

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 16th January 2018, at The Limes,
High Street- 7.30pm.

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Catherall, Cllr Oakley, Cllr Dixon, Cllr Spenceley, Cllr Rincón, Cllr Geraghty
 District Cllr Cathcart
 Members of Public: 0

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sams, Cllr Freeman, Cllr Woodhouse, Cllr Douglass, Cllr Hirtzel

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

Cllr Robinson declared a Disclosable Pecuniary interest in Item 4 and left the room. In his absence Cllr Hallett chaired the meeting.

03. OPEN FORUM

There were no members of the public in attendance.

04. CEMETERY LODGE TENANCY –TEMPORARY TENANCY REQUEST FOR A SIX MONTH PERIOD

The Parish Council Chairman, Peter Robinson, had approached the Letting Agent, Intercounty, to ask if he could take on the tenancy of The Lodge for a six month period while he moved home.

The Chairman advised that the letting of the Lodge would under normal circumstances be agreed by the Parish Council Cemetery Committee but as the request was from a Parish Councillor an Extraordinary Parish Council meeting had been called for transparency to ensure that everyone was aware.

The Cemetery Lodge had been vacant for around three months and, whilst habitable, it was awaiting some dilapidation work before being advertised to rent again. Cllr Robinson had stated in his request that he would be happy to carry out these works himself while he was living there. If he was unable to complete a job himself then he would be happy for a contractor to have access to the property.

A discussion took place on the tenancy. It was unanimously agreed that there were no objections to Cllr Robinson renting the Lodge, a valid commercial decision. A discussion took place on whether the tenancy should be arranged through the Letting Agent or directly with the Parish Council. It was agreed that Intercounty would be asked to arrange the documentation as it would then be clear that this was a transparent decision.

The Clerk to report back to Intercounty who would be asked to advise on the full market rent for the property and arrange the tenancy agreement. The Clerk would also ask for any additions to the agreement to be notified to the Parish Council. **–Clerk**

Cllr Robinson was then invited back into the room where he was advised of the decision. The Chairman asked that the parking spaces be used only for private vehicles and not trade vehicles. Cllr Robinson confirmed that he intended to keep his business vehicles elsewhere.

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

There were no issues raised.

06. DATE OF NEXT MEETING –Tuesday 23rd January 2018

The meeting closed at 7.50 pm

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 23 January 2018,
at The Limes, High Street- 8.12pm.

PRESENT: Cllr Robinson (Chairman), Cllr Catherall, Cllr Douglass, Cllr Freeman, Cllr Dixon,
 Cllr Hallett, Cllr Hull, Cllr McInulty, Cllr Oakley, Cllr Geraghty, Cllr Sams, Cllr Woodhouse,
 Cllr Spenceley, Cllr Hirtzel
 District Cllr Cathcart, District Cllr McCraith
 County Councillor van de Ven
 Members of Public 12

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Rincón

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Cllr Hallett declared a non pecuniary interest under Item 11.1 as an allotment holder.

03. AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS

3.1 Parish Council Meeting 21st November 2017

It was agreed the minutes of the Parish Council Meeting held on Tuesday 21st November 2017, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 16th January 2018

It was agreed the minutes of the Parish Council Meeting held on Tuesday 18th January 2018, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Update on Cycle Path to Royston Proposal

No update was made.

4.2 Update on the position regarding the School Crossing Patrol

Cllr van de Ven reported that she had been in discussions with County Council officers over this area where a crossing would not be an option due to visibility issues. She had asked the Road Safety Engineer for suggestions to improve the junction and speed humps/pads and cushions were a possible option. Raising the entire junction was also a suggestion but there might be some complications with existing drainage. Costs being discussed were between £25,000 -£35,000. Flat top speed humps would cost in the region of £10,000 -£12,000 each. The redesigning of parking spaces in the area, relocation of bus stop and increased footway may also be feasible. It was recommended that early consultation with residents of adjacent properties should take place. Cllr van de Ven stated that all the options were beyond the LHI limit and so suggested that a 'scheme' be formed which could then be funded by a combination of funds.

Cllr Dixon asked if the school crossing patrol officer would be lost if changes were made to the junction. Cllr van de Ven replied that the officers would not say one way or another. She asked the Chairman if these proposals could be discussed as an agenda item at a future meeting. The Chairman agreed that once the information had been circulated to Councillors then it could be followed up with an agenda item. He thanked Cllr van de Ven for the update.

4.3 Website Server Migration

Cllr Hallett advised that there was an attempt made to migrate the website on the 13th January 2018 but there was a problem.

4.4 Update on Community Speedwatch

Cllr Catherall reported that the checks being carried out had shown that there was a lot of vehicles speeding on The Causeway. There were five volunteers trained at the present time.

Cllr Hallett advised that he had received a request for a further £94 expenditure in addition to the already approved £3,000. This was because the Speedwatch equipment used by the team was programmed using Bluetooth. It was suggested that it would be more beneficial for the team to have their own android tablet rather than

rely on the volunteers personal equipment. The expenditure was agreed. Cllr Catherall then advised that he had an altercation with a driver who was upset that there was no signage on The Causeway. He had pointed out the Highway Code in relation to lighting columns. Cllr Catherall added that the additional signage for this area was being investigated by the Traffic working group.

4.5 Cemetery Lodge Tenancy

Cllr Hallett reminded Councillors that at their meeting on the 16th January 2018 a tenancy term of six months had been agreed. The Letting Agent had now advised that the term could be shorter than that and renewed on a rolling monthly basis as the Agent and Councillors were aware that this would not be a long tenancy. He proposed that the tenancy be for a three month period and after that renewed on a monthly basis. Councillors agreed with the proposal. Clerk to advise the Letting Agent Intercounty.

-Clerk

05. CORRESPONDENCE

5.1 General Data Protection Regulations CAPALC Proposal Investigation

An update had been provided on the position regarding the new legislation which would come into force in May 2018. NALC was actively campaigning with Government on some of the more difficult parts of the legislation which applied to Parish Council. CAPALC were looking at providing a service that would cover the county and asked interested Council's to let them know. This would be a county wide chargeable scheme to meet the burdens placed on Councils by the new legislation without the need for some of the additional expense of having to employ a Data Protection Officer. CAPALC would also be holding workshops in March 2018 on GDPR for Clerks and Councillors.

-Clerk

Cllr Spenceley reported that he had attended a presentation on GDPR and advised this was the best way forward. Councillors agreed that the Clerk express an interest in the service.

5.2 Remembrance Service 2018

A communication had been received from Vic Nickson who has suggested that as the 100th anniversary of the end of the First World War would be in November 2018 the village should commemorate the occasion in some way. He was planning to hold a launch meeting during February 2018 and asked representatives from various areas of interest across the village to come up with some ideas.

The Chairman invited Mr Nickson to speak to attendees. Mr Nickson stated that he would like to see the Parish Council take a big lead in the commemoration and also hoped that Bassingbourn Barracks would be involved. Cllr Catherall had already expressed his interest in helping and agreed to represent the Parish Council. The Chairman asked Councillors to think of ideas to report back at the next meeting.

-Cllrs

06. OPEN FORUM

6.1 School Crossing Patrol

Concern was raised by some residents over the suggestion of raised surfaces at the crossroads junction. The meeting was reminded that in Kneesworth speed humps were installed only to be removed due to the effect they had on the old properties along the A1198. These structures were also noisy. One resident advised that he had observed children crossing the road in the absence of the crossing patrol officer. People took a lot more care and it worked well. Another parishioner advised that he had witnessed the crossing patrol officer having to step back from an approaching car. He suggested that the crossing needed to be made more conspicuous with the flashing lights kept clear of vegetation.

The Chairman advised that a full discussion would take place on the recommendations made by the County Council in due course where the issues raised would be considered.

6.2 War Memorial Green

Concern as expressed over a heavy vehicle reversing off the main road to access Number 4 North End. This had churned up the grass. It was confirmed by another resident that the vehicle was an oil delivery lorry which, due to parked vehicles, could not deliver the oil to the property from the road. The driver had been made aware of the damage caused.

07. FINANCES**7.1 Payment of accounts**

Invoices were checked by Cllr Hallett.

THE POST OFFICE (SCDC)	
Cemetery Lodge Council Tax	£325.00
VIKING	
Replacement printer and ink cartridge (inc.£16.56VAT)	£99.36
CAMBRIDGESHIRE CONSTABULARY HQ	
Collapsible speedwatch sign & hi-viz jackets (inc. £29.00 VAT)	£ 174.00
INFORMATION COMMISSIONER	
Renewal of data protection registration	£ 35.00
PLAYDALE PLAYGROUNDS	
Balance of invoice for work on Elbourn Way & South End areas (inc. £2700.00 VAT)	£16200.00
THE POST OFFICE (SCDC)	
Hire of The Limes for meetings Oct 2016 –December 2017	£ 310.00
E-ON	
Pavilion electricity (inc. £3.62VAT)	£ 76.04
TOTAL	£17219.40

It was noted that the invoice for Playdale Playgrounds was forward funding in anticipation of Section 106 money.

Proposed Cllr Freeman, seconded Cllr Douglass. Agreed.

The following payments were made at the Finance & General Purposes committee meeting on 5th December 2017 and 2nd January 2018

MORELOCK SIGNS LTD	
Community Speedwatch equipment purchase (inc. £468.80VAT)	£2812.80
MRS S WALMESLEY	
Clerks salary 1/11/17 –30/11/17	£792.01
BUCHANS LANDSCAPES	
Grounds mtce November 2017 (inc. £273.32 VAT)	£1639.92
Cut back 5 trees on North End (inc. £10.00 VAT)	£ 60.00
Cut Clunch Pit Path (inc. £5.00VAT)	£ 30.00
Grounds mtce December 2017 (inc. £273.32 VAT)	£1639.92
	£3369.84
BASSINGBOURN URC	
Hire of Church Room for Recreation Ground meetings 2017 6 x £10	£60.00
CAMBRIDGESHIRE ACRE	
Renewal of membership 2018 (inc. £9.25VAT)	£ 55.50
HALES PRINTERS	
Newsletters	£740.00
THE POST OFFICE	
SCDC Cemetery Lodge Council Tax	£325.00
SLCC	
Renewal of membership 2018	£128.00
MRS S WALMESLEY	
Clerks salary and expenses1/12/17 –31/12/17	£854.73
HMRC	
PAYE October 2017 –December 2017	£99.62
PLAYDALE PLAYGROUNDS LTD 104039 13/12/17	£16200.00

7.2 Agreement of subsidence repair quotation (South End recreation ground)

Cllr Freeman explained the history of the subsidence. Part of the recreation ground had been repaired a few years previously. Three contractors had been approached for quotations but only one had responded. The Recreation Ground Committee had considered the options and agreed to recommend the following –

- To lift turf on a sunken area approximately 45 metres long by 5 metres wide running parallel with the cricket wicket on the small football pitch. Prepare the area for top soil level and lay new turf on the prepared area

The cost for this work would be £6292.00 plus VAT. Cllr Freeman added that he had inspected the recreation ground the previous weekend and the subsidence was severe.

Cllr Hallett stated that the recreation ground budget for the current financial year had been used but advised that there was some unused budget in the maintenance

allocation. By using this the work could commence before the start of the new financial year. Councillors agreed the expenditure and that the work should proceed as soon as possible. Cllr Freeman would liaise with the contractors. Clerk to confirm the contract with the contractors.

-Clerk

7.3 Agreement of Budget/Precept 2018/19

The Chairman advised that this had been discussed at the last couple of Finance and General Purposes committee meetings. He thanked Cllr Sams for his work on this. The final draft budget and proposed precept had been circulated to Councillors. The budget and the precept for £70,000, for the next financial year, was agreed. Clerk to make the demand to South Cambridgeshire District Council.

-Clerk

08. PROCEEDINGS OF COMMITTEES

Councillors had received the minutes of the committee minutes. Cllr Hallett asked for the following permission –

8.1.1 Planning Committee

Cllr Hallett asked the Parish Council to delegate the approval of the Memorandum of Understanding, relating to the Neighbourhood Plan, to the Planning Committee. This was agreed.

No other questions were raised.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Cllr van de Ven reported on a cycling scheme keen to encourage cycling from the villages to Cambridge. She added that a cycling link from and to villages would be more beneficial than to Cambridge.

The County Council would be meeting to agree their Budget for 2018/19 at a meeting on the 6th February. £38million cuts were to be made with £4million still to be found. The General Purposes Committee had agreed a 2.99% increase in council tax and there would be a debate now whether this additional funding would fund the reserves or services.

It was expected that Shire Hall would be sold and the County Council would then move to Alconbury or Northstowe. The new Mayor had instigated a review of the new layer of Government. He now held the Transport and Highway authorities.

Cllr van de Ven then stated that there had been a lot of questions about plastic and recycling paper. She had arranged some visits during February to the recycling depot in Waterbeach. As the elections were to be held in May Cllr van de Ven was also organising an event to promote becoming a Parish Councillor. This would be held in Meldreth on the 3rd February.

9.2 District Council

Cllr McCraith reported that the District Council were to meet on the 25th January. The Local Development Plan was the main issue and the council were waiting for the final report from the Inspector. The timescale of this was in the hands of the Inspector who was aware of the concerns regarding the delay.

Cllr Cathcart advised that the new combined authorities Land Commission was to investigate all public land. The Local Governance Review was also looking at parish boundaries. Parish Councils were urged to review their boundaries with neighbours.

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

10. WORKING GROUPS

10.1 Bassingbourn Village College Liaison

No report available.

10.2 Pavilion Project

Cllr Catherall reported that the next meeting of the Working Group would be held on the 5th February 2018. The project was progressing well and there had been interest from quite a few parties. The Planners were though being slightly difficult.

Cllr Freeman asked Cllr Catherall to visit the recreation ground when the football team was there. He had received a lot of complaints from the players and local residents over the delay in the project. Cllr Catherall agreed to provide an update in the next Village Voice and also on the website. He also wanted to invite the players from the Football Club and Cricket Club to the next working group meeting for their input.

-Cllr
Catherall

10.3 Conservation

Cllr Hallett reported that the working group had met to plan their timetable. They had arranged to meet on the 24th March at the Clunch Pit, and the 7th April would be the village tidy.

10.3.1 Agreement of Funding for work at the Clunch Pit wood

Mrs Bond, from the Conservation group was invited to speak. She advised that a local conservation expert had recommended brush cutting the top area of the trees in order to encourage the best plant growth. He had also recommended removal and replanting of some of the shrubs. A representative from Hunts Wildlife Spaces, Bernard Hunt, had provided a quotation to carry out the cutting which would be £400. Cllr Hallett reminded Councillors that the remaining conservation group budget would cover this cost. Councillors agreed the expenditure. The Clerk was asked to liaise directly with Mr Hunt and arrange the work which he had advised would be carried out in March prior to the working party on the 24th.

-Clerk

10.4 Affordable Housing

There was no update made.

10.5 Local Heritage

There was no update made.

10.6 Village Voice

10.6.1 Chairman's Letter

The Chairman reported that following conversations between Ian Dewar (CAPALC), Cllr Spenceley and the Clerk he had also spoken to Mr Dewar about the Village Voice. Mr Dewar was satisfied that the Parish Council was acting in the correct manner regarding the Chairman's monthly update and was happy that the disclaimer at the bottom released the Parish Council from any liability. The only point suggested was that the Clerk viewed the Chairman's report, to ensure that there was nothing derogatory, before publishing. The Chairman criticized Cllr Spenceley for contacting CAPALC.

10.7 Traffic

The working group were to consult with parishioners on whether to pursue the installation of bollards opposite the SPAR shop. The consultation would be in the February edition of the Village Voice.

10.7.1 LHI Project Submission Update

Cllr Catherall was to attend the County Council Panel meeting on the 5th February to support the bid for funding towards the project in 2018/19. He advised that a little detail was known about the format of the meeting and asked that the County and District Councillors give their support.

-Cllr
Catherall

11. ALLOTMENTS

11.1 Request for Grant for maintenance, materials and equipment

Cllr Hallett reminded Councillors that there was a budget in the current financial year for the allotments. It was agreed when the Allotment Society was set up that they would be self financing. A request had been made for some communal equipment plus materials for repairs to the communal shed at a cost of £890 which was within budget. It was proposed by Cllr Hallett, seconded by Cllr Freeman, that the expenditure be approved. All Councillors in agreement.

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

12.1 Change of date for Parish Council AGM

The Clerk advised that due the election in May 2018 the AGM had to be held within 14 days. The AGM had therefore been brought forward from the scheduled date to Tuesday 15th May 2018.

12.2 Contractor Hedge work

Cllr Dixon advised that the Parish Council contractors were keen to get on with additional work before the new grasscutting season. She was aware that there was some work needed in the Elbourn Way play area. It was agreed that this would be put on the agenda for the next Finance and General Purposes Committee so that a decision could be made on the expenditure.

12.3 Knutsford Road verge

Cllr Hull expressed his concerns over the muddy bank by the bin on Knutsford Road. He was aware that someone had slipped on the mud and suggested laying some

-Cllr

paving slabs in the area. The Chairman agreed to look to see what could be done. This would be an agenda item for the Finance and General Purposes Committee.

Robinson

12.4 Village Voice Bank Account

Cllr Spenceley asked for an update on the bank account. Cllr Catherall reiterated his update from the last Finance and General Purposes Committee meeting where he reported that he had been carrying out some investigations as there were concerns over any potential claims which the signatories may be liable for. He suggested any Councillors concerned over this to obtain legal advice.

Cllr Spenceley then referred to the questions he had been asking Councillors and the Clerk over the past couple of years, relating to the Village Voice, and the questions he wanted to put to CAPALC (NALC) regarding the legality of the publication, which were not supported by Councillors. The Chairman suggested that any further questions should be directed through the Village Voice working group who would then liaise with the Parish Council if needed.

12.5 A1198 Milestone

Cllr Hallett had been made aware of a Milestone which needed attention and he agreed to investigate.

*-Cllr
Hallett*

12.6 Village Grit Bins

Cllr Hirtzel referred to recent snowfall stating that she did not believe residents used the provided grit bins. She agreed to publicise that they were there for the public and would also check that they were full.

*-Cllr
Hirtzel*

13. DATE OF NEXT MEETING
Tuesday 20th March 2018

The meeting was closed at 9.35pm.

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Wednesday 21st February 2018, at The
Chapel Schoolroom, South End- 7.15pm.

PRESENT: Cllr Hallett(Chairman), Cllr Catherall, Cllr Oakley, Cllr Dixon, Cllr Spenceley, Cllr Rincón, Cllr Geraghty, Cllr Woodhouse, Cllr Douglass, Cllr Freeman

Members of Public: 0

In the absence of Cllr Robinson the meeting was Chaired by Cllr Hallett.

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hirtzel, Cllr Robinson and Cllr McNulty

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

There were no declarations made.

03. OPEN FORUM

There were no members of the public in attendance.

04. TO AGREE EXPENDITURE FOR REPLACEMENT FORTUNE WAY PLAY AREA FENCING

Cllr Dixon had obtained three quotations for the replacement fence on Fortune Way, the extension to South End including double gates plus the installation of double gates on the Elbourn Way play area fence. The quotations had been circulated to Councillors before the meeting.

All Councillors agreed that the contract should be awarded to Buchans Landscapes at a total cost of £7683.68 plus VAT. Clerk to advise the contractors. **-Clerk**

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

There were no issues raised.

06. DATE OF NEXT MEETING –Tuesday 20th March 2018

The meeting closed at 7.25 pm

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 20 March 2018,
at The Limes, High Street- 8.12pm.

PRESENT: Cllr Hallett (Chairman), Cllr Catherall, Cllr Douglass, Cllr Freeman, Cllr Dixon, Cllr Rincón, Cllr Hull, Cllr McInulty, Cllr Oakley , Cllr Sams, Cllr Woodhouse, Cllr Spenceley, Cllr Hirtzel
 District Cllr Cathcart, District Cllr McCraith
 County Councillor van de Ven
 Members of Public 2

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

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Robinson, Cllr Geraghty

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS

3.1 Parish Council Meeting 23rd January 2018

It was agreed the minutes of the Parish Council Meeting held on Tuesday 23rd January 2018, copies previously distributed, were a true record and signed by the Chairman following an additional sentence to Item 10.6.1 to read –The Chairman criticized Cllr Spenceley for contacting CAPALC.

Cllr Spenceley protested that CAPALC was there to support its members who were Clerks and Councillors.

3.2 Parish Council Meeting 21st February 2018

It was agreed the minutes of the Parish Council Meeting held on Wednesday 21st February 2018, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Update on Cycle Path to Royston Proposal

Cllr Spenceley advised that he had heard nothing further. It was noted that enquiries were to be made with a local landowner.

4.2 Update on the position regarding the School Crossing Patrol

Cllr van de Ven reported that a site meeting had been held with Andy Preston, the Highway Engineer, and this had been very helpful. He had observed the traffic situation during peak times. He had since advised by letter that his department should be able to support some form of scheme financially. He reiterated that a crossing would not be possible due to visibility but felt that reinforcement of a more defined crossing point would be desirable. This would cost around £30,000 -£40,000 and committed Section 106 monies would go towards this. This project would go on a list for consideration with other projects to be approved from 1st April 2018. It was acknowledged that there may be issues with nearby residents and investigations would need to be carried out to see what would work the best.

James Hockley, the crossing patrol officer, was invited to speak. He reiterated that something had to be done adding that over the past year every option had been suggested. A form of traffic calming was needed. A report had also been prepared by his Supervisor, Andy Swallow. Mr Hockley advised that he was still trying to find people to help with the job. Cllr Catherall thanked him for his work and also for all he had to put up with.

A discussion took place on Section 106 allocations and the infrastructure.

The Chairman thanked Cllr van de Ven for pursuing this issue. She advised that the primary school parents were told of this meeting and they were invited for the update.

4.3 Website Server Migration

The Chairman to urge an update.

4.4 Update on Community Speedwatch

Cllr Catherall stated that there had been 659 observations during one hour of Speedwatch on the A11198 the previous week.

-Cllr
Hallett

4.5 GDPR Training

Cllr Spenceley and the Clerk had attended a CAPALC workshop the previous week. Details of this would be distributed to Councillors once received electronically from CAPALC.

*-Clerk*4.6 War Memorial Green

It was suggested that there could be room for bollards to prevent vehicles driving on the green. Cllr Catherall advised that the Centenary Armistice Remembrance Group were considering this.

4.7 Grit Bins

The Chairman reported that he had been asked why there was not a grit bin at the end of Tower Close. However very few residents were making use of the grit bins.

4.8 A1198 Milestone

The Chairman would monitor the condition of the milestone.

*-Cllr
Hallett***05. CORRESPONDENCE**5.1 Brook Road Bridge

Correspondence had been received relating to overgrown brambles around the bench there. Also concern raised over the damaged bollards.

Councillors agreed that the Clerk should arrange the clearing of the brambles with the grounds maintenance contractors. The Chairman confirmed that the Highway Officer was aware of the damaged bollards but, as they were still in place and visible, would not replace them at this time.

*-Clerk***06. OPEN FORUM**

There were no issues raised.

07. FINANCES7.1 Payment of accounts

Invoices were checked by Cllr Douglass.

HALES PRINTERS

Newsletters £ 740.00

CHRIS HOLCROFT

Repositioning of bin on Knutsford Road £ 64.22

NPOWER

Cemetery Lodge electricity until 23 January 2018 (inc. £2.35VAT) £ 49.33

BUCHANS LANDSCAPES

Level Recreation Ground (inc. £1258.40VAT) £7550.40

MRS S WALMESLEY

Clerks Salary March 2018 £774.51

HMRC

PAYE January –March 2018 (NI £86.82 Tax £12.80) £ 99.62

TOTAL

£9278.08

Proposed Cllr Freeman, seconded Cllr Douglass. Agreed.

The following payments were made at the Finance & General Purposes committee meeting on 6th February 2018 and 6th March 2018 2018

HALES PRINTERS

Newsletters £643.00

REYNOLDS CLEANING SERVICES

Cemetery Lodge clean before new tenants £415.00

MR M HALLETT

Reimb for Speedwatch equipment expenses (inc. £1.17VAT) £ 91.40

COMMUNITY HEARTBEAT TRUST

Annual support 1/1/18 -1/1/19 (inc £25.20VAT) £ 151.20

HM COURTS AND TRIBUNALS SERVICE

Court claim for outstanding Cemetery Lodge rent £ 205.00

BASSINGBOURN PCC

Hire of Church room for Neighbourhood Plan meetings 11/1/18 &7/2/18 2@£16

£ 32.00

MRS S WALMESLEY

Clerks salary 1/1/18 –31/1/18 £793.33

BUCHANS LANDSCAPES

Grounds mtce January 2018 (inc. £273.3.2VAT) £1639.92

MRS S WALMESLEY	
Clerks salary and expenses 1/2/18 –28/2/18	£788.35
MR M FREEMAN	
Provisions for Pavilion (inc. £4.07VAT)	£ 24.45
SADDLEBACK LANE ALLOTMENT SOCIETY	
Grant as agreed at Parish Council meeting 20/1/18	£ 890.00
BUCHANS LANDSCAPES	
Grounds maintenance February 2018 (inc. £273.32 VAT)	£1639.92

08. PROCEEDINGS OF COMMITTEES

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

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Cllr van de Ven referred to the meeting where the presentation on proposals for the development of The Rouses was discussed at the January Parish Council meeting. All agreed that the proposal for 10 dwellings, with additional land leased to the Parish Council, was more acceptable than the original of 26 dwellings. This proposal had been through the process with the new Commercial Investment company. Cllr van de Ven reported that she had then become aware that a new proposal, similar to that of the original without the lease of land to the Parish Council, was to go forward to the company. On hearing this concerns were raised with the District Councillors and a meeting was held with the County Council Chief Executive and Chris Malyon, Deputy Chief Executive and Chief Financial Officer. Mr Malyon was in attendance and invited to speak to the meeting.

Mr Malyon, who was also a Director of the Commercial Investment Company, reported that the proposal for the ten dwellings had been discussed by the company at a meeting in February 2018. Although basic terms for the proposal were agreed there was a two stage process and a formal agreement had not been made. Since the meeting in February planning advice had been received on the scheme and the access point was deemed insufficient. This made the scheme undeliverable as ten units on the site would not survive the planning process. The original proposal was therefore to be resurrected and was to be put before the development company at their meeting on the 23rd March. Mr Malyon stated that as a result of the discussions with Councillors this would now not be included.

Cllr van de Ven reported that she had been made aware that there would be no scheme put forward in any form now. If the County Council wished to pursue development on the land they would have to do so through the next Local Development Plan consultation due to commence in 2019.

Cllr Catherall expressed his concern over how the application could have got to the stage it had without planning advice. He reiterated his original comments that the councils were custodians of the land and should not be selling land off to make money. Mr Malyon defended the County Council by stating that £100 million savings had to be made over four years. He referred to a neighbouring authority which had gone bankrupt. Mr Malyon confirmed that the land would remain in the County Council ownership.

A discussion then took place on Section 106 agreements and funding for roadworks which only so much funding to go around.

The District Councillors agreed that the co-operation between the local Councillors with the County Officer, Stephen Conrad, was very good. Thanks was made to Cllr van de Ven for her work on this. The worst scenario would have been to revert to the original scheme i.e. 26 unit scheme proposed at consultation event in Summer 2017. The Chairman stated that the Rouses was very important to the village and Councillors appreciated the time Mr Malyon had taken to attend the meeting to explain the position.

Cllr van de Ven then continued with her report which included the removal of the Park and Ride charges, charge for the use of library computers, and bus subsidies. A meeting of the Bus User Group was to take place on the 18th April 2018.

Cllr van de Ven had been in discussions with Bassingbourn Village College regarding a project she initiated with Melbourn Village College. Meetings between the Police,

local council representatives, parents and youth services took place to support young people. She was in the process of arranging a similar meeting in Bassingbourn on the 16th May at 2pm. Cllr Douglass expressed her interest in becoming involved with a liaison group as the Parish Council was finding it difficult to communicate with the Village College. Councillors agreed that Cllr Douglass represent the Parish Council.

9.2 District Council

Cllr Cathcart reported that District Council garage blocks were being investigated to see what other uses they could provide. There were a lot of these throughout the district.

There were concerns over a planning application for a new building at New Cambridge House on Bassingbourn Road Litlington which the District Council officers wanted to consider under delegated powers. This was a controversial application as it was a large building and would be visible from the road. Cllr Cathcart had written to the Planning Officer to express his concern over the proposal.

Cllr McCraith then reported that the District Council element of council tax was to increase by 3.7% but South Cambridgeshire District Council was still one of the lowest charging authorities in the country. This was subsidised by £1 million from the District Council property development company they had set up. Cllr added that he was concerned over the borrowing of funds from this company and therefore felt it needed to be monitored closely.

10. WORKING GROUPS

10.1 Bassingbourn Village College Liaison

No report available.

10.2 Pavilion Project

10.2.1 Pavilion Presentation with decision on way forward with Project

Cllr Catherall reported that the working group was looking for approval of the quotations received for the foundation extensions. He had circulated details of the three quotations received. Cllr Catherall proposed that the recommendation of the working group to award the contract to Hillplant & Groundworks, for a price of £10386 plus VAT the cheapest quote, be agreed. This was seconded by Cllr Oakley with all Councillors in agreement. Cllr Catherall and the Clerk to progress.

Cllr Catherall then reported that the working group wanted to investigate whether the knock down and rebuild was an option but for this a planning application would need to be submitted. There had been concerns raised over the weight of a timber frame for the existing foundations should a rebuild be agreed. He had sought the opinion of the Building Control officer who agreed that there would not be a problem.

After further discussion it was agreed that the Pavilion working group investigate the option to knock down and rebuild using a timber framed structure.

The plans had now been circulated electronically to Councillors for information.

10.3 Conservation

Cllr Hallett reported that the working group were meeting on the 24th March and planned a village tidy on the 7th April 2018.

10.4 Affordable Housing

Cllr Cathcart reported that the working group had not met recently. The site owner of the preferred location had some difficulties with the proportion of social and market properties. Cllr Cathcart added that it was very much up to the landowner how this progressed.

10.5 Local Heritage

There was no update made.

10.6 Village Voice

The working group met on the 12th March and were pushing ahead with proposals.

10.7 Traffic

A meeting of the working group was to take place on the 4th April. It was noted that the LHI Bid for 2018/19 was successful with the application joint second on the list. The Chairman expressed his thanks to Cllr Catherall for presenting the case at the panel meeting. There were other projects on the village list which would be pursued. One of these were bollards opposite the SPAR on the High Street. A letter of objection forwarded by a resident had been circulated to Councillors. It was advised that members of the working group had been asking people for their views.

*Cllr
Catherall
& Clerk*

11. CENTENARY ARMISTICE COMMERMORATIVE REMEMBRANCE

Cllr Catherall reported that one meeting had been held with the Church actively engaged with the proposed event. The primary school and village college were also carrying out some research. Ideas for remembrance had been put forward and these would be advised once more detail was available. The existing bench needed to be tidied up and a possible clean which the Parish Council could arrange. Cllr Catherall urged people to come forward to help as there was a lot to do.

12. ANNUAL PARISH MEETING 24TH APRIL 2018

A discussion took place on the previous meetings held in the village college which Councillors agreed worked well as a location when there was a controversial topic to encourage a lot of attendees. Cllr Sams suggested a presentation could be made on the Community Speedwatch success and also the Neighbourhood Plan. He suggested that the village College location would be better to accommodate this which was agreed. The Clerk to book the hall for the evening of the 24th April and arrange refreshments as in previous years. Cllr Sams offered to help with the publicity.

*-Clerk &
Cllr Sams*

Further discussion on the agenda etc would take place at the next Finance and General Purposes committee meeting.

13. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK12.1 Resolution of Defibrillator Code Issue

Cllr Sams reported that he had resolved query of why the code for the defibrillator was not given out when an emergency was reported in December 2017. It appeared that if the person contacting the 999 service did not mention a suspected cardiac arrest then the code would not be given. Councillors agreed that this was acceptable as the defibrillator would only be useful if the patient had stopped breathing.

Cllr Sams added that he had asked Community Heartbeat for advice on locating a redundant telephone kiosk, with electricity supply for Kneesworth, so that a second defibrillator could be installed.

14. DATE OF NEXT MEETING

Tuesday 15th May 2018 (AGM)

The meeting was closed at 9.33pm.

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Wednesday 18th April 2018, at The Chapel
Schoolroom, South End 7.10pm.

PRESENT: Cllr Robinson (Chairman), Cllr Hallett, Cllr Catherall, Cllr Oakley, Cllr Dixon, Cllr Spenceley, Cllr Sams, Cllr Geraghty, Cllr Douglass, Cllr Woodhouse, Cllr McNulty, Cllr Freeman
 District Cllr Cathcart
 Members of Public: 1

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hirtzel

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

There were no declarations made.

03. OPEN FORUM

There were no issues raised.

04. TO AGREE PAYMENT OF INVOICES FOR PAVILION GROUNDWORK (HILLPLANT & GROUNDWORK)

Cllr Catherall expressed his concern over the need for a meeting to agree the payment of the invoices. The Parish Council has approved the quotation for the total cost of the work at the March meeting. He added that the delay in payment of the invoices was a breach of the contract.

The Chairman stated that due to the adopted Financial Regulations invoices received for payment needed to be approved by the Parish Council, at a meeting, before they were paid. This took priority over the threat of breach of contract.

4.1 Invoice for the second stage payment due 16/4/18 -£2820.34 plus VAT

Councillors agreed that this invoice be paid.

4.2 Invoice for the final payment on completion of work

The final amount was not known at this stage as there had been some changes to the specification. It was agreed that a cheque could be issued, on receