

**Bassingbourn-cum-Kneesworth Parish Council**  
**RECREATION GROUND COMMITTEE MEETING**  
**Minutes of Meeting held on Wednesday 18<sup>th</sup> February 2015**  
**at The Chapel Room, South End- 7.30pm.**

PRESENT: Cllr Freeman (Chairman), Cllr McNulty, Cllr Geraghty, Cllr Hallett, Cllr Spenceley, Cllr Douglass, Cllr Johnson, Cllr Webb, Mr Timms (Youth Football Club), Mr Smith (Cricket Club)  
 Members of Public 2

**1. APOLOGIES FOR ABSENCE**

All members of the committee were in attendance.

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

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted by the Clerk for a four year period.

**3. MINUTES OF LAST MEETING**

The minutes of the meeting held on Wednesday 17<sup>th</sup> December 2014, copies previously distributed, were agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Tree Inspection

Accacia Tree Surgery had completed the survey and the results had been discussed at the last Finance and General Purposes committee meeting. There were four trees where Accacia had suggested urgent action (Priority A) and the Clerk had obtained two quotations for this work with a view to the work being carried out as soon as possible. The District Council Tree Officer had confirmed that his consent was not needed. The two quotations were discussed. On a proposition by Cllr Webb, seconded by Cllr Hallett, it was agreed that Top Tree Fellas be awarded the contract for a price of £690.

4.1.1 Recommendation for Horse Chestnut

Whilst quoting the contractor from Top Tree Fellas suggested that the tree with the circular seat around it be felled. It was noted that Accacia Tree Surgery had advised that the tree was in decline due to bleeding canker. They had advised that the deadwood should be removed and the cavity inspected. The tree should then be re inspected in Summer 2015. This tree was marked as a Priority B, The Clerk advised that she had been instructed to obtain quotations for the Priority B work also with the view to this being carried out in the Autumn. Cllrs agreed that they would follow the advice of Accacia, carry out the recommended work, and re inspect in the Summer. Cllr Hallett stated that this quote should now be obtained as soon as possible.

-Clerk

4.2 Old Pavilion Clock

This was still to be collected. Cllr Robinson had offered to store the clock.

4.3 South End Recreation Ground path –Replacement Posts

The Chairman confirmed that he had sourced some telegraph poles which he would cut into 3ft lengths and arrange for them to be dug into the ground.

4.3.1 Gate

It was advised that the District Council operative was unable to empty the bins on the recreation ground as the gate was locked. The Chairman confirmed that he had since passed on the code for the combination lock so the operative could now gain access. Mr Smith asked for the Cricket Club to have access three or four times a year. The Chairman confirmed that once the weather improved the gate would probably be left open. He gave the code for the combination lock to Mr Smith.

**5. OPEN FORUM****5.1 Pavilion Project**

Concerns were expressed by the Football Club Secretary, also a former Parish Councillor, over the lack of action taken by the Parish Council to get a community facility in the village. He felt that Councillors should be leading this and compared Bassingbourn to other local villages who had good facilities. He suggested the Parish Council send out a survey to every house in the village to find out what residents wanted. Cllr Hallett confirmed that an item had been put in the Village Voice and the only response received was from the Brownie Group. Another parishioner in attendance, also a former Parish Councillor, suggested the Parish Plan be looked at to see what the residents wanted.

Mr Smith advised that, following the discussions at the last meeting, he had measured the Pavilion footprint and compared it to the Melbourn Pavilion. It was 42% smaller and so would need an extension to get all the required facilities included.

Mrs Johnson expressed her concern over the lack of maintenance of the existing Pavilion adding that the inside was disgusting. Everything had just been dumped there. Mr Timms confirmed that a lot of money had been spent on the new kitchen, by the Youth Football Team, with no help to carry out any of the work from anyone else.

**5.2 Huckle Trust**

It was suggested to Councillors that if there was no use for the funds held in the Trust then they be donated to Bassingbourn Primary School PTA who were trying to raise money for a new swimming pool. The cost of this was around £50,000. The pool was used by the primary school children during the Summer term and by other village children during the school holiday. Cllr Hallett stated that the fund, which had around £3,500 in it, was for the purchase of land for recreational use and a swimming pool would not be within the remit. He added that the Charity Commission might consider changing their aim and if so the money could be added to the Pavilion Project.

**6. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

**7. FINANCIAL REPORT****7.1 Financial Report**

A financial report was circulated to members. Cllr Johnson queried the payments to E-ON. The Clerk had confirmed that they were all based on meter readings following the last meeting. She would double check the payment from April 2014 which seemed exceptionally high. -Clerk

The Clerk was asked to split the payment for the Tree Survey which was currently shown on the report as solely recreation expenditure.

**7.2 Pavilion Hire Agreement**

The Clerk confirmed that she had copied the agreement to Councillors. Discussion on this would be postponed until the Pavilion was in a position where it could be let out.

**8. UPDATE ON THE ROUSES****8.1 Refurbishment of memorial bench**

There was no update available.

**8.2 Transfer of Soil**

Cllr Geraghty reported that Councillors would be unable to move the soil mechanically as they did not have the necessary certification to use machinery in a public place. He had sought a quotation from a contractor who had quoted £300 to move the soil once the ground conditions improved. Members agreed it needed to be in place by the Summer and agreed the expenditure. Cllr Geraghty would ask the contractor to proceed when the time was suitable. -Cllr Geraghty

**9. RECREATION GROUND MAINTENANCE****9.1 Quotation for repairs to Elbourn Way play equipment**

The Chairman had met with a Playdale representative on site and discussed the repairs needed. A quotation had been received for £758.48 plus VAT. Cllr Hallett advised that all the equipment on the site was manufactured and installed by Playdale and therefore their contractors would have the specialist tools needed to work on it. All members agreed that Playdale be asked to proceed. Clerk to arrange. -Clerk

**10. PLAY AREAS****10.1 Weekly Play Area Safety Reports**

The Clerk confirmed that the inspections were taking place with the same issues highlighted. It was noted that the repairs to be carried out by Playdale in Elbourn Way should address the majority of these.

**10.2 Installation of Elbourn Way Picnic Bench**

The Chairman reported that he had found the picnic bench broken in to little pieces and thrown into the hedge. This had been reported to the police. He had asked Playdale for a quotation for bench and been told that the cost was around £400 -£700. It was advised that the vandalised bench cost £100 and was made locally. Members discussed whether they should purchase a replacement for Elbourn Way with another for South End. Cllr Hallett advised that there as already some seating in the South End play area and did not think that a picnic bench was needed. After further discussion Members agreed that one picnic bench be ordered with long legs so that it could be secured into the ground.

**10.3 Purchase of Play Equipment for Fortune Way**

The Chairman had arranged for a quotation for the Playdale replacement equipment and this had been agreed at the January 2015 Parish Council meeting. An installation date was awaited.

**11. PAVILION WORKING PARTY UPDATE****11.1 Working Party Update**

Mr Timms reiterated his comments made under Item 5.1 regarding the lack of help from the other users of the Pavilion. When the project was started the cricket and football teams said that they would contribute. The Chairman expressed concern over this as he had been told that the Youth Football Team did not want any help.

**11.2 New Pavilion Working Group**

The Chairman advised that the Football Club had still not met to discuss the proposals put forward by Cllr Robinson at the last meeting to see what the club required. Cllr Johnson, a member of the club, offered to arrange. Mr Smith advised that the Melbourn Pavilion plans covered everything needed for a Pavilion. It was though a lot bigger than the Bassingbourn Pavilion and a 6m x 8m extension would be required to one end to accommodate this. He added that consideration could be given to a second floor but Cllr Geraghty, who was involved with the building of the Pavilion, did not think this was an option.

**12. HUCKLE TRUST –SUGGESTION FOR USE OF FUNDS**

This item was discussed under Item 5.2. Cllr Hallett suggested that there might be some correspondence from a few years ago relating to the change in the Trust Deed. Barclays Bank was currently being asked to arrange for the change of signatories to include current Parish Councillors. Once this was completed further investigations could take place.

**13. PARISH PATHS****13.1 Paths**

Cllr Hallett confirmed that he was unaware of any issues at present.

**13.2 Bassingbourn Solar Farm Contractors**

Concerns were again expressed over the condition of the road on Spring Lane as a result of the installation. The District Councillors had reported at Parish Council meetings that the District Council Planners were in discussion with the developers over their responsibility to make good the road. Cllr Spenceley advised that the foundations in parts of the road had now gone. He suggested the local press be contacted about the time the repairs were taking. It was believed that the contractors had completed the work on the site.

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

14.1 Parking on South End

Cllr Webb advised that there were three cars double parked on South End during the football match the previous weekend which blocked the road for any large vehicles needing to get through. He asked the clubs to remind their players and spectators to make sure there was access.

*-Clubs*

14.2 Cricket Club Youth Team

Mr Smith advised that the club were trying to get a youth section together. They were applying for grants and when they had enough money wanted to install permanent nets with a frame and base. They would also need storage facilities for their equipment. The Chairman advised that the storage should be accommodated at the end of the Pavilion. The proposal for permanent nets would need to be formally agreed as an agenda item at a Recreation Ground Committee meeting.

14.3 South End Recreation Ground Drainage

Mr Smith reminded members of the drainage problem on the ground. This was especially poor on the cricket square towards the Chapel. Cllr Hallett advised that this was discussed as a possible project but there would not a budget for 2015/16. This could be looked at for the following financial year. The Chairman suggested that a survey be carried out to identify the problem and how this could be addressed. This would be an agenda item for the next meeting.

14.4 Infestation of Broad Leaf weed

It was noted that the recreation ground had not been treated during the past couple of years. The Clerk confirmed that this was not within the specification of the contractors but they could be asked to spray as an additional task. This was agreed. Clerk to arrange.

*-Clerk*

14.5 Vandalism

Cllr Spenceley queried what steps members would be taking to try and prevent future occurrences of vandalism as was associated with the Elbourn Way bench. Cllr Geraghty advised that in the past, when there had been issues with vandalism on the recreation ground and around the village, the PCSO had patrolled on a regular basis. Concern was then expressed over drug dealing in the village particularly around the Pavilion area. Cllr Webb reminded members that there was a Police Panel meeting on the 24<sup>th</sup> February and urged people concerned to raise this at that meeting.

**14. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 15<sup>th</sup> April 2015.

**The meeting closed at 9.15 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council**  
**RECREATION GROUND COMMITTEE MEETING**  
**Minutes of Meeting held on Wednesday 15<sup>th</sup> April 2015**  
**at The Chapel Room, South End- 7.30pm.**

PRESENT: Cllr Freeman (Chairman), Cllr McNulty, Cllr Geraghty, Cllr Catherall, Mr Timms (Youth Football Club), Mr Smith (Cricket Club)  
 Members of Public 0

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Douglass, Cllr Hallett and Cllr Webb

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

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted by the Clerk for a four year period.

**3. MINUTES OF LAST MEETING**

The minutes of the meeting held on Wednesday 18<sup>th</sup> February 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Update on Tree Survey

The Clerk was compiling a list of proposed work to be carried out in the Autumn. The Chairman advised that he had looked at the tree in Kefford Close and confirmed that it needed urgent attention. This had been highlighted when the contractor carried out some maintenance work recently. Cllr Geraghty added that the tree needed to be removed as a matter of urgency. The Clerk would obtain a quotation for the work and if agreeable would arrange for the felling. She would also advise the District Council Tree Officer.

*-Clerk*

4.2 Old Pavilion Clock

The clock was going to be collected and stored in the Cemetery Chapel until the refurbishment of the Pavilion had taken place.

4.3 Broad Leaf Spray

As far as members were aware the contractors had not yet carried out the spray. Mr Smith suggested that this may be because they were waiting for the footballers to finish their season.

**5. OPEN FORUM**

There were no members of the public in attendance.

**6. CORRESPONDENCE**

6.1 Recreation Ground Bins

A request had been made by a parishioner for lids to be put on the bins in the recreation ground especially the children's play area. The crows scavenge in the bins and spread the litter around. Cllr Geraghty suggested that this would be a waste of time as the lids would not be left on the bins. Mr Smith suggested that it may be the case for an additional bin in the play area. The Clerk advised that most of the bins through the village were a single unit with a top which lifted off for emptying. She would circulate the design to members.

*-Clerk*

6.2 Filming on Recreation Ground

The Chairman had been approached by a television company, RAW TV, who requested permission to film a parishioner watching football on the ground. A programme was being made about the parishioner following his day to day life.

Members agreed to the request. The Clerk signed the consent form on behalf of the Parish Council.

**7. FINANCIAL REPORT**7.1 Financial Report

It was the beginning of the new financial year and so a report had not been prepared. A copy of the budget for 2015/16 was available.

7.2 Huckle Trust Trustees

Cllr Hallett had been carrying out investigations with the bank and had advised the Chairman and Clerk of the findings to date. The Clerk was going to check with the Internal Auditor whether the Trust needed its own bank account or whether the money could be included in the Parish Council account and ring fenced.

**8. UPDATE ON THE ROUSES**8.1 Refurbishment of memorial bench

The Clerk had contacted the contractor who was originally asked to look to see what work needed to be done to find out whether a quote was available. She had not heard anything.

8.2 Transfer of Soil

Cllr Geraghty confirmed that the soil had been moved into The Rouses. The Chairman thanked Cllr Geraghty for arranging this.

**9. CRICKET CLUB YOUTH TEAM PROPOSAL**

Mr Smith advised that the five year plan for a junior squad was underway. An open invitation had been made to youngsters in the village and the school had been approached. It would be a slow process recruiting members. Mr Timms offered to put a message out to the Youth Football team.

Mr Smith then advised that the club wanted to put a fixed practice astroturf facility on the South End recreation ground. He circulated drawings of the requirements to the meeting. He added that the ideal size would be 30m x 5m. Cllr Geraghty advised that the last time a club tried this there as a lot of opposition from the residents of The Tanyard.

*-Members*

The committee would look at different positions and discuss again at the next meeting.

Mr Smith then advised that the recreation ground grasscutting had been carried out on a Wednesday which was a little too early for the cricketers. Ideally they would like it cut on Friday. Cllr Geraghty agreed to speak to the contractor.

*-Cllr  
Geraghty*

Rolling of the ground was also suggested but it was acknowledged that it should have been done the previous month when the weather was more suitable. It was agreed that if it did rain the contractors could be asked to roll the whole recreation ground.

The Clerk advised that she had received an invoice from the Parish Council grasscutting contractors with additional cuts for the financial year included. The Clerk would copy to the Chairman.

*-Clerk***10. RECREATION GROUND MAINTENANCE**10.1 South End Recreation Ground path –replacement posts

The Chairman had spoken to the residents of Rivendell House who had given permission for him to park on the path whilst the posts were put in. The posts were currently soaking in preservative and once they had dried out he would arrange their installation. Cllr Geraghty offered his help.

*-Cllr  
Freeman &  
Geraghty*10.2 South End Recreation Ground Drainage

It was noted that the ground needed attention (moling) from the cricket square to the ditch. It was recognised that this would be expensive. Members agreed to see if they could find contractors willing to quote for the work to discuss again at the next meeting.

*-Members*

**11. PLAY AREAS**11.1 Weekly Play Area Safety Reports

The Clerk confirmed that the inspections were taking place. Most of the issues raised had been addressed when the repairs to the play equipment in Elbourn Way took place. The annual RoSPA inspection was due to take place during April so a report would be available for the next meeting.

11.1.1 Repairs to Elbourn Way Play Equipment

The repairs had been completed. The Chairman advised that when he was on site he was approached by some young boys asking when goal posts were going to be put up. He had said that he would look into the request. Members suggested metal five a side goal posts as there would be enough room on the open space. They would need to be permanently fixed into the ground. The Chairman and Mr Timms would investigate suppliers.

*-Cllr  
Freeman  
& Mr  
Timms*

11.1.2 Replacement Play Structure for Fortune Way

Work had started on the installation of the structure. Playdale had apologised for the delay which had been due to a manufacturing matter.

11.2 Picnic Bench for Elbourn Way

A bench had been purchased and installed into the ground. Extra leg length was requested when the bench was made so it could be installed deep into the ground.

11.3 Windmill Close

Mr McNulty expressed his concern over the lack of play facilities for children living in the houses on Windmill Close. He suggested consideration be given to providing a small piece of equipment. Members were advised that this was a housing association development who was responsible for the area. The Clerk would contact them to see if they would be willing to provide equipment.

*-Clerk*

Members were then reminded that there was a similar situation in Park Close. It was noted that there was some play equipment there a few years ago which had been removed due to complaints from residents. The Clerk would find out what had happened to that equipment and whether there was the possibility of reinstatement.

*-Clerk*

**12. PAVILION WORKING PARTY UPDATE**12.1 Working Party Update

The Chairman stated that a big clean and tidy of the Pavilion was to take place the following weekend.

12.2 New Pavilion Working Group

The Chairman advised that the football club had consulted with the cricket club who had produced a plan of the proposed layout. The football club wanted to extend four metres towards the front and install a disabled toilet. He explained the proposed layout which included a dedicated space for three officials. A cupboard to accommodate the switches was also proposed.

Another proposal, now that work had been carried out in the kitchen area, was to baton out and plaster the wall so that it looked a lot tidier.

The cricket club had asked for racking around the coat hooks and two concrete ramps for disabled access.

*-Clubs*

Mr Timms stated that a hatch from the kitchen would also be a good addition.

Cllr Geraghty suggested that the Football Association be approached to see if they would be willing to make a contribution. The Clerk also suggested applying for a District Council Community Chest grant which could be used towards the cost.

The Clubs would relay all their comments back to Cllr Robinson, the Parish Council Chairman, who was leading the project.

**13. PARISH PATHS**13.1 Dumping of Garden Waste of Footpath 6

This had been reported at the Finance and General Purposes committee meeting. It was believed that Cllr Hallett was investigating.

13.2 Ashwell Stret –Issues with Motorbikes

Cllr Catherall expressed his concern over the speed of motorbikes using the Stret. Posts to prevent unauthorised access were too wide and so the bikes did not need to slow down to negotiate them. He asked for this to be an agenda item for discussion at the Finance and General Purposes Committee meeting.

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

There were no other issues raised.

**14. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 17<sup>th</sup> June 2015.

**The meeting closed at 8.45 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council  
RECREATION GROUND COMMITTEE MEETING  
Minutes of Meeting held on Wednesday 24<sup>th</sup> June 2015  
at The Chapel Room, South End- 7.40pm.**

PRESENT: Cllr Freeman (Chairman), Cllr McNulty, Cllr Hallett, Cllr Douglass  
Members of Public 0

**1. ELECTION OF CHAIRMAN**

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

**2. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Robinson, Cllr Geraghty, Mr Timms, Cllr Sams

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

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted by the Clerk for a four year period.

**4. MINUTES OF LAST MEETING**

The minutes of the meeting held on Wednesday 15<sup>th</sup> April 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**5. MATTERS ARISING**

5.1 Update on Tree Survey

The Clerk advised that an update on the costings would be presented at the next Finance and General Purposes committee meeting.

5.2 Old Pavilion Clock

The Chairman confirmed that he had seen the clock and would arrange for it to be kept in the Cemetery Chapels until it was reinstated on the Pavilion. He would liaise with Cllr Hallett regarding access.

*Cllrs  
Freeman &  
Hallett*

5.3 Purchase of litter bin for play area

The Clerk had obtained costings which ranged from around £170 for a plastic bin to £380 for a metal version. Cllr Hallett suggested a metal bin of the same style as the one by the war memorial. This was agreed. The Clerk would arrange the purchase through Glasdon.

*-Clerk*

5.4 Huckle Trust

The Trust had now been wound up with the money used towards the purchase of the replacement play equipment of Fortune Way.

5.5 Broad Leaf Spray

The spraying of the recreation ground had been carried out.

**6. OPEN FORUM**

There were no members of the public in attendance.

## 7. CORRESPONDENCE

### 7.1 Grass Verge Cutting

Cllr Hallett had received a communication from a parishioner regarding the timing of the cuttings. He had responded pointing out the responsibilities of the Parish Council.

### 7.2 Kefford Close Open Space

A request had been made for a resident of Kefford Close to purchase some of the open space land to square off his garden. This had been discussed before at the March 2015 Finance and General Purposes Committee meeting where Cllr Hallett had pointed out that the land had to be kept as open space. The resident had since sought advice and quoted an extract from the covenant which referred that the owner could not be prevented from enclosing some of the space on the land should it be purchased.

The Chairman stated that the work the residents wanted to do, which included the removal of the hedge, would tidy the area. Cllr Hallett stated that the key issue was page 7 of the Title Deed where it was stated that the land at Kefford Close (Elbourn Way) was public open space as defined by the Open Spaces Act 1906. Section 10 of the Act required that the Local Authority maintained the land as open space for the enjoyment of the public and for no other purpose. Therefore it would be illegal to sell the land for any other purpose such as garden land. Cllr Hallett added that there would be another issue whereby planning consent for change of use would need to be sought from South Cambridgeshire District Council. As the open space provision was part of their Section 106 Agreement it was unlikely that they would approve an application.

*-Clerk*

The Clerk would reply to the resident.

### 7.3 Bassingbourn Cricket Club request

A letter had been received from Tom Andrews a member of the Cricket Club. He advised of the current achievements of the club and their aims to play at a higher level. He acknowledged that the recreation ground, play areas and ditches were in a generally good condition but expressed concern at the current state of the Pavilion. The Cricket club paid a fair hire fee for the building, and were prepared to keep it clean during the summer months, however there were a number of issues regarding the fixtures and fittings in the Pavilion which were unacceptable. He suggested some minor improvements would make the building a more welcoming place for home players and supporters. The improvements were new toilets, sinks, fridge and vacuum cleaner. Mr Andrews stated that he was aware that there were bigger issues regarding the amount of space in the changing rooms, and old furniture, and these could be addressed in the course of time. He concluded his letter by stating that Bassingbourn Cricket Club were attempting to reach the highest standard they could on the field and it would be a great help to the club and village if the facilities matched their ambitions.

The Chairman reported that the Football Club had met the previous evening and discussed proposed changes to the main room which would cost around £600 -£700. He added that the showers also needed to be upgraded. The Club had discussed looking at the possibility of extending the Pavilion, as suggested at previous meetings, to accommodate another changing room. Cllr Douglass urged caution before money was spent if there were plans to upgrade the building. She was concerned that improvements made now would not be part of the overall plan. A discussion took place on the history of the Pavilion refurbishment. Sports teams had been asked for their proposals to be fed back to the Pavilion Working Party so that a plan could be drawn up.

*-Cllr  
Freeman  
& Clerk*

After further discussion it was proposed by Cllr Hallett that a new fridge be purchased, up to a cost of £200 plus a vacuum cleaner up to £150 for the Pavilion. The Clerk to arrange. The Chairman would also get quotations for the skimming of the internal wall. The Clerk would reply to Mr Andrews advising him of the purchases and proposals.

## 8. FINANCIAL REPORT

### 8.1 Financial Report

A report was distributed to Councillors. It was agreed that there was a fair amount of scope for expenditure on the Pavilion as discussed under Item 7.3.

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**9. UPDATE ON THE ROUSES**9.1 Refurbishment of memorial bench

There had been no further news on a quotation. It was agreed that the Clerk would ask the other Parish Council Minor Works contractor to deal once he had provided his public liability insurance details. -Clerk

9.2 Transfer of Soil

There had been a complaint made by a neighbouring resident that the soil was being thrown into his garden. The Chairman had been to have a look and could not see any evidence of this. Cllr Douglass had also looked. A discussion took place on the purpose of the soil. The Clerk advised that it was put there for the youngsters to build bike ramps. Cllr Webb was going to advertise this in the Village Voice. Cllr Douglass suggested that the information could be passed on through the schools.

**10. CRICKET CLUB YOUTH TEAM PROPOSAL**

The Clerk reported that Neil Smith, the cricket Club Secretary, had advised that the club had spent over £700 on the youth equipment and kit. They had coaching expenses and refurbishment of the artificial wicket to come. They currently had 25 children playing. Mr Smith asked for the release of the funding agreed by the Parish Council following the presentation made at the November 2014 Parish Council meeting. This would be arranged at the next Finance and General Purposes committee meeting.

**11. RECREATION GROUND MAINTENANCE**11.1 South End Recreation Ground path –replacement posts

The Chairman advised that the reinstatement of the posts was in hand. -Cllr  
Freeman

11.2 South End Recreation Ground Drainage

The Chairman reported that he had been speaking to a contractor who asked how long ago it had been since the ground was mole drained. He advised that if it was a while ago there was likelihood that the drainage pipes could be full of rubbish. This was a common problem on recreation grounds. The contractor also suggested that aeration of the ground could be an option to help with the drainage. This should be carried out every six months. The Chairman was awaiting some costings.

It was believed that the ground had not been mole drained since the late sixties/early seventies. A discussion on the water table took place. It was agreed that the Chairman would investigate mole drainage as aerating the ground might be a waste of time without that. He would also discuss the issue with the Parish Council groundwork contractor. It was noted that there was now a sinkage problem in the recreation ground corner. -Cllr  
Freeman

**12. PLAY AREAS**12.1 Weekly Play Area Safety Reports

The Clerk confirmed that the inspections were taking place.

12.1.1 RoSPA Report 2015

The report had been circulated to members. The Chairman advised that the only issue needing immediate attention was that there were several monkey bars on the South End play area structure missing. He would investigate repair and replacement costs and report back at the next meeting.

*-Cllr  
Freeman*

12.1.2 Replacement Play Structure for Fortune Way

The structure was now in place. The Chairman stated that he was very pleased with installation and the repairs to the Elbourn Way play equipment. The Clerk had also received positive feedback from residents. It was suggested that some photos be taken for inclusion in the Village Voice so that residents were aware that improvements were taking place.

*-Cllr  
Webb*

12.1.3 Elbourn Way five a side goal posts

Concern was expressed over installing goal posts on the open space in Elbourn Way as there had been a theft of the picnic bench less than one week after it was installed. Cllr Hallett added that the Elbourn Way area caused the most problems with vandalism and felt that whatever was installed there would not last. It was suggested that the Rouses area needed to be developed and suggested that this could be a good place for the five a side goals. Members were reminded that it was originally the intention of the Youth Football Club to use The Rouses for games but they had not yet done so. Cllr McNulty believed the club intended to use the ground for the next season. It was also suggested that the basketball net, currently being stored in the Pavilion, be erected on the Rouses site. After further discussion it was agreed that the Clerk would write a letter to the Youth Football Team to find out their intention regarding use of The Rouses from the next season. Depending on their reply alternative uses for the site could then be discussed.

*-Clerk*

12.2 Picnic Bench for Elbourn Way

As reported under Item 12.1.3 the bench had been installed into the ground but had disappeared less than one week later.

12.3 Windmill Close

As discussed at the last meeting the Clerk had contacted the Housing Association responsible for the development. Ruth Mann, the Neighbourhood Manager, advised that they were supportive of the request for play equipment as there were a lot of children living there. However there were no funds for equipment nor any funding to maintain it longer term which was unfortunate but restricted what they could do. Ms Mann then advised that the District Council Planning officer was going to be approached regarding the 'mound' in the play area. The Housing Association wanted the area leveled as it took up space which meant that the area could not be used as a functional area. The 'mound' had been a bone of contention since the site was new.

**13. PAVILION WORKING PARTY UPDATE**13.1 Working Party Update

This was discussed under Item 7.3. The Pavilion Management Committee would be an agenda item for the next meeting so that the members of the committee could be confirmed.

13.2 New Pavilion Working Group

Following the comments made under item 7.3 the Chairman would urge a meeting of the working group as soon as possible with the Parish Council Chairman so that work could be progressed.

*-Cllr  
Freeman*

**14. REVIEW OF COMMITTEE TERMS OF REFERENCE**

These were circulated to Councillors. It was agreed that no changes were needed.

**15. PARISH PATHS**15.1 Dumping of Garden Waste of Footpath 6

Cllr Hallett confirmed that the County Council Rights of Way officer had proposals to cut back a lot of the vegetation on the path.

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

16.1 Pavilion Tables

Cllr McNulty reminded members that two tables were purchased by Cllr Webb for the Pavilion. There was now only one in the building. It was agreed that the Clerk would write to the sports clubs and ask if they knew what had happened to the missing table. *-Clerk*

16.2 Property Marking

Cllr Hallett asked for this to be added to the agenda for the next F&GP meeting. A review of the Asset Register was being undertaken and property marking would tie in with it.

16.3 Request for a television licence

The Football Club had asked if the Parish Council would purchase a TV licence for the Pavilion so that they could put a set in the building. This would be an agenda item for discussion at the next meeting.

**17. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 26<sup>th</sup> August 2015.

**The meeting closed at 9.15 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council**  
**RECREATION GROUND COMMITTEE MEETING**  
**Minutes of Meeting held on Wednesday 26<sup>th</sup> August 2015**  
**at The Chapel Room, South End- 7.40pm.**

PRESENT: Cllr Freeman (Chairman), Cllr Hallett, Cllr Douglass, Cllr Geraghty, Cllr Robinson, Cllr Sams, Mr Smith  
 Members of Public 1

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr McInulty, Cllr Johnson

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

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted by the Clerk for a four year period.

**3. MINUTES OF LAST MEETING**

The minutes of the meeting held on Wednesday 24<sup>th</sup> June 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Update on Tree Survey

The Clerk advised that the Finance and General Purposes committee had agreed that work be carried out to the priority 'B' trees. The Clerk was in the process of applying for permission from South Cambridgeshire District Council as some of the trees had a Tree Protection Order.

4.1.1 Re-inspection of Fortune Way Horse Chestnut Trees

Residents had advised that two Horse Chestnut trees by the play area were dead. The Tree Survey had previously suggested that the trees be re-inspected during the current Summer.

The Chairman would speak to the residents to identify the trees causing the concern. If they were dead arrangements would be made for their immediate removal as they were believed to be close to where children played.

*-Cllr  
Freeman*

4.2 Old Pavilion Clock

The Chairman had the clock which needed some refurbishment. It was agreed that he would get a quotation. It was intended that both the clock and plaque be installed on the refurbished Pavilion. It was suggested that the Chairman also ask for a quotation for the repair to The Limes clock which the Finance and General Purposes committee were pursuing.

*-Cllr  
Freeman*

4.3 Purchase of litter bin for play area

A bin had been purchased and installed but a couple of days later the bin had been pushed over. Cllr Robinson confirmed that he had spoken to the contractor and suggested a more substantial fixing.

4.4 Windmill Close Recreation Area

An officer from Circle Housing Association, Jenna Yardy, had advised that the Housing Association were trying to apply to vary a condition of landscaping so that the mounds in the play area could be removed. This would cost around £190. Ms Yardy asked if it would be possible for the Parish Council to help fund this as the development scheme account had been closed and they were unable to fund. If the mounds were removed it would make the area more usable.

Members were concerned as the removal of conditions was only the start of a project. The work to level mounds would be a big job. It was recognised that this would be a reasonable sized plot and there were a lot of children living on the estate. The provision of play equipment was discussed. It was then proposed by Cllr Hallett that the Clerk contact Ms Yardy and ask her to liaise with Windmill Close residents for them to demonstrate that they would be willing to contribute towards fund raising and play equipment for the area. If this evidence could be provided then the Parish Council would fund the planning application for the removal of the condition.

*-Clerk*

**5. OPEN FORUM****5.1 Play Equipment**

A parishioner, Suzie Robertson, advised that there was a group of parents in the village who were working together to compile a comprehensive plan of play equipment children would like. They would then try and progress this through fund raising and the Parish Council. At the end of the Summer term a questionnaire was put out through the Primary School and the results would soon be available. Cllr Douglass advised that she was also going to arrange a visit to the Primary School and Village College in the new term to ask what the youngsters want to see. She would liaise with Ms Robertson.

The Chairman stated that he was in the process of obtaining a quotation for the repair to the monkey bars in the South End area. He asked for the results of the questionnaire to be forwarded to the committee so that quotes for the equipment could be sought. Ms Robertson, and her group, were also invited to provide quotations.

**6. CORRESPONDENCE****6.1 Fortune Way - Request for Notice Board**

A request had been received from a resident of Fortune Way. It was felt a sign asking for people to keep the gate shut and prohibit dogs from the play area would help.

Cllr Webb believed that there was already a sign there and advised that if a new sign was needed he had the original wording. The Chairman would check. It was noted that the sign from Elbourn Way had been vandalised and had now disappeared from the site. The Clerk was asked to place an order for a replacement once the situation in Fortune Way was known.

*-Cllr  
Freeman  
& Clerk*

**7. FINANCIAL REPORT****7.1 Financial Report**

A report was distributed to members. The Clerk advised that she had negotiated a reduced one year fixed price tariff with E-ON for the Pavilion electricity. She reminded Cllr Sams that the Pavilion hire fee for the Youth Football Club from the 2014/15 season was outstanding. A cheque had bounced when paid into the Parish Council account. Mr Timms was aware. Cllr Sams agreed to follow up.

*-Cllr Sams*

**8. UPDATE ON THE ROUSES****8.1 Refurbishment of memorial bench**

There had been no further news on a quotation. The Chairman gave the details of the football shed lock, where the bench was stored, to the Clerk so that she could arrange for a contractor to look and see what was needed.

*-Clerk*

**8.2 Future use of The Rouses area**

As discussed at the last meeting the Clerk had asked Mr Timms what the intention of the Youth Football Club was regarding the use of the land. Cllr Sams advised that he was aware that there was a new Under 8 football team and would follow up a response from Mr Timms.

*-Cllr Sams*

**9. RECREATION GROUND MAINTENANCE****9.1 South End Recreation Ground path –replacement posts**

The Chairman advised that the posts had been installed. He had two spare posts and could obtain more if needed.

**9.2 South End Recreation Ground Drainage**

The Chairman reiterated the report he made at the last meeting regarding discussion with contractors. Mr Smith advised that for the past two years the Cricket Club had spiked their area of the ground and put sharp sand down to help with the drainage. They would be doing the same this year. It was suggested that the long term solution was mole drainage. Cllr Robinson offered to speak to a contractor he knew for advice.

*-Cllr  
Robinson*

**10. PLAY AREAS****10.1 Weekly Play Area Safety Reports**

The Clerk confirmed that the inspections were taking place. Worn swing chains and the missing monkey bars continued to be listed.

**10.1.1 South End Play Structure –missing parts**

As advised under Item 5.1 the Chairman was obtaining quotes for the repair.

**11. PAVILION WORKING PARTY UPDATE**11.1 Election of Pavilion Committee

It was agreed that the Chairman, Cllr Douglass, Cllr Geraghty, Cllr McNulty and Mr Smith would serve on the Pavilion Committee to monitor the day to day running of the building. The Clerk advised that the committee had its own bank account and the Parish Council made an annual contribution of £500 for small expenses.

11.2 New Pavilion Working Group Update

Cllr Robinson had received the sketch provided by the Chairman for the proposed extension. He had forwarded this to an Architect so that it could be transferred into drawings suitable for submission to South Cambridgeshire District Council as a planning application. It was noted that an application for the removal of the tree by the side of the Pavilion was to be made, as part of an application for other tree work, to the District Council Tree Officer.

Mr Smith expressed concern over some tree work which had taken place on land on the corner of the Tanyard. There were still large branches overhanging the recreation ground. It was noted that the property was currently rented through Cheffins Estate Agent. The Clerk would contact them and ask for the branches to be cut back.

*-Clerk*11.3 Missing Table

The clubs had been asked about the missing table but there was still no clue to where it was. Mr Smith stated that one of the Pavilion key holders should know. The Chairman would put a list together of how many sets of keys there were in circulation.

*-Cllr  
Freeman*11.4 Request for a TV Licence

The Football Club had asked for a licence so that they could purchase a TV for the Pavilion. Cllr Robinson suggested that the club wait until the refurbishment works for the Pavilion had been completed.

**12. PARISH PATHS**

Ovegrown shrubbery on Footpath 6 had been raised at the Finance and General Purposes committee meeting and it was suggested that a contractor be asked to tidy. Cllr Hallett advised that this footpath was a project for Cambridgeshire County Council Rights of Way team and as far as he was aware work was still planned. He added that he didn't think that the path was too bad. The Clerk reminded members that there was another cut of the paths to come before the end of October when the County Council wanted to be advised of any paths that had not been cut. The County Council would not cut back the shrubbery. After further discussion it was agreed to leave until October to see the position then.

**13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**13.1 The Causeway Verge

It was advised that the trees on the verge had been crown lifted. This had been a request made to the County Council following complaints from the grass cutters.

13.2 Padlock for Recreation Ground Gate

Mr Smith advised that he had the padlock and suggested that it was put back on the gate at the beginning of December unless the weather turned wet. He would monitor.

13.3 Pavilion Internal Improvements

The Chairman reported that he had asked for quotes for the internal works and they should be available by the next meeting.

**14. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 28<sup>th</sup> October 2015.

**The meeting closed at 8.35 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council**  
**RECREATION GROUND COMMITTEE MEETING**  
**Minutes of Meeting held on Wednesday 28<sup>th</sup> October 2015**  
**at The Chapel Room, South End- 7.30pm.**

PRESENT: Cllr Freeman (Chairman), Cllr Hallett, Cllr Douglass, Cllr Geraghty, Cllr Robinson, Cllr Sams, Cllr McNulty, Cllr Webb  
 Members of Public 0

**1. APOLOGIES FOR ABSENCE**

No apologies had been received.

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

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted by the Clerk for a four year period.

**3. MINUTES OF LAST MEETING**

The minutes of the meeting held on Wednesday 26<sup>th</sup> August 2015, copies previously distributed, were agreed a true record and signed by the Chairman with the addition of Cllr Webb to the attendees.

**4. MATTERS ARISING**

4.1 Update on Tree Work Application

South Cambridgeshire District Council had now given permission for the tree work, resulting from the tree survey, to be carried out. The application also included the tree by the Pavilion which would need to be removed to accommodate the extension. The Clerk would obtain costings for the removal of that tree and give the go-ahead to the contractors for the other tree work.

*-Clerk*

4.1.1 Re-inspection of Fortune Way Horse Chestnut Trees

The Chairman had looked at the trees causing concern and there were trees to be removed. The Clerk suggested that some one or more of the trees was included in the work already agreed. The contractors would be asked to meet the Chairman on site to discuss requirements.

*-Cllr  
Freeman &  
Clerk*

4.1.3 Churchyard Trees

Cllr Hallett advised that in the latest edition of Clerks and Councils direct there was legal guidance on Churchyards where the article stated that legislation had been amended in 1991 to include trees in the responsibilities for Parish Councils. Cllr Hallett had looked at the trees and there were approximately 14. He did not think that there was any urgency but suggested a Tree Survey be arranged at some point. It was agreed that the Clerk would contact Acacia Tree Surgery, who carried out the village survey in 2014, to find out the cost.

*-Clerk*

4.2 Feedback on Windmill Close Recreation Area

The Housing Association officers had agreed to survey residents to find out whether they would be willing to fund raise towards equipment for the area. The Clerk had not yet received feedback.

**5. OPEN FORUM**

There were no members of the public in attendance.

**6. CORRESPONDENCE**

Correspondence received was discussed under agenda items.

## 7. FINANCIAL REPORT

### 7.1 Financial Report

A report was distributed to members. The Clerk advised that the payments approved at the Finance and General Purposes committee meeting the previous evening were not included. These were for the half year water rate £140.51 and an estimated electricity bill for £92.22. Members agreed that the water rate appeared high and the Chairman agreed to check the meter to make sure that there wasn't a leak.

*-Cllr  
Freeman*

A discussion then took place on the proposed purchase of play equipment. Cllr Douglas advised that she had attended a meeting with parents following the representation at the last meeting. She reminded the group that any equipment purchased would be the property of the Parish Council and would need to be purchased through the Council. Cllr Douglass added that she felt the survey carried out did not reflect a wide enough age range so was incomplete. One conclusion that had been reached was that the parents did not want to remove anything only add. The fenced area was then discussed. It had been slightly enlarged when the new fencing was installed but could be enlarged again. Cllr Douglass suggested a requirement for a picnic bench in the area. Because of the issues with wooden picnic benches on Elbourn Way it was suggested a concrete and wood bench might be more appropriate. The cost of this would be investigated.

### 7.2 Review of Pavilion Hire Fees 2016/17

A discussion took place on the Pavilion refurbishment and the improved facilities which would then be available. It was suggested that the fees should remain at £295 per annum and then revised once the refurbishment had taken place. It was also suggested that an increase of £5 should be made. A vote was taken with the second option receiving the most votes. The hire fee for 2016/17 would be £300 per annum.

## 8. UPDATE ON THE ROUSES

### 8.1 Refurbishment of memorial bench

The contractor had asked where the bench needed to be located as he would work on site with the refurbishment. There were concerns at the time that it could not be concreted into the ground due to the asbestos risk. It had since been agreed that provided the ground was left as found, with any remaining soil taken away after installation, the bench could be installed. The Clerk was asked to advise the contractor that the bench should be located to the left of the litter bin facing into The Rouses.

*-Clerk*

### 8.2 Future use of The Rouses area

The Youth Football Club had advised that they did not need to use the Rouses at the present time.

Cllr Robinson reported that he had received a suggestion from a resident for a skate ramp. A discussion took place on how far away this would need to be from properties because of the noise. The Clerk was asked to find out so that this could be investigated further. Cllr Geraghty advised that there were wooden skate ramps which were a lot less noisy than the metal ones.

Cllr McNulty advised that the Cricket Club had suggested installing permanent double bay nets on the land. There was nowhere on the recreation ground they could go. The club had a meeting the following week so an update would be requested then.

*-Cllr  
McInulty  
& Clerk*

The suggestions for the use of the Rouses would be an agenda item for further discussion at the next meeting.

### 8.3 Missing Gate

Cllr Webb pointed out that there should be a gate where the hole in the fence was. The gate was included in the original cost for the fencing. The Clerk to chase up with the contractors. They would also be asked to arrange for some reinforcement under the gate so that it was the same as that installed under the pedestrian gate to the main recreation ground.

*-Clerk*

**9. RECREATION GROUND MAINTENANCE**9.1 South End Recreation Ground Drainage

There was no further update. It was agreed that the recreation ground would be monitored over the winter.

9.2 Recreation Area Signs

A discussion took place on the signs. The Clerk had received a sample of an alternative material which could be used for the signs. This might prevent them being taken. She was given the go-ahead to get the signs ordered once Cllr Webb to forward the templates.

-Clerk &  
Cllr Webb

9.3 Recreation Ground Seating

It was noted that the ground under some of the seats had compacted. This was not urgent but the ground needed to be built up. The Chairman would look to see what could be done.

-Cllr  
Freeman

**10. PLAY AREAS**10.1 Weekly Play Area Safety Reports

The Clerk confirmed that the inspections were taking place. Worn swing chains and the missing monkey bars continued to be listed.

10.1.1 South End Play Area Equipment Repairs/Replacement

The Chairman advised that he had not followed up a quote for the repair to the missing monkey bar as he was waiting to see what the working group came up with. This was discussed under Item 7.1. Members agreed that if any of the existing equipment was to go it should be the monkey bars. The Chairman would look for some similar equipment as a replacement.

-Cllr  
Freeman

**11. PAVILION WORKING PARTY UPDATE**11.1 New Pavilion Working Group Update

Cllr Robinson had the plans for the Pavilion extension which were circulated for member's comments. These had been prepared on response to requirements of the sports clubs. It was proposed by Cllr Hallett, seconded by Cllr Webb that the plans now be put forward by the Architect for pre-application advice from South Cambridgeshire District Council Planners and then a planning application submitted. All members in agreement. It was also agreed that the Charity Commission would be updated once the planning permission had been received. It was noted that residents of the Tanyard were aware of the plan and would also be able to make their comments once the planning application had been submitted.

-Cllr  
Robinson

A discussion took place on some internal requirements but these would be agreed once the extension had been built. Cllr Robinson to progress with the Architect.

11.2 Missing Table

The missing table had still not been located. All the sports clubs had been asked but they all denied any knowledge its whereabouts. It was advised that there were also some missing chairs although they may have been broken. It was agreed to wait until the refurbishment was completed before purchasing another table.

11.3 Pavilion Ceiling

Cllr Geraghty expressed concern over the sagging ceiling stating that it needed to be attended to immediately. A discussion took place on storage in the loft where there was equipment belonging to the cricket and football clubs. The inside of the loft would be investigated. Cllr Robinson suggested that the loft be boarded once the extension was complete.

-Cllr  
Freeman

A discussion took place on how the sagging ceiling could then be repaired. It was agreed that over boarding and plastering would be the best option. Members agreed that they could carry out the over boarding themselves if needed to keep the costs down. After further discussion it was agreed that three itemised quotations be sought for the overboard and also skimming.

This would be an agenda item for the Parish Council meeting on the 24<sup>th</sup> November to agree expenditure. The Chairman to arrange the quotes.

11.4 Quotations for Internal Works

Three quotations had been received for the internal works. A decision on this would be postponed until the issue with the ceiling was resolved.

**12. PARISH PATHS**12.1 Footpath 6

Cllr Hallett advised that there had been no work carried out on the footpath by Cambridgeshire County Council. The shrubbery had started to die back and looked much tidier.

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

13.1 Request to use Football Club floodlights

Cllr Douglass asked if the floodlights could again be used for the village Christmas celebration on the 5<sup>th</sup> December 2015.

**14. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 16<sup>th</sup> December 2015.

**The meeting closed at 9.00 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_

**Bassingbourn-cum-Kneesworth Parish Council**  
**RECREATION GROUND COMMITTEE MEETING**  
**Minutes of Meeting held on Wednesday 16<sup>th</sup> December 2015**  
**at The Chapel Room, South End- 7.30pm.**

PRESENT: Cllr Freeman (Chairman), Cllr Hallett, Cllr Douglass, Cllr Sams, Cllr McNulty, Cllr Webb, Cllr Oakley, Mr Smith  
 Members of Public 0

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Robinson and Cllr Geraghty

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

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity. Dispensations had been granted by the Clerk for a four year period.

**3. MINUTES OF LAST MEETING**

The minutes of the meeting held on Wednesday 28<sup>th</sup> October 2015, copies previously distributed, were agreed a true record and signed by the Chairman.

**4. MATTERS ARISING**

4.1 Tree Work

4.1.1 Fortune Way Horse Chestnut Trees

The cutting down of the trees had been agreed at a Finance and General Purposes committee meeting where Buchans were awarded the contract for the work.

4.1.2 Removal of Tree by Pavilion

The Clerk had obtained two quotations for the tree work. As both quotes were over £1000 this would be an agenda item for discussion at the Finance and General Purposes committee meeting on the 5<sup>th</sup> January. It was agreed that if the roots were ground out it would make to work easier for the building contractors. The Clerk confirmed that the cheaper of the quotes definitely included this.

4.1.3 Churchyard Trees

The Clerk reported that a tree survey of the 14 trees would be around £300 plus VAT. Cllr Hallett reiterated the responsibilities of the Parish Council with regard to the Churchyard. He had seen an article in an edition of the Local Council Review which stated that the responsibilities now included trees. He would circulate details to members.

*-Cllr  
Hallett*

Members then discussed the quote of £300 from Acacia Tree Surgeons and agreed that the survey be carried out. Clerk to arrange.

*-Clerk*

4.2 Feedback on Windmill Close Recreation Area

The Clerk had not received any feedback. She would contact the Housing Association before the next meeting to find out whether there was any interest from residents.

*-Clerk*

**5. OPEN FORUM**

There were no members of the public in attendance.

**6. CORRESPONDENCE**

6.1 Trees on North End

The Clerk advised that the grasscutting contractor had expressed concern over four trees at the junction with The Filance which needed lifting. These trees were a hazard for their staff. Buchans offered to lift the trees for a cost of £15 each.

It was unclear whether the trees were on County Highway of South Cambridgeshire District Council land. It was also unclear whether the grass in the area was on the Parish Council specification. It was agreed to investigate and discuss again at the next meeting.

*-Cllrs*

## 7. FINANCIAL REPORT

### 7.1 Financial Report

A report was circulated to members. The Chairman referred to the latest water rate invoice for £140.51. He advised that he had read the meter on two occasions with a 45 minute interval and it showed that one litre had been used. Cllr Sams suggested that as everything in the Pavilion was turned off this might be due to a joint leakage which would probably be able to be addressed when the Pavilion refurbishment took place. The Chairman agreed to check the meter over a week to get a better measurement. Mr Smith added that the Cricket Club also watered during the period covered by the invoice.

-Cllr  
Freeman

The Chairman then looked at the electricity costs and suggested that these be monitored as the Football Club had been using floodlights. Cllr Hallett pointed out that the biggest underspend was on play equipment which was being pursued.

The Chairman concluded that the grasscutting contractors had been asked to carry out an additional cut of the football pitch at the end of November. When the invoice was received the football club would reimburse the Parish Council.

## 8. UPDATE ON THE ROUSES

### 8.1 Refurbishment of memorial bench

The Clerk to arrange. This was in hand.

### 8.2 Future use of The Rouses area

#### 8.2.1 Cricket Nets

Mr Smith expressed concern over the suggestion of locating the nets on The Rouses. He suggested two areas of the recreation ground which the Cricket Club felt was more suitable. Cllr Hallett stated that the Rouses was now an available space and questioned why the Cricket Club felt that it was unsuitable. Mr Smith advised that emergency access was the key reason. Cllr Webb stated that there was a bridge from the recreation ground to The Rouses which could take the weight of an emergency vehicle. He added that the only concern was that The Rouses was leased from the County Council and even though the lease had another nine years to run there was always the option it could be terminated early. Mr Smith agreed to go back to the Cricket Club with the update.

-Mr Smith

#### 8.2.2 Skate Ramp

Cllr Geraghty had suggested investigating wooden ramps at the last meeting. It was noted that even with the cricket nets installed there would still be plenty of room. The Clerk was asked to investigate the position regarding the noise, whether planning permission would need to be sought and whether the lease of the land allowed skate ramps.

-Clerk

#### 8.3 Missing Gate and grass reinforcement

The Clerk reported that she had spoken with Buchans, the contractor, regarding the gate. She was reminded that the gate and posts were originally installed and were stolen at the time the fence was erected. Members queried this stating that they were not made aware at the time. The Clerk would find out more from Buchans.

-Clerk

A quotation for grass reinforcement had been received. Cllr Webb stated that this type of reinforcement should have been used originally as this was what he had specified. The Parish Council should not be charged again. The surface installed was still in place beneath the mud. The Clerk to advise the contractor.

-Clerk

## 9. RECREATION GROUND MAINTENANCE

### 9.1 Recreation Area Signs

The Clerk confirmed the ordering of the signs was in hand.

-Clerk

### 9.2 Recreation Ground Seating

The Chairman had looked at the seating where the ground had sunk. He suggested the soil be broken up and added to or slabs/matting be placed there. Cllr Douglass expressed her concern over the use of slabs as this would be dangerous if a child fell. It was agreed to investigate during the Spring before the ground became too hard.

### 9.3 Water Usage

This was discussed under the Financial Report, Item 7.1.

**10. PLAY AREAS**10.1 Weekly Play Area Safety Reports

The Clerk confirmed that the inspections were taking place. Worn swing chains and the missing monkey bars continued to be listed.

10.1.1 South End Play Area Replacement

The Chairman reported that he had met with one contractor, to discuss the removal of the monkey bars and install a replacement, and was trying to set up meetings with another two. He added that this would probably now be in the new year. The replacement could then be approved at the next meeting and the cost agreed at the March Parish Council meeting. Cllr Douglass advised that she had heard nothing further from the village working party.

-Cllr  
Freeman

**11. PAVILION WORKING PARTY UPDATE**11.1 New Pavilion Working Group Update

Cllr Robinson had advised that the plans for the refurbishment had been submitted to South Cambridgeshire District Council. The clock was discussed. Members were advised by the Chairman that it would cost £280 to refurbish the original clock. A new clock would be a lot cheaper. Mr Smith expressed concern over the last meeting minutes where it was stated that residents of The Tanyard had been advised of the planning proposal. He was aware that residents were not informed. It was stated that once the planning application was processed by the District Council nearby residents should be consulted by the planners.

11.2 Pavilion Maintenance11.2.1 Pavilion Ceiling

Cllr Geraghty was trying to progress the repair. Cllr McNulty confirmed that the Cricket Club did not have any equipment stored in the loft. It was suggested that water might be getting in through the hatch.

-Cllr  
Geraghty

The lighting of the main area was discussed. Cllr McNulty suggested that LED spots would be more appealing.

11.2.2 Quotations for Internal Works

The internal works could not be carried out until the problem with the ceiling was addressed.

**12. PARISH PATHS**

Cllr Hallett advised that the work that Cambridgeshire County Council had said they would carry out on footpath 6 was still outstanding. It was noted that there was still time before the Spring.

**13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**13.1 The Cedars Planning Application

Cllr Hallett reported that the South Cambridgeshire District Council Section 106 Officer had been in contact regarding proposals for Section 106 money from the development if it went ahead. Details of the proposals for the Pavilion and play areas had been returned to him as projects had to be advised ahead of the agreement. Cllr Hallett added that if the development went ahead there would be some funding coming forward.

13.2 Village Christmas Celebration

Cllr Douglass advised that the Christmas celebration had raised £171.70 which would be used towards a piece of play equipment.

13.3 Village Sign

Mr Smith asked what the position was with the sign. Cllr Sams advised that the contractors had said that they would cast before Christmas. It was hoped to have the sign in place for a village celebration to mark the joining of Bassingbourn and Kneesworth on the 1<sup>st</sup> April 2016.

**14. DATE OF NEXT MEETING**

The next meeting would be held on Wednesday 17<sup>th</sup> February 2015.

**The meeting closed at 8.25 pm**

Chairman \_\_\_\_\_

Date \_\_\_\_\_