAINTENANCE

### 8.1 Village Sign Replacement

Cllr Hirtzel had the drawings which Councillors agreed looked much clearer than the last time. She advised that problems had been encountered with scanning them so there was a delay in circulating to Councillors. A discussion took place on the layout of the proposed sign and it was agreed that as bricks used to be made in the village a reference would be included on the sign. It was stated that an explanation of the artwork would need to be prepared for parishioners so they were aware that everything included was of relevance. Cllr Hirtzel advised that she hoped to circulate the PDF of the design to Councillors within the next couple of days. She would then try to get this to the contractor by the end of the week.

-Cllr  
Hirtzel

Councillors thanked Cllr Hirtzel for the work and time she had taken getting the design to this stage.

-Cllr  
Robinson

### 8.2 Clearance of Ditches

Cllr Robinson had put an appeal for help in the Village Voice. Once he knew who the volunteers were a date in early Spring would be arranged.

### 8.3 War Memorial Lime Trees

The Clerk had asked the contractors to carry out the work as soon as possible.

-Clerk

### 8.4 Appointment of pre-approved contractor for minor maintenance tasks

The Clerk and Chairman had prepared a draft specification which was distributed to Councillors for their input. Slight amendments were made. It was agreed that the specification would be put in the Village Voice and forwarded to local handymen.

-Clerk

### 8.5 Chestnut Lane –Suggestion of a FOI Request to Cambridgeshire Constabulary

Cllr Spenceley was concerned over the traffic statistics for the A1198 which indicated a low number of accidents. He suggested that a Freedom of Information Request be made for information on road traffic incidents in the village, which the police had been involved in, within the scope of Section 170 of the Road Traffic Act. This was agreed. The Clerk to make the request. The Clerk advised that County Highways were to arrange for the SLOW lineage on Chestnut Lane whilst they were carrying out some other work. There would be no charge.

### 8.6 A1198 Lay-By

Bollards had been placed on the grass verge by the lay-by. There were also other obstructions placed along the verge. Cllr Spenceley advised that he had spoken to the resident responsible who had stated that he had kept the verge cut and had placed the obstructions there to stop lorries

driving over the grass. Councillors agreed that although the resident did not own the land he did keep it tidy. Cllr Spenceley was thanked for finding out the situation. The Chairman asked for The Causeway verge to be an agenda item at the next meeting.

**9. PURCHASE OF VILLAGE DEFIBRILLATOR**

Cllr Johnson had been investigating types and suppliers of defibrillators. A fully automatic version was far easier to use for people with no experience and these were around £950. Training was available with some providers. The equipment needed a power supply and Cllr Johnson was currently waiting for a quotation as to the cost of installation. The Clerk advised that East Anglian Ambulance Trust had 1000 free defibrillators but they had to be installed in an authorised cabinet by the end of March 2015.

A discussion took place on where the equipment could be located. The Chairman advised that the Book Cafe committee had discussed the telephone kiosk but did not want to use it for books. He suggested that the kiosk could be refurbished to house the defibrillator. A discussion took place on how the equipment worked. It was agreed that training would be important.

*-Cllr  
Johnson  
& Clerk*

After further discussion it was agreed that Cllr Johnson would continue with her investigations and the Clerk would find out from British Telecom how to adopt the kiosk. This would be discussed again at the next meeting.

**10. PARISH TREE SURVEY –AGREEMENT OF WORK**

The trees in the parish had been surveyed with a report produced. Some urgent work was needed classed as category A, estimated cost of around £1000, in the next six months. As this expenditure exceeded the Recreation Ground committee limit the work would need to be approved by this committee. Cllr Freeman advised that he had sought a quotation for the work, from a tree surgeon, when he received the survey report. The company that carried out the survey had also given a rough breakdown of costings. It was noted that permission for the work to be carried out would need to be given by the District Council Tree Officer.

It was then agreed that the Clerk would apply for permission to carry out the work and ask for a firm quotation from Acacia Tree Surgery for category A and B work which would be planned in the Autumn. This would then be compared to the quotation obtained by Cllr Freeman. The urgent work would need to be carried out as soon as possible before the Spring.

*-Clerk*

**11. PROPOSED MOBILE WARDEN SERVICE –ADVERTISEMENT**

Following the decision made by Councillors at the last meeting, to find out whether there was a demand for the service in the village, the Clerk would prepare an item for the Village Voice.

*-Clerk*

**12. CAMBRIDGESHIRE FUTURE TRANSPORT**

Cllr Hallett, Cllr Freeman and the Clerk had attended a workshop to discuss the findings of the consultation carried out at the end of 2014. Cllr Hallett reported that the 127 bus service was still under threat. Mr Freeman added that he felt that the feeling of the meeting was positive with tweaks suggested to make the service more usable. Comments made at the workshop would be included in proposals for the service in due course.

Cllr Hallett then advised that at the meeting District Council officer, Claire Gibbons, asked for help to get bus stops in the district revamped. He had since walked the bus route and noted the condition of the stops. Ms Gibbons had been updated and she had asked if the parish would be willing to make a financial contribution towards the cost of the revamp.

*-Clerk*

A discussion on the bus stops took place. It was then agreed that a donation of £50 be given. The Clerk to advise Ms Gibbons.

**13. HIGH STREET TELEPHONE KIOSK**

As reported under Item 9 the Book Cafe committee did not want to take over the kiosk as an extension to the Book Cafe.

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

14.1 Kefford Close Property

Cllr Robinson reported that he had received a request from a resident of Kefford Close to purchase a small area of land from the Parish Council so that the garden for the property could be regulated. This would be an agenda item for discussion at the next meeting.

14.2 Brook Road Parking

Cllr Johnson expressed concern over the parking of a lorry and trailer opposite the Primary School at the entrance to the footpath. This was causing an obstruction for pedestrians. The vehicle was believed to have come from the site on Brook Road. The Clerk would ask the PCSO to speak to the owner.

*-Clerk*14.3 Tanyard Trees

Cllr Johnson advised that some residents of The Tanyard had a problem with a large overhanging tree from a private house. It was also overhanging the recreation ground. The property was currently being let and the Letting Agent had been asked to arrange for the tree to be cut back. There were concerns that the tree might blow down causing injury. Councillors agreed that a letter be sent to the Letting Agent on behalf of the Parish Council. Cllr Johnson to advise the Clerk of the details.

*-Cllr  
Johnson  
& Clerk*14.4 Parking outside Church

Cllr McNulty asked that this be put on the agenda for discussion at the next meeting. There were problems with vehicle parking especially when there was a Church service in progress. Cllr Cathcart added that this was not a new problem. It was suggested that Cllr McNulty speak to the Church Warden before the next meeting.

14.5 Elbourn Way Picnic Bench

It was reported that the new bench, which the Recreation Ground Committee members knew needed to be secured, had been vandalised and was in pieces in the hedge. It was agreed that the vandalism should be reported to the police. This would be discussed at the next Recreation Ground Committee meeting.

14.6 Village Green Tree Seat

Cllr Hull advised that he was concerned over the suggestion at the last meeting of a tree seat around the village sign. He felt this would affect the neighbouring residents. The Chairman advised that Councillors agreed to wait until the sign was in place before following up the suggestion of a seat. If the council decided to investigate then residents would be consulted before a decision was made.

*-Clerk*14.7 A1198 House Signage

Mr Spenceley expressed concern over a sign in a garden on the A1198 advertising houses wanted. He suggested that planning consent might be needed to display such a sign. It was stated that the size of the sign determined whether permission was needed.

**15. DATE OF NEXT MEETING**

Tuesday 3<sup>rd</sup> March 2015

The Chairman closed the Meeting at 9.45pm

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**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
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**The Limes, High Street 7.45pm**

PRESENT: Cllr Webb (Chairman), Cllr Hallett, Cllr Cooper, Cllr McNulty, Cllr Freeman, Cllr Spenceley, Cllr Sapol, Cllr Catherall

County Cllr Cathcart, District Cllr McCraith,

Members of Public: 0

**1. APOLOGIES FOR ABSENCE**

Cllr Robinson, Cllr Hirtzel, Cllr Douglass, Cllr Hull, County Cllr Dent

**2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**3. MINUTES OF LAST MEETING**

3.1 3<sup>rd</sup> February 2015

Minutes of the meeting held on Tuesday 3<sup>rd</sup> February 2015 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Citizens Advice Bureau

Cllr Cooper reported that she had met with the CAB representatives, Tracey Turner and Karen Hoy, to discuss using The Limes. They had advised that a small office was required, with Wi-Fi, so that one to one meetings could be held in private. The rent would need to be met by the Parish Council. Ms Hoy had provisionally offered a time slot of 2.30pm-3.30pm Thursday afternoons during the Book Cafe session. Due to Health and Safety rules she would not be allowed to be alone in The Limes. The Chairman advised that there was a locked store room which was soon to be made available to the Book Cafe for storage. He suggested this room could be used for privacy. He agreed to speak to the Book Cafe committee. Cllr Cooper then advised that this would not be a drop in session. People seeking advice would need to make an appointment with the CAB where there would be a dedicated telephone number. Ms Hoy was now in the process of seeking agreement from her line managers and would then update Cllr Cooper on whether this proposal was agreeable.

*-Cllr Webb*

Cllr Cooper then reported that she had another visitor from the CAB who dealt with energy usage. This was an OFGEN funded scheme and the representative offered talks to village groups. She had some leaflets which she would leave in The Limes.

Cllr McCraith advised that the District Council provided some funding for the CAB and suggested contact be made to see if they could help with the hire of The Limes. Clerk to deal.

*-Clerk*

4.2 Street Lighting –Check of inventory

The Clerk had chased up a response from the County Council Assets and Commissioning group who advised that they were waiting for information from Balfour Beatty.

4.3 Update on Tree Survey

Work on trees requiring immediate attention had been approved at the Recreation Ground committee meeting on the 18<sup>th</sup> February 2015. The Clerk had advised the successful contractor. She was now working on obtaining quotations for the work recommended to be carried out in the Autumn.

4.4 Bassingbourn Youth Club

The Clerk confirmed that the Youth Club had sent a cheque for £1000. They had also advised that some of the equipment purchased had been donated to the Village College. There was still some which the College wanted removed and they had asked if it could be stored by the Parish Council. Before agreement was given the Clerk was asked to find out what the equipment was.

*-Clerk*

4.5 Parking on Brook Road

The Clerk confirmed that she had asked to PCSO to monitor the parking which was thought to be from the Brook Farm site.

4.6 Tree on the Tanyard

As agreed at the last meeting Cllr Johnson was to provide details of the agent so that a letter from

*-Cllr Johnson &*

the Parish Council could be sent.

*Clerk*

## 5. CORRESPONDENCE

### 5.1 Offer of Memorial Notice Board

A letter had been received from Margaret Steward, the daughter of the late Mrs Elsie Loates, offering to arrange for a new notice board to be erected front of The Limes to commemorate the Loates family who had lived in the village since the 1720s. Mrs Loates had passed away in January 2015 ending a long line of the family.

It was noted that the position of the existing board was on District Council land so their permission would need to be sought for the replacement. Cllr Hallett advised that the existing board, although looked in good condition, had been repaired so many times. Councillors accepted the offer of a new board, bearing the Loates name, and the Clerk was asked to advise Mrs Stewart of this. She would also seek permission from the District Council for the replacement. The Chairman agreed to liaise with Mrs Stewart on the design if needed.

*-Clerk*

### 5.2 Problems with County Highway Trees

The Parish Council Grounds Maintenance contractor, Stuart Buchan, had expressed his concern over overgrown trees on The Causeway Verge, The Fillance and Park View where it was considered dangerous to cut the grass around them. It was noted that these trees were on either County Highway land or District Council and therefore were not the responsibility of the Parish Council.

*-Clerk*

Councillors were reminded that the parish had already agreed for work to be undertaken on County trees on North End but could not take on the expense of more.

The Clerk would forward a copy of the communication to both authorities asking them to deal with the cutting back.

### 5.3 Helemedix –Request for donation

A request had been received for a donation to support the charity which provided emergency life saving care to critically ill and injured people in Cambridgeshire. It was stated in the letter that they had been dispatched to 337 incidents in the county during 2014. The Chairman reminded Councillors of the provision to make donations such as this through the Section 137 power. It was agreed that £100 be donated for 2014/15. Clerk to arrange for a cheque to be raised at the next meeting.

*-Clerk*

### 5.4 Fishing

A resident had asked if the Parish Council could advise of any lakes where a lease could be arranged to fish. It was believed that there used to be an advert in Bury Lane Farm Shop but that was the only facility Councillors were aware of in the area. Clerk to reply to the resident.

*-Clerk*

## 6. OPEN FORUM

There were no members of the public in attendance.

## 7. FINANCE

### 7.1 Payment of Accounts

The invoices were checked by Cllr Hallett. Agreed. PROPOSED Cllr Freeman SECONDED Cllr Mc Inulty

#### HALES PRINTERS

Newsletters	February 2015	£789.00	
	March 2015	£706.00	£1495.00

#### BUCHANS LANDSCAPES

Grounds mtce January 2015 (inc. £297.64VAT)			£1785.82
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#### BASSINGBOURN URC

Hire of Chapel room for recreation ground meetings 2014 6@£10			£ 60.00
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#### SADDLEBACK LANE ALLOTMENTS SOCIETY

Contribution for water supply (agreed at F&GP meeting 19/8/14)			£2500.00
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#### MRS S WALMESLEY

Clerks salary and expenses 1/2/15 –28/2/15			£796.05
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#### TOTAL

			£6636.87
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### 7.2 Clerk Review and Appraisal

The Chairman was in the process of completing an assessment form on the Clerk's duties recommended by CAPALC. It was agreed that the Parish Council Chairman, Vice Chairman and

F&GP Chairman meet with the Clerk to discuss.

### 7.3 Cemetery Lodge

Cllr Hallett advised that due to the absence of some committee members there was not a quorum for the earlier Cemetery Committee meeting. There was an issue with condensation within the bathroom at the Lodge where the committee had agreed to install an extractor fan and that the Letting Agent, Intercounty, be asked to arrange. This needed to be progressed as soon as possible and so Cllr Hallett asked if £200 expenditure could be authorised so that Intercounty could be asked to proceed. This was agreed by Councillors. Clerk to advise Intercounty.

-Clerk

### 7.4 Conservation Group

The Conservation Group had asked for expenditure of £25 to be agreed from their budget for litter grabs. This was approved. Cllr Hallett to advise the group.

-Cllr  
Hallett

## **8. VILLAGE MAINTENANCE**

### 8.1 Village Sign Replacement

Cllr Hirtzel had advised that the cost of the sign without painting would be £3383.00 and would cost an additional £500 for the producer to paint it. She suggested that this could be the best option. She would be picking up the sign with the mould so it could be kept for the future. Cllr Hirtzel also asked that the sign when re-erected could be reinstated so that both sides could be seen. The old sign would need to be moved from its current storage place, in Cllr Hirtzel's barn, as this was being renovated in the near future.

-Cllr  
Hirtzel

A discussion took place on the painting where it was proposed by Cllr Cooper, seconded by Cllr Hallett, that the producer be asked to paint the sign based on a detailed specification provided by Cllr Hirtzel. All Councillors were in agreement.

Councillors also agreed that the sign be turned around by 90° when it was reinstated so it was fully visible. The Chairman would pick up the old sign and as a temporary measure store it until a decision was made on what to do with it.

-Cllr Webb

### 8.2 Clearance of Ditches

Cllr Robinson had put an appeal for help in the Village Voice. There had not been a lot of response to date.

### 8.3 War Memorial Lime Trees

The Clerk advised that work on the trees should now have taken place.

### 8.4 Appointment of pre-approved contractor for minor maintenance tasks

The Clerk had arranged for the advertisement to go into the current edition of the Village Voice. The lack of a published closing date was queried. It was agreed that if there was not a sufficient number of responses the advert would be rerun in the next Village Voice edition with a closing date.

### 8.5 Chestnut Lane –Suggestion of a FOI Request to Cambridgeshire Constabulary

A response had been received from the police who wanted to know the time period the information was requested for, and also whether the data included the provision requiring a driver to stop at the scene of an accident, or simply the number of collisions within the village for which police officers attended. It was agreed that the information should be sought for the collisions attended by police officers over the past five year period. Clerk to advise the police.

-Clerk

### 8.6 The Causeway Lay-By

The Chairman stated that the lay-by was an eyesore and suggested consideration be given into a tarmac and kerbed area. It was advised that the area was originally a grass verge but had been used over the years by neighbouring residents to keep their vehicles off the road. It had never been an official lay-by. A discussion took place on whether the Parish Council should liaise with the County Council to stop the parking and restore to a grass verge or turn the area into a proper lay-by. Cllr Spenceley offered to speak to the neighbouring residents to see why they parked there. He would report back at the next meeting.

-Cllr  
Spenceley

## **9. PURCHASE OF VILLAGE DEFIBRILLATOR/HIGH STREET TELEPHONE BOX**

Cllr Johnson had advised the Clerk that she would forward details of her findings in relation to the purchase of a defibrillator by the end of the week. The Clerk had made enquires with British Telecom about adopting the High Street kiosk. She had been forwarded a copy of a contract and asked to complete it and return with a cheque for £1. A discussion took place on whether the power supply would be completely removed, when the box was decommissioned by British Telecom, as this would be needed should the defibrillator be kept in the kiosk. It was noted that once the kiosk was adopted it would become a village asset and would have to be maintained. A

-Clerk

vote was then taken on whether to adopt the kiosk at a cost of £1. All Councillors were in agreement. The Clerk was asked to proceed with the contract and also to find out about the power supply.

**10. KEFFORD CLOSE –REQUEST TO PURCHASE LAND**

At the last meeting Cllr Robinson had asked for this to be added to the agenda as he had been approached by a resident asking to purchase a small amount of the open space land to regularise his fence line. Cllr Hallett had since carried out investigations and advised that there was a restrictive covenant on the land owned by the Parish Council which stated that it must be retained as public open space. If the land was sold then it would have to go with the covenant so would be a waste of time for the resident in pursuing.

**11. NORTH END - PARKING OUTSIDE CHURCH**

Cllr McNulty reported that he was going to meet with the Church Warden to discuss the problems with parking. He would report back at the next meeting.

*-Cllr  
McNulty*

**12. ARRANGEMENTS FOR ANNUAL PARISH MEETING 2015**

The Chairman recapped on the arrangements for the 2015 meeting which had been held in a different format in the Village College hall. Although it was not that well supported it was hoped that more people would come along this year. A date for the meeting was agreed as Tuesday 21<sup>st</sup> April 2015 from 7pm -9pm. The Clerk would contact the Village College to make sure the venue was available on that date. She would then make arrangements to advertise and contact village groups.

*-Clerk*

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

13.1 Brook Road Business Signage

Cllr Cooper expressed her concern over the amount of signage on the grass verge advertising a business based on Brook Road. It was noted that it was distracting. The Clerk was asked to obtain guidelines from County Highways relating to signage before any approach to the owner was made.

*-Clerk*

13.2 Access to Tanyard garden from Recreation Ground

Cllr Freeman advised that he had given permission for a resident from the Tanyard to access her garden through the recreation ground so that she could have a shed delivered. He would arrange for the gate to be unlocked.

**14. DATE OF NEXT MEETING**

Tuesday 7<sup>TH</sup> April 2015

The Chairman closed the Meeting at 9.07pm

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**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 7<sup>th</sup> April 2015 at**  
**The Limes, High Street 7.46pm**

PRESENT: Cllr Webb (Chairman), Cllr Hallett, Cllr Cooper, Cllr McNulty, Cllr Freeman, Cllr Spenceley, Cllr Sappol, Cllr Robinson, Cllr Hirtzel, Cllr Hull, Cllr Geraghty

County Cllr Cathcart, District Cllr McCraith, County Cllr Dent

Members of Public: 0

**1. APOLOGIES FOR ABSENCE**

Cllr Catherall, Cllr Douglass, Cllr Johnson

**2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**3. MINUTES OF LAST MEETING**

3.1 3<sup>rd</sup> March 2015

Minutes of the meeting held on Tuesday 3<sup>rd</sup> March 2015 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Citizens Advice Bureau

Following discussions at previous meetings, and the suggestion made by Cllr McCraith to approach the District Council regarding help with the Limes rental costs, the CAB and South Cambridgeshire District Council had arranged between them that a session be held in The Limes every two weeks between 2pm and 3.30pm. The Book Cafe had been advised that they would be using the small room for their consultations. This room had been promised to the Book Cafe for storage. The times were also inconvenient and it was suggested 2.30pm -4pm would be better. The Chairman advised that the Book Cafe, CAB and District Council were now trying to find the best way to resolve this.

4.2 Street Lighting –Check of inventory

The Clerk had urged a response following the last meeting. Cllr Dent suggested that the County Portfolio holder, Cllr Hickford, be contacted to see if he could help. The Clerk to contact him.

-Clerk

4.3 Memorial Notice Board

The Chairman to contact the family to discuss the specification.

-Cllr Webb

4.4 Annual Parish Meeting 21<sup>st</sup> April 2015

The Village College had been booked and invitations had been sent out to village groups. It was suggested that an invitation also be forwarded to Bassingbourn Ski Club who were trying to resurrect their site in the Barracks.

-Clerk

**5. CORRESPONDENCE**

5.1 Brook Road Traffic

A resident of Brook Road had written regarding the suggestion of a 20mph speed limit on Brook Road. There had recently been an accident with a car which went across the footpath hitting the wall and fence of his property. The resident had written to the Parish Council before on two separate occasions with no acknowledgement. The Clerk advised that she had since replied and updated the resident on the unsuccessful attempt to reduce the speed made by Parish Council over the past couple of years. Cllr Hallett confirmed that he had replied to the resident at the time of the original correspondence.

-Clerk

Councillors agreed that the Clerk advise the resident that they agree with his comments but as advised previously there was nothing else they could do.

5.2 Whaddon Parish Council

The Clerk to Whaddon Parish Council was in the process of arranging a meeting with Eternit Management to discuss the proposals discussed for their vehicles at previous meetings. Cllr Spenceley had agreed to attend the meeting on behalf of the Parish Council when arranged.

5.3 Camping at Clunch Pit Wood

Over the past months it had been noted that there was some tents erected next to the footpath by

the wood. Cllr Robinson advised that he had put an item in the Village Voice relating to this a while ago following complaints from a parishioner over the rubbish there. Another resident of the village had advised that he knew one of the people involved. A discussion took place on the best course of action. It was agreed that this was not something that should be allowed to develop. This area was often used by children from the Village College during their breaks. Cllr Hallett stated that as the Parish Council owned the land, and if there was any evidence of drug taking, the police should be informed. It was noted that there was no proof of drugs at this stage.

-Clerk

After further discussion it was agreed that the Police should be informed and asked to investigate as soon as possible. Clerk to report.

## 6. OPEN FORUM

There were no members of the public in attendance.

## 7. FINANCE

### 7.1 Payment of Accounts

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

#### HALES PRINTERS

Newsletters	April 2015	£749.00
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#### APEX ROOFING AND SCAFFOLDING LTD

Work to Cemetery Chapel (inc. £1011.40VAT)	£6068.40
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#### CAMBRIDGESHIRE COUNTY COUNCIL

Rent for Rouses land 2015/16	£ 55.00
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#### MRS D ARTUS

Reimbursement for conservation equipment (inc. £4.16VAT)	£ 25.00
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#### PLAYDALE PLAYGROUNDS LTD

Repair work to Elbourn Way play equipment (inc. £143.70VAT)	£ 862.18
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#### TRULIGHT

Deposit for replacement master bedroom window in Lodge (inc. £166.50VAT)	£ 999.00
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#### THE POST OFFICE

Emptying of recreation ground bins 2015/16	£ 186.00
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#### MRS S WALMESLEY

Clerks expenses March 2015	£ 25.35
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TOTAL	£8969.93
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### 7.2 Clerk Review and Appraisal

This was in hand.

### 7.3 Confirmation of Bankers and Signatories

Cllr Hallett advised that he had been contacted by Barclays Bank as they were unable to read the signatures on a cheque. One in particular was the deposit for the Playdale replacement equipment. He confirmed that they were authorised to pay. Barclays asked that a new mandate be completed for the signatories which he had arranged. Councillors agreed that Barclays Bank be confirmed as the Parish Council bankers with the Parish Council Chairman, Cllr Robinson, Cllr Hallett and Cllr Webb as signatories.

## 8. VILLAGE MAINTENANCE

### 8.1 Village Sign Replacement

As discussed at the earlier Parish Council meeting expenditure of £4343.00 plus VAT had been approved for the production and painting of the sign. Cllr Hirtzel confirmed that she had advised of the colours required but would contact the contractor again to check. It was stated that an explanation note would be needed to advise parishioners of the sign designs. It was hoped that the sign would be ready for the Bassingbourn at Home weekend at the end of May 2015 where it could be officially unveiled. A discussion then took place on the existing post and the turning of the sign so that it could be viewed from both approaches to the village. It was stated that it might be more complicated installing the sign than first thought. After further discussion it was agreed that the Clerk would find out the lead time for completion of the sign and ask for the drawings and dimensions of the bracket.

-Clerk

The Clerk would also apply for a District Council Community Chest Grant towards the cost.

### 8.2 Clearance of Ditches

Cllr Robinson advised that he currently had four volunteers. Cllr Hallett reported that he was

looking into obtaining maps from Blackwells Map and Data Centre and these may have the streams and ditches marked. If not they could be marked as the inspection progressed. Cllr Cathcart had said in the past that maps may be available from the District Council but Cllr Hallett stated that he wanted to get things moving. The cost would be £50 for the first map with £9 for others if ordered at the same time. Councillors expressed their interest in having a map for reference themselves and agreed to contribute personally to the cost. It was suggested that the Village College, Primary School and Book Cafe may also benefit from a copy. After further discussion it was agreed that seven maps be ordered for the Parish Council and eleven for Councillors. Cllr Hallett agreed to follow up and advise Councillors when the maps were ready for collection.

*-Cllr  
Robinson  
& Cllr  
Hallett*

#### 8.3 Appointment of pre-approved contractor for minor maintenance tasks

Three handymen had submitted their interest and their details had been forwarded to the Chairman, Cllr Robinson and Cllr Hallett. This would be discussed at the next meeting when all Councillors had been given the opportunity to consider the applicants. In the meantime the Clerk was asked to acknowledge the applications and advise the applicants that the Parish Council would be in contact.

*-Clerk*

#### 8.4 Chestnut Lane –Suggestion of a FOI Request to Cambridgeshire Constabulary

A response had been received from Cambridgeshire Constabulary advising that the number of road traffic incidents in Bassingbourn-cum-Kneesworth, which the police were involved with, were 12 for 2010, 11 for 2011, 12 for 2012, 10 for 2013, and 5 for 2014.

*-Cllr  
Spenceley  
& Clerk*

Cllr Spenceley stated that these figures were different to those reported on the County Council website and suggested that the County Council be advised. The Clerk was asked to forward the details to the Neighbourhood Watch co-ordinator. She would also forward details to Cllr Spenceley so that he could prepare an item for the Village Voice.

#### 8.5 The Causeway Lay-By

Cllr Spenceley advised that he had spoken to neighbouring residents who advised that visitors to the houses found the lay-by useful. He had also noted an abandoned vehicle parked there. A discussion took place on the ownership of the land, which belonged to County Highways, so any change would have to be approved by them. The Chairman asked for a show of hand on whether the verge should be reinstated as grass or whether the Parish Council should investigate a purpose made lay-by. Four Councillors indicated that they would prefer to see it returned to grass with five wanting an investigation into a proper lay-by. It was therefore agreed that the Clerk would make enquiries with County Highways over whether this would be allowed and if so how much it was likely to cost. Cllr Dent advised that County Highways would probably advise an application be made under the Minor Highway Improvement Bid for County funding. It was noted that if the lay-by was to change planning consent would probably be needed.

*-Clerk*

#### 8.6 Request for Dog Waste Bins –The Causeway

Cllr Spenceley had been approached by residents requesting further bins. He also suggested a bin on Chestnut Lane by the footpath. He was advised that any request needed to go to the District Council for their permission. The Parish Council had been asked in the past to supply a dog waste bin by the footpath but the District Council had not thought it was needed at the time and agreed to monitor. Cllr Spenceley would advise the Clerk of proposed locations on The Causeway.

*-Cllr  
Spenceley  
& Clerk*

#### 8.7 Tree Work

##### 8.7.1 Update on Tree Survey

Quotations for the second phase of the tree work were being obtained.

##### 8.7.2 Update on Highway Trees

The County Council Highway Officer had advised that she had picked up the details of the overgrown trees from the County Council website and was looking into the complaint.

##### 8.7.3 Kneesworth Trees and Bushes

Cllr Spenceley had forwarded an e-mail which highlighted a problem with a tree on highway land at the corner of Canberra Close. This would be reported on the County Council website. There were also overgrown hedges on number 1 and number 3 Canberra Close. The Clerk was asked to send a letter asking the residents to arrange for them to be cut back.

*-Clerk*

## **9. PURCHASE OF VILLAGE DEFIBRILLATOR/HIGH STREET TELEPHONE BOX**

As advised at the Parish Council meeting British Telecom had advised that they would be willing to continue to be responsible for the electrical supply and any payments to the electricity companies. At the point of transfer BT would ensure that the light was working but from then on BT would only be responsible for the supply into the kiosk to the point of the R.E.C. fuse box. If

a defibrillator was installed within the adopted kiosk BT would guarantee the power supply for 7 years which was approximately the battery life of a defibrillator. The Parish Council would need to advise them when the equipment had been installed so that the records could be updated.

Cllr Hallett stated that there was to be some Government money available for the purchase of defibrillators. Cllr Dent also had details of supplies which he would pass on to the Clerk.

**10. NORTH END - PARKING OUTSIDE CHURCH**

Cllr Dent advised that the Police and County Highways were both monitoring the parking and would be investigating ways this could be addressed. He added that Bassingbourn was not the only village with parking issues.

**11. YOUTH CLUB EQUIPMENT**

The Chairman was to speak to the Primary School to see if they would like the equipment in storage at the Village College.

*-Cllr  
Webb*

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

12.1 46 High Street

Concern was expressed over the rubbish, mainly hardcore, left beside the house on Knutsford Road. This was believed to have been left by builders working at the house. The Chairman agreed to speak to the resident.

*-Cllr  
Webb*

12.2 Tesco Bus Shelter

Cllr Freeman advised that he had seen people from the village, who were waiting for the bus service back, trying to shelter in the damaged structure outside Tesco. It was advised that the shelter was put there by Tesco when the store was built. Cllr Cooper stated that there might be an insurance claim in progress as she was aware of an accident there. Cllr Freeman agreed to speak to the Manager of Tesco and find out the situation.

*-Cllr  
Freeman*

12.3 Windmill Close

Cllr McNulty expressed his concern over the lack of play equipment on the Windmill Close site. He had noted children from the houses playing in the road which was dangerous. It was advised that there was a small area of open space and as far as Councillors were aware this fulfilled the obligation of the Housing Association. It was agreed that this be discussed further by the Recreation Ground committee.

*-Cllr  
Robinson*

Cllr Hull then advised that further slats of wood had come out of the fence again. Cllr Robinson offered to screw them back in place.

12.4 Footpath 6

It was advised that the footpath was being used to deposit garden rubbish. This would be added to the agenda for discussion at the Recreation Ground committee meeting on the 15<sup>th</sup> April.

12.5 Spring Lane

Cllr Spenceley asked for an update on the road repairs. It was stated that the temporary repairs had been carried out and the contractors were going to wait until the better weather before further work was undertaken. The District and County Councillors would continue to chase to get a date.

**14. DATE OF NEXT MEETING**

Tuesday 5<sup>th</sup> May 2015

The Chairman closed the Meeting at 9.20pm

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**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 5<sup>th</sup> May 2015 at**  
**The Limes, High Street 7.45pm**

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

County Cllr Dent

Members of Public: 0

**1. APOLOGIES FOR ABSENCE**

Cllr Catherall, Cllr Spenceley, District Cllr Cathcart, District Cllr McCraith

**2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**3. MINUTES OF LAST MEETING**

3.1 7<sup>th</sup> April 2015

Minutes of the meeting held on Tuesday 7<sup>th</sup> April 2015 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Citizens Advice Bureau

Representatives from the CAB were now attending The Limes during Book Cafe hours.

4.2 Street Lighting –Check of inventory

The Clerk to urge a response.

*-Clerk*

4.3 Memorial Notice Board

The Chairman had spoken to the family who had offered the donation and agreed that they arrange to replace as existing with wording above to commemorate the Loates family.

4.4 Path to Clunch Pit

The police had put all the items at the site together for removal. The Chairman stated that there was no evidence of drugs at the site and suggested that a polite notice be left there, with a two week limit, asking for the belongings to be removed. This was agreed and he would arrange. The Police would be kept updated.

*-Cllr Webb*

4.5 Kneesworth Trees and Bushes

The Clerk confirmed that she had sent letters to the two residents of the properties reported at the last meeting.

4.6 Tesco Bus Shelter

Cllr Freeman confirmed that he had spoken to the Manager of the shop and been advised that this was an insurance issue.

4.7 46 High Street

The Chairman advised that he had spoken to a member of the family who advised that the rubbish had been left by the builder. Cllr Geraghty stated that he should be able to obtain that information, and pass to the Chairman, so that the removal of the rubbish could then be pursued.

*-Cllr Geraghty*

4.8 Whaddon/Bassingbourn-cum-Kneesworth Meeting with Eternit

The Clerk advised that the meeting was take place on the 11<sup>th</sup> May with Cllr Spenceley representing the Parish Council.

*-Cllr Spenceley*

**5. CORRESPONDENCE**

5.1 War Memorial Tidy

A request had been made for the war memorial to be tidied ahead of a service on the 8<sup>th</sup> May 2015. Cllr Douglass advised that the grass had just been cut and would have a look at the War Memorial site to make sure the area was tidy.

*-Cllr Douglass*

5.2 Soil on Recreation Ground (The Rouses)

The Clerk had been contacted by a parishioner concerned that the soil recently transferred onto The Rouses, for use as a bicycle track, was being thrown into his garden causing a problem for his family. Cllr Freeman and Cllr Geraghty had visited the site and could not see a problem. The purpose of the soil was questioned and it was agreed that an item should be put into the Village

Voice again to remind parishioners that the soil could be used by the youngsters to create their own track.

## 6. OPEN FORUM

### 6.1 Bassingbourn Mayhem

Mr Marriage advised that he was trying to promote the weekend which would take place at the end of May 2015 in a big way. He asked if the Parish Council could provide some financial help with providing a bus to transport parishioners to the site on Brook Road or towards the cost of a disabled toilet on the site. Mr Marriage added that it was intended to hold this event, which raised money for charities, annually and the organisers would like to be able to have bunting for the village in future.

The Chairman advised that the Parish Council would consider contributing to a specific purpose and suggested that Mr Marriage provide a formal request with costings for the Parish Council AGM on the 19<sup>th</sup> May where this would be an agenda item.

Cllr Hirtzel congratulated the organisers for their fund raising but expressed concern over the noise level from 2014 which she feared affected a lot of youngsters in the middle of their exams. She asked if the noise could be kept down this year.

Cllr Robinson added that this was an event that the whole village should get behind. The organisers were wished a very successful weekend.

## 7. FINANCE

### 7.1 Payment of Accounts

An invoice had been received from Buchans Landscapes for additional work on South End recreation ground 2014/15. Cllr Freeman had checked with the Football Club who had requested two additional cuts of the football pitch during the year. A discussion took place on when and who had authorised the other cuts. The Clerk reminded the Parish Council Chairman that Mr Buchan had asked for a meeting with him to discuss the contracts in the village. This had not happened. The Clerk was asked to contact the contractor and ask for a breakdown of the cuts, who authorised them, and when they had taken place. Cllr Freeman, the Recreation Ground Committee Chairman, agreed to meet with Mr Buchan.

Cllr Cooper then advised that she had received a complaint about the grass verge cutting in North End, where the wild flowers had not been given enough time to seed, and areas left on Elm Tree Drive and The Causeway with dying daffodils. This would be discussed at the next Recreation Ground committee meeting as grasscutting was in their remit.

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

#### WAR MEMORIALS TRUST

Renewal of membership 2015/16 £ 20.00

#### CAMBRIDGE WATER COMPANY

Cemetery water rate 1/11/14-30/4/15 £16.58

Recreation Ground water rate £47.78 £64.36

#### NALC

Subscription to Local Council Review 2015/16 £ 17.00

#### VIKING

Stationery (to be reimbursed £69.78) inc £18.61VAT £111.65

#### BASSINGBOURN VILLAGE COLLEGE

Hire of hall and refreshments for Annual Parish Meeting 21/4/15 £ 45.00

#### E-ON

Estimated Pavilion electricity (inc. £4.10VAT) £ 86.07

#### BUCHANS LANDSCAPES

Grounds maintenance March 2015 (inc. £297.64VAT) £1785.82

Churchyard hedge cut 2015 (inc £25.00 VAT) £ 150.00 £1935.82

~~Additional Grasscutting 2014/15 (inc. £210.29VAT) £1261.74~~

#### MRS S WALMESLEY

Clerks salary and expenses 1/4/15 –30/4/15 £756.65

#### PLAYSAFETY LTD

ROSPA Play area inspections 2015 (inc. £39.00 VAT) £234.00

#### TOTAL

£3270.55

### 7.2 Clerk Review and Appraisal

*-Cllr  
Freeman  
& Clerk*

This was in hand.

### 7.3 Confirmation of Bankers and Signatories

Cllr Hallett advised that while he was speaking to Barclays about the change of signatories he was asked whether he wanted to include an additional account, registered to the Parish Council, on the mandate. There was £23.44 in that account. He agreed and had tracked back the dormant account where he last found a reference to it in 2007. The Clerk and Councillors were confused how this account had been missed. It was suggested that the £23.44 was probably a bank interest payment paid into the account after it was supposed to have been closed. Councillors agreed that the £23.44 be transferred to the main Parish Council account and the dormant account closed.

### 7.4 Bassingbourn At Home 2013

The Chairman advised that he had found some leaflets from the 2013 event with cash amounting to £153.64 in a box. Cllr Hallett advised that at the time the Parish Council advanced some funding to get the project underway with the intention that any money made would be given back. He suggested that the £153.64 be paid back into the Parish Council account and this could then be used again for the Bassingbourn Mayhem event discussed under Item 6.1. This was agreed.

## **8. VILLAGE MAINTENANCE**

### 8.1 Village Sign Replacement

The manufacturer of the sign had asked for details of the post where the sleeve would go over. Photographs had been taken but as the orientation of the new sign would be different there were concerns raised as to how this would work. After discussion it was agreed that the Clerk would go back to the manufacturer and ask for the sign without a bracket. A local contractor could then be sourced to arrange whatever modifications were needed to the existing post before installation.

-Clerk

The Clerk had submitted an application for a South Cambridgeshire District Council Community Chest grant which would be considered by the District Council at the end of May 2015.

### 8.2 Clearance of Ditches

Cllr Robinson advised that this was in hand. Cllr Hallett now had copies of the maps discussed at the last meeting which he distributed to Councillors. He advised the map showed ditches clearly.

### 8.3 Appointment of pre-approved contractor for minor maintenance tasks

Three applications had been received and were discussed. It was then agreed that two of the applicants, Richard Willis and Alan Mead-Blandford be appointed as pre-approved contractors. The Clerk to notify them and also advise the third applicant that his name would be kept on record for the future.

-Clerk

-Clerk

### 8.4 The Causeway Lay-By

In hand. The Clerk to obtain costings from County Highways.

### 8.5 Request for Dog Waste Bins –The Causeway

Cllr Spenceley to advise the Clerk of proposed locations on The Causeway so that she could liaise with South Cambridgeshire District Council.

-Cllr  
Spenceley

### 8.6 Tree Work

#### 8.6.1 Update on Tree Survey

Following the last Recreation Ground committee meeting, and the agreement of the District Council Tree Officer, the Ash tree on Kefford Close had been felled. Cllr Freeman stated that the tree was completely rotten. Cllr Hallett then reminded Councillors that it had been agreed to replace any felled trees and, after consulting with the village Conservation Group, suggested replacing the Kefford Close and War Memorial felled trees with flowering Cherry trees. A dead tree in the Cemetery was scheduled to be removed and he suggested this be replaced with an apple tree. Three quotations had been received for the replacements 2 metre trees with the cheapest being £58.50 from Philimores Garden Centre. He added that when planted the trees would need stakes and ties. Councillors agreed expenditure of up to £100 for the three trees and accessories. Cllr Hallett to arrange.

-Cllr  
Hallett &  
Clerk

The Clerk confirmed that she was putting together quotations for the second phase of the tree work to be carried out in the Autumn.

### 8.7 High Street Traffic Review

Councillors had asked for a review of the double yellow line impact after six months. It was stated that the measures did seem to free up some of the traffic flow although there was still parking on the pavement opposite the SPAR shop. Councillors were reminded that a second phase of the scheme would be the consideration of bollards but this would be an inconvenience to the SPAR shop and customers. It was agreed that a further review should take place in November 2015.

- 9. PURCHASE OF VILLAGE DEFIBRILLATOR/HIGH STREET TELEPHONE BOX**  
The purchase of a defibrillator was being investigated by Cllr Johnson. There was no update available for this meeting.

**10. YOUTH CLUB EQUIPMENT**

The Chairman was to speak to the Primary School to see if they would like the equipment in storage at the Village College.

*-Cllr  
Webb*

**11. MOTORBIKES ON ASHWELL STRET**

Cllr Catherall had raised this issue at the recent Recreation Ground Committee meeting. He was concerned at the speed the motorbikes were travelling. Cllr Geraghty reiterated the concerns stating that someone was going to get hurt as a result of this. It was noted that the Stret could be used by two and three wheeled vehicles but they must be taxed and insured. The Clerk advised that there were similar problems in Litlington and agreed to make the PCSO aware.

*-Clerk*

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

12.1 Suggestion of Cycle Lane to Royston

Cllr Robinson suggested that the Parish Council take a long term view to try and get a cycle lane from Kneesworth to Royston along the A1198. This was suggested to him following the recent Annual Parish Meeting. The Chairman advised that a path had been discussed by the Parish Council a few years ago when an unsuccessful application was made through the MHI scheme. The Clerk confirmed that a list of 'Matters Arising' from the Annual Parish Meeting would be on the agenda for the Parish Council AGM on the 19<sup>th</sup> May 2015.

12.2 Solar Farm contributions to village

Cllr Hirtzel suggested that Councillors should go for as much financial compensation as they could should the opportunity arise through future solar farm applications. She expressed concern over the amount other villages were getting. Cllr Robinson reminded Councillors that originally when the solar planning application was discussed it was agreed that the possible financial compensation should not be taken into consideration. He agreed the Parish Council would have been in a stronger position if Councillors had agreed they wanted a community payment.

12.3 Cradle Swing damage

Cllr Cooper advised that the swing in the South End play area looked as if it had dried superglue on it. The Chairman agreed to look.

12.4 South End Play Area

The Chairman reported that he had removed five glass bottles which had been planted in the ground within the fenced area. They could have caused a nasty injury if a child was to have fallen on them. This had been reported to the Police.

*-Cllr  
Webb*

**14. DATE OF NEXT MEETING**

Tuesday 2<sup>nd</sup> June 2015

The Chairman closed the Meeting at 9.12pm

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**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 2<sup>nd</sup> June 2015 at**  
**The Limes, High Street 8.05pm**

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

District Cllr Cathcart, District Cllr McCraith

Members of Public: 1

**1. ELECTION OF CHAIRMAN**

The Parish Council Chairman, Cllr Robinson, opened the meeting and asked for nominations. Cllr Spenceley proposed Cllr Webb, which was seconded by Cllr McNulty. There were no other nominations. Cllr Webb agreed to continue as committee Chairman.

**2. APOLOGIES FOR ABSENCE**

Cllr Douglass, Cllr Johnson, Cllr Geraghty, County Cllr Dent

**3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**4. MINUTES OF LAST MEETING**

4.1 5<sup>th</sup> May 2015

Minutes of the meeting held on Tuesday 5<sup>th</sup> May 2015 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**5. MATTERS ARISING**

5.1 Path to Clunch Pit

The Chairman had prepared a draft notice to put by the tents which was agreed by Councillors. It was agreed that two weeks should be allowed for the site to be cleared before the Parish Council took action.

*-Cllr Webb*

5.2 Tesco Bus Shelter

Cllr Freeman confirmed that a new bus shelter had been erected.

5.3 46 High Street

The Chairman was awaiting details of the contractor from Cllr Geraghty.

*-Cllr Geraghty*

5.4 Approved Contractor Paperwork

The Clerk was asked to urge the insurance details of the two approved contractors.

*-Clerk*

5.5 Whaddon/Bassingbourn-cum-Kneesworth Meeting with Eternit

Cllr Spenceley had attended the meeting along with Cllr Ginger from Whaddon Parish Council. He reported that it was a very constructive meeting with agreeable discussion. The Councillors had been told that this was a declining site. There were currently around 40 HGV movements a day and it was agreed that lorries would approach the site along Chestnut Lane and leave via Whaddon onto the A1198. There was a suggestion that it would be useful to contact Meldreth Parish Council so that all the villages could work together. There was a meeting at Meldreth Parish Council on the 4<sup>th</sup> June and it was agreed that Cllr Spenceley could attend that meeting on behalf of the Parish Council with a remit to discuss decisions made at this meeting.

*-Cllr Spenceley*

The Chairman thanked Mr Spenceley for attending the Eternit meeting on behalf of the Parish Council.

5.6 Street Lighting –Check of Inventory

The County Council had now responded to the query and agreed with the number of street lights advised by Cllr Hallett who added that the lamp numbers and locations would be checked to make sure they lined up.

*-Cllr Hallett*

5.7 Youth Club Equipment

The Chairman had approached the Primary School and made them aware of the equipment. He had told them to take what they wanted and if anything else was in a saleable condition to sell it.

5.8 Memorial Notice Board

The Chairman advised that the offer of the notice board for outside The Limes had been withdrawn. He did not know the reasons but suggested the Parish Council should think about replacing the board anyway. Cllr Hallett advised that the board was in a poor state of repair but it

would not fall down. He suggested that the board was replaced before it fell down. It was agreed that this would be an agenda for the December meeting.

Cllr Freeman added that there was a Pavilion clock which had been donated by the Loates family so the family would still be commemorated in the village.

## 6. CORRESPONDENCE

### 6.1 Electoral Review of Cambridgeshire

This had been discussed at the Parish Council meeting. There would be no change as far as Bassingbourn-cum-Kneesworth was concerned. The District Councillors advised that a review for South Cambridgeshire was shortly to take place.

### 6.2 Asset Management –offer of assistance

A communication had been received from a local business offering assistance. This would be discussed under Item 11 along with the Review to the Asset Register.

### 6.3 Connections Youth Bus

County Councillor Dent had forwarded an e-mail from the locality Manager advising that Cambridgeshire County Council had recently commissioned the Connections Bus and it was suggested that the project run in Bassingbourn as there was currently no youth provision work in the village.

The Chairman advised that the Parish Council had paid for the bus, which was a registered charity, to come to the village on a regular basis in the past. The bus was fully equipped with trained staff. The Parish Council cancelled the arrangement when the number of youngsters using the bus declined. Cllr Robinson stated that in principle it sounded a good idea to have the bus back again. Cllr Catherall suggested that the Parish Council try for a free trial to see how many youngsters were interested. The Clerk would find out some more details for further discussion.

-Clerk

## 7. OPEN FORUM

There were no issues raised.

## 8. FINANCE

### 8.1 Payment of Accounts

#### BASSINGBOURN CHARITIES

Donation towards Mayhem weekend (transport & toilets) £800.00

#### BASSINGBOURN BOOK CAFE

Donation 2015/16 agreed at Parish Council meeting 19/5/15 £1250.00

#### MRS S WALMESLEY

Clerks salary and expenses 1/5/15 –31/5/15 £759.70

#### **TOTAL**

**£2809.70**

The Chairman advised that the bus driver at the Mayhem event did not have the correct insurance and so was unable to carry many passengers. He had made enquiries about the cost of the transport with the organisers of the event. Cllr Hallett advised that he had looked at the Charity Commission website and with the income from Bassingbourn Charities they should register for charity status. He added that the Parish Council had agreed the proposal to contribute to the event but asked the Clerk to make a point of telling the organisers of the Charity Commission requirement when she sent the cheque.

Clerk

The Chairman advised that the Book Cafe committee were very grateful for their donation.

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

### 8.2 Internal Audit Report 2014/15

The internal audit report had not yet been received.

## 9. VILLAGE MAINTENANCE

### 9.1 Village Sign Replacement

There appeared to be some confusion as to what the contractors wanted to know. Cllr Robinson confirmed that he had since spoken to them. He explained the sleeve of the sign and how it would need to be fixed. All that was required was the decision on the angle of the sign. A discussion took place on this. Cllr Robinson agreed to follow up with the contractor and ask them to go ahead with all the fixings. Cllr Hirtzel would now work on the explanation of the drawings on the sign. Once a date for installation was known some press coverage would be arranged possibly including the primary school children.

-Cllr  
Robinson

The Clerk advised that the Parish Council had been successful in obtaining a £1500 Community

Chest grant towards the cost.

#### 9.2 Clearance of Ditches

Cllr Robinson stated that he was disillusioned with the lack of volunteers that had come forward and as there was not enough for a days sweep he felt like cancelling the project. Cllr Webb suggested dividing the work up into sections which might be useful. Cllr Sams added that once some work was underway it might attract more volunteers.

-Cllrs

#### 9.3 The Causeway Lay-By

The Clerk advised that Highways were unable to give any advice on costings and referred her to the Minor Highway Improvement Bid Scheme or County Council website. She had found an old list of MHI projects and one for a parking provision on a grass verge was estimated to cost around £11,000. Cllr McNulty suggested investigating a concrete grass screed. Cllr Hallett offered to measure the length of the lay-by and the Clerk would follow up a costing.

Cllr  
Hallett &  
Clerk

#### 9.4 Request for Dog Waste Bins –The Causeway

Cllr Spenceley had forwarded proposed locations with photographs to the Clerk and she had since sent these on the District Council Refuse Supervisor for comment.

#### 9.5 Update on Tree Work Quotations

This was underway. The Clerk hoped to have the quotations ready for the next meeting.

-Clerk

### **10. REVIEW OF COMMITTEE TERMS OF REFERENCE**

Copies had been given to Councillors. It was agreed that no changes were required.

### **11. REVIEW OF ASSET REGISTER**

Cllr Hallett confirmed that the latest version was numbered A9. Updates were discussed. The Clerk was asked to –

Forward a breakdown of the insurance schedule. Came and Company had advised in a meeting during 2014 that even though a total cost was shown on the schedule they could break this down per piece of equipment

Where and how many grit bins in the second phase

To obtain an updated list of Elbourn Charity Trustees

To obtain a valuation of the Cemetery Lodge and Chapels

To provide to value of the Parish Council laser printer kept at the Clerk's home

The Chairman referred to the correspondence from John Moore, Asset Management and Assistance, referred to under Item 6.2. He would speak to Mr Moore to see what he had to offer.

Cllr Catherall suggested that the Parish Council consider selling the Cemetery Chapels which would remove them as an asset and a liability. The Chairman asked all Councillors to take a look at the buildings and this suggestion would be discussed as an agenda item at the next meeting.

-Clerk &  
Cllrs

### **12. PURCHASE OF VILLAGE DEFIBRILLATOR/HIGH STREET TELEPHONE BOX**

The purchase of a defibrillator was being investigated by Cllr Johnson. There was no update available for this meeting. Cllr Robinson had been advised by Cllr Geraghty that there had recently been a case where a defibrillator in a telephone kiosk had been stolen. A discussion took place on alternatives to keeping the equipment in the kiosk took place with a suggestion of a group of parishioners on a rota keeping it at their home. It was agreed that until a decision was made on purchasing a defibrillator a decision on where it should be kept was not needed.

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

#### 13.1 Cambourne Police Panel Meeting

Cllr Spenceley advised that he had received a lot of representations over the mini roundabouts in Kneesworth and traffic issues. He asked for permission to represent the Parish Council at the Panel meeting to relay these concerns which were agreed. He would report back at the next meeting.

-Cllr  
Spenceley

#### 13.2 The Limes Clock

Cllr Hull had been investigating alternatives for the clock which had not worked for a number of years. It was stated that the clock belonged to South Cambridgeshire District Council and was not within the Parish Council remit to repair/replace. It was agreed that the information gathered by Cllr Hull would be included in a letter to be sent by the Clerk, to South Cambridgeshire District Council, supporting his findings.

-Clerk

**14. DATE OF NEXT MEETING**  
Tuesday 7<sup>th</sup> July 2015

The Chairman closed the Meeting at 9.28 pm

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**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 7<sup>th</sup> July 2015 at**  
**The Limes, High Street 7.45pm**

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

District Cllr Cathcart, County Cllr Dent

Members of Public: 1

**1. APOLOGIES FOR ABSENCE**

Cllr Johnson, Cllr Sappol, Cllr Hirtzel, District Cllr McCraith

**2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**3. MINUTES OF LAST MEETING**

3.1 2<sup>nd</sup> June 2015

Minutes of the meeting held on Tuesday 2<sup>nd</sup> June 2015 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Path to Clunch Pit

It was advised that the tents were still on the site but it look as if they were now unoccupied. The Chairman agreed to check the site.

4.2 46 High Street

It was confirmed that the rubble had been removed.

4.3 Youth Club Equipment

The Primary School were liaising with the Village College and the Parish Council would be advised of anything left.

4.4 Connections Youth Bus

The Clerk confirmed that representatives from Cambridgeshire County Council and the Connections Bus would attend the Parish Council meeting on the 21<sup>st</sup> July 2015.

4.5 Cambourne Police Panel Meeting

Cllr Spenceley reported that a number of issues had been raised from the floor mainly relating to parking. The Police were focused on a public safety campaign including cold callers and shed security. He had spoken to the officers about the roundabouts at the junction with the A1198 which Cllr Spenceley was concerned over. The Police had requested suggestions for improvement from the Parish Council. The Clerk advised that until recently the Parish Council had not been aware of any issues regarding the safety at the roundabouts. Cllr Dent added that County Highways had confirmed that the roundabouts were safe. It was agreed that this item be put on the agenda for the next meeting.

4.6 The Limes Clock

The Clerk had urged the repair with South Cambridgeshire District Council. Cllr Cathcart confirmed that he had also contacted the officers again.

**5. CORRESPONDENCE**

5.1 Meldreth Parish Council –Proposal to form working group

The idea for a joint partnership, where Parish Councillors from neighbouring parishes look at issues that affect them, was thought to be a good idea at the recent Meldreth Parish Council meeting. Bassingbourn-cum-Kneesworth were invited to join the working group.

Cllr Spenceley advised that he had attended the Meldreth meeting, as agreed at the last Finance and General Purposes committee meeting, to speak on the traffic. Cllr Hallett advised that a few years ago the County Councillor at the time, Linda Oliver, had arrange a meeting similar to this. He had attended but there was only the one meeting. He added that this might have been due to there being no structure to the meetings. Councillors agreed in principle, six votes to four, that it was good to liaise with parishes and that the forming of a working group with other parishes could be discussed further at the Parish Council meeting on the 21<sup>st</sup> July where it was within the remit of that meeting.

### 5.2 A1198 Overhanging Branches

A parishioner had expressed concerns regarding overhanging shrubbery which was identified to be a County Council responsibility. Cllr Dent confirmed that he had already reported the issue on the County Council website. Clerk to advise the parishioner.

## 7. OPEN FORUM

There were no issues raised.

## 7. FINANCE

### 7.1 Payment of Accounts

W CROTTY

Removal of Kefford Close Tree (payment made 24/6/15) £350.00

TRULIGHT

Balance of account for replacement Cemetery Lodge window £999.00

HALES PRINTERS

Newsletter June 2015-07-06 £789.00

Newsletters July/Aug 2015 £829.00 £1618.00

BUCHANS LANDSCAPES

Ground mtce May 2015 (inc. £299.72VAT) £1798.31

Ground mtce June 2015 (inc. £299.72VAT) £1798.31 £3596.62

VIKING

Vacuum Cleaner for Pavilion £84.40

Stationery (44.09 to be paid by LPC/SMPC) inc £28.63VAT £171.80

LGS SERVICES

Internal Audit 2014/15 (inc. £19.00 VAT) £ 114.00

BRICKWORK REPAIR SERVICE

Second phase repair to Church wall £3870.00

WORBOYS FARM PARTNERS

Half year rent in arrears for allotment land £ 150.00

GLASDON UK LTD

Litter bin for Play Area (inc. 76.00 VAT) £ 456.00

MRS S WALMESLEY

Re-imburement for fridge purchase (inc. £16.50VAT) £99.00

MRS S WALMESLEY

Clerks salary and expenses 1/6/15 –30/6/15 £833.79

HMRC

PAYE April –June 2015

Employee £28.68 Employer £31.32 £ 60.00

RK WOOD

Relocation of soil from recreation ground to The Rouses £300.00

TOTAL £12618.21

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

### 7.2 Internal Audit Report 2014/15

The internal audit report had now been received. Two main issues had been raised –

Not all minutes were dated. The Chairman reminded the Parish Council Chairman and Cllr Hallett, the Planning Committee Chairman to ensure the minutes were dated when signed.

Advertising Income from the Village Voice which was £6528. This was raised by the Auditor in 2014 when it was agreed that an independent group be set up in the village to administer the publication. The Chairman and Cllr Douglass would progress this asap.

The Clerk advised that the Internal Auditor had also reminded her that there was a requirement under the Local Transparency Code to publicise more information on the Parish Council website. Cllr Hallett explained the Code and the requirement for councils with different financial thresholds. The Chairman advised that he had a copy of the Code, which he would read, and report back.

## 8. VILLAGE MAINTENANCE

### 8.1 Village Sign Replacement

Cllr Robinson confirmed that he had contacted the contractor three times without a response. He

would continue to pursue.

8.2 Clearance of Ditches

This was in hand. Cllr Robinson advised that he had been very busy and not yet had the time to arrange.

8.3 The Causeway Lay-By

The Clerk had been given contractor details by the County Council and had contacted three of them for a rough idea of the cost.

8.4 Request for Dog Waste Bins –The Causeway

The Clerk had reminded the District Council officer and was awaiting a reply.

8.5 Update on Tree Work Quotations

Two contractors had quoted on the work which would be carried out in the Autumn. She would now forward the specification to the Parish Council groundwork contractors for a quotation and a decision would be made at the next meeting on the 4<sup>th</sup> August. -Clerk

**9. REVIEW OF ASSET REGISTER**

9.1 Breakdown of Insurance Schedule

The Clerk had forwarded the breakdown as received from the insurance company to the Chairman.

9.2 2<sup>nd</sup> Phase of Grit Bins

The information had been forwarded to the Chairman.

9.3 Elbourn Memorial Housing Trusts Trustees

Details had been forwarded to the Chairman.

9.4 Cemetery Lodge and Chapel valuation

Intercounty had advised that they would arrange a free valuation of the Lodge and Chapel.

9.5 Value of Laser Printer

The laser printer would cost around £150 -£200.

9.6 Property Marking

Following the theft of the picnic bench on Elbourn Way Cllr Hallett suggested that all Parish Council property be security marked. The Chairman asked for this to be an agenda item at the next meeting where he hoped to have an updated Asset Register for identification of property.

**10. PURCHASE OF VILLAGE DEFIBRILLATOR/HIGH STREET TELEPHONE BOX**

Councillors agreed that this needed to be progressed. The Clerk was asked to see if Cllr Johnson had any information. Cllr Dent advised that he would be able to get some prices and agreed to investigate three options. Cllr Douglass suggested that money raised from the village Christmas celebration go towards the cost of the defibrillator. -Cllr Dent & Clerk

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

12.1 Salt Bins

Cllr Hull reported that the bins on Spring Lane and outside The Limes had been tipped over. He had stood them up again and suggested that they be wedged in place to stop this happening. Councillors agreed this would be a good idea and the Clerk would pursue with the village handyman. The Chairman thanked Cllr Hull for reinstating the bins. -Clerk

12.2 Local Sustainable Transport Fund

Cllr Dent advised that he had forwarded details to the Clerk who would circulate to Councillors.

12.3 PAT Electrical Tests

Cllr McNulty queried whether the fridge and vacuum cleaner purchased for the Pavilion would need to be PAT tested. Cllr Dent offered a contact. -Cllr Dent

**12. DATE OF NEXT MEETING**

Tuesday 4<sup>th</sup> August 2015

The Chairman closed the Meeting at 8.40 pm

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 4<sup>th</sup> August 2015 at**  
**The Limes, High Street 7.45pm**

PRESENT: Cllr Webb (Chairman), Cllr Hallett, Cllr McNulty, Cllr Robinson, Cllr Hull, Cllr Spenceley, Cllr Sams, Cllr Douglass, Cllr Woodhouse

District Cllr Cathcart, District Cllr McCraith

Members of Public: 8

**1. APOLOGIES FOR ABSENCE**

Cllr Freeman, Cllr Sappol, Cllr Hirtzel, Cllr Geraghty, County Cllr Dent

**2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**3. MINUTES OF LAST MEETING**

3.1 7<sup>th</sup> July 2015

Minutes of the meeting held on Tuesday 7<sup>th</sup> July 2015 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Path to Clunch Pit

The Chairman confirmed that he had left two notices with the tents. The deadline for clearance was the end of the week when he would revisit.

*-Cllr Webb*

4.2 The Limes Clock

Cllr Cathcart reported that he had asked the Housing Officer to chase up the repair. Cllr Hull advised that he had spoken to a representative of the company that made the original clock who advised that the repair could cost between £200 and £2000. Cllr Robinson had carried out some investigations earlier in the year and confirmed that there was nothing wrong with the mechanism. He believed that it was an electrical problem relating to the drive and that access to some of the workings was in a locked room. After further discussion it was agreed that a quotation be sought for the repair. The Chairman would also see if he could arrange access to the locked room.

*-Clerk &  
Cllr Webb*

**5. CORRESPONDENCE**

5.1 CCC Minor Highway Improvement Scheme 2016/17

Details of the scheme had been received with a closing date for applications of the 2<sup>nd</sup> November 2015. The Chairman asked Councillors to think about possible schemes for submission for discussion at the next meeting. Traffic calming measures on The Causeway by Windmill Close and before the roundabouts on Chestnut Lane were suggested. The cycleway on the A1198 and footpath between Bassingbourn and Litlington were other suggestions. Only one bid could be made.

5.2 CCC Street Lighting Energy Charges from 1<sup>st</sup> October 2015

The County Council had advised of an increase in the costs for administering the electrical energy on Parish Council owned street lights. They would need to make an increase of 15% which would come into effect from 1<sup>st</sup> October 2015. The period 1<sup>st</sup> October 2014 -30<sup>th</sup> September 2015 would be invoiced at the old rate. Councils were invited to make their own arrangement with energy providers if they were unhappy with this increase.

5.3 South End Drains

A communication had been received through the village website regarding flooding at the far end of South End. Residents there had been in contact with the County Council and Highways Agency and despite visits and several attempts at clearing the drains it remained a problem. Residents welcomed any help the Parish Council could give.

It was stated that straw was a particular issue at this time of the year as it tended to block drains. Cllr McCraith confirmed that he had spoken to the District Council Street Cleansing Supervisor, Heidi Duffett, who was very aware of the issue and the problem was logged for drain cleaning. Cllr Hallett advised that he had reported an overhanging tree on the High Street as the lorries containing straw travelling through the village were affected by it.

#### 5.4 Stepping Stones Play Session

Councillors were advised that a play session was to be held on South End recreation ground on the 6<sup>th</sup> August between 11am and 12.30pm.

### 6. OPEN FORUM

#### 6.1 Planning Application – Dyers Green, Whaddon

Councillors were asked if they were aware of any planning applications for the house which had been empty for most of the year, which was within Bassingbourn-cum-Kneesworth parish. Cllr Hallett advised that neighbours of the property had told him that the purchaser wanted to make some alterations. The Clerk confirmed that she had not received any planning applications for the property to date.

#### 6.2 Kneesworth Roundabouts

Communication had been received from Kneesworth residents regarding the roundabouts and safety concerns. Lorries travelling along Chestnut Lane were a particular concern. The number of these had built up over the years. The Chairman advised that the Parish Council had been in discussion with Eternit and Whaddon Parish Council and had agreed a one way system for those lorries entering and leaving the factory. Cllr Spenceley added that the number of vehicles from Eternit was a lot less than those from the Wireless Station. It was suggested that a traffic survey be carried out to monitor numbers and the weight of vehicles. It was also suggested that the 30mph speed limit sign be moved further along Chestnut Lane, before the entrance to the Farm Shop, to warn drivers to slow down. The refreshing of the existing road markings, plus more give way signage on the carriageway, would also help reduce speed. Cllr Hallett advised that the Parish Council had an amount of budget which could help with the paintwork refreshing.

-Clerk

After further discussion it was agreed that the Clerk would ask Cambridgeshire County Council to refresh the existing road markings as a matter of urgency. She would also ask for a Give Way marking on each of the entrances to the roundabouts.

The Chairman thanked the residents for their input and welcomed them to keep up to date with progress.

### 7. FINANCE

#### 7.1 Payment of Accounts

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

ALAN MEAD-BLANDFORD

Installation of play area waste bin £ 80.00

MRS S WALMESLEY

Clerks salary 1/7/15 –31/7/15 £767.21

TOTAL £847.21

It was advised that the bin installed by Mr Blandford had been knocked over. This was due the fixings not being deep enough. A discussion took place on how it could be installed more securely with Cllr Robinson suggesting longer pieces of steel in the concrete base. The Clerk would ask Mr Mead-Blandford to contact Cllr Robinson for instruction for the reinstatement.

-Clerk

### 8. VILLAGE MAINTENANCE

#### 8.1 Village Sign Replacement

A draft design had been received from the manufacturer and this was circulated to Councillors. There was some confusion as to the design for the aircraft on the draft as it appeared to have changed from a Wellington. Cllr Hallett advised that the original sign from 1993 showed a Wellington. He added that it was important that the British airmen who flew from Bassingbourn during the second world war were commemorated. Councillors agreed that the design should be changed back to a Wellington which was one of the original elements. The font on the wording 'Bassingbourn-cum-Kneesworth' was a different size. It was agreed that the 'Bassingbourn' and 'Kneesworth' should be the same size with 'cum' smaller.

Cllr Sams expressed concern over the proposed layout of the sign. He explained that he was a designer by profession and produced a revised draft of how the sign could look with all the original elements. He offered to prepare a further draft for circulation. The Chairman thanked Cllr Sams for doing this. He advised that the basic content had been approved with Cllr Hirtzel and that all the elements had a relevance to village history. Councillors agreed that Cllr Sams prepare a further draft which would be circulated to all Councillors. It was recognised that Cllr Hirtzel had put a lot of work into the preparation of the sign to date and so she should be kept in the loop.

-Cllr  
Sams

### 8.2 Clearance of Ditches

Cllr Robinson had stated that due to the lack of volunteers this would not now go ahead.

### 8.3 The Causeway Lay-By

The Clerk had obtained a quotation to excavate the area of the temporary lay-by, supply and lay 150mm of clean hardcore and then tarmac which would cost in the region of £7600 plus VAT. She was yet to receive a quotation for concrete grass screed. Cllr Hallett advised that if grass screed was pursued the area would need to be dug out first which would be an expensive solution. After further discussion the Clerk was asked to chase a quotation for the grass screed and contact Cambridgeshire County Council Highways to see if making up the unofficial lay-by would be supported.

-Clerk

### 8.4 Request for Dog Waste Bins –The Causeway

The Clerk advised that she had spoken to Heidi Duffett, the District Council Street Cleaning Supervisor who confirmed that she was going to look at the suggested locations during the next couple of days. Cllr Spenceley offered to meet with her if needed.

### 8.5 Update on Tree Work Quotations

Three quotations for the priority B work had now been received and the details circulated. The prices were discussed. The Clerk confirmed that all three contractors had carried out work for the Parish Council before. Three of the prices obtained, for trees on the War Memorial site, were not on parish land and were therefore not the Parish Council responsibility. It was agreed that these trees be left out of the contract. A vote was then taken with six Councillors voting to accept the lower quotation of £1180 supplied by Buchans Landscapes, for all the remaining tree work on the specification. Before the work could be carried out the Parish Council would need to seek permission from the District Council as some of the trees had Tree Protection Orders. Cllr Robinson suggested that the removal of the Horse Chestnut by the Pavilion also be included in the tree work application as this would need to be felled to accommodate the proposed Pavilion extension. Councillors were reminded that the tree was diseased and the District Council Tree Officer had advised that the tree would need to be felled at some stage. The Clerk was asked to arrange the application.

-Clerk

## **9. REVIEW OF ASSET REGISTER**

### 9.1 Cemetery Lodge and Chapel valuation

Intercountry had advised that they would arrange a free valuation of the Lodge and Chapel. The Clerk was asked to urge.

-Clerk

### 9.2 Security Marking of Parish Council Assets

The Chairman asked the District Councillors if South Cambridgeshire District Council security marked their property. Cllr Cathcart agreed to find out. Once the Asset Register was up to date methods of marking would be investigated.

-District  
Cllrs

## **10. KNEESWORTH ROUNDABOUTS**

This item was discussed under Item 6.2 Open Forum.

## **11. PURCHASE OF VILLAGE DEFIBRILLATOR/HIGH STREET TELEPHONE BOX**

The Clerk advised that she had sent an e-mail to Cllr Johnson, asking for an update on her investigations into a defibrillator, and was waiting for a response. The contract for adoption of the telephone kiosk had been returned to British Telecom who had acknowledged receipt.

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

### 12.1 Elbourn Way Play Area

Cllr Hallett advised that the sign on the play area had been vandalised. This had been reported to the police. It was suggested that the sign could be bent back into shape.

### 12.2 Footpath 6

Cllr Douglass reported that the path was overgrown and in a mess. Cllr Hallett explained that the contract for path cutting was now with Cambridgeshire County Council with the Parish Council contractors carrying out a couple of additional cuts. He added that there was a County Council project proposed, subject to funding, where some of the trees would be removed and replaced with Crab Apple. It was agreed that this issue be referred to the next Recreation Ground Committee Meeting.

### 12.3 Park Close/Park View footpath

Cllr McNulty advised that there was a path which was originally intended as a fire exit from the

roads. This was now overgrown and unusable. Cllr Hallett agreed to investigate ownership of the path. Cllr Cathcart suggested that it might belong to South Cambridgeshire District Council as the area where the path was sited was part of an old council estate. *-Cllr Hallett*

12.4 Solar Farm

The Clerk was asked to contact the developer to find out if the farm was now generating electricity and to obtain an update on the community payment. *-Clerk*

12.5 Spring Lane Road Surface

Cllr Cathcart advised that the District Council Planners were still trying to get a firm date from the Developer for the road reinstatement work.

**13. DATE OF NEXT MEETING**

Tuesday 1<sup>st</sup> September 2015

The Chairman closed the Meeting at 9.25 pm

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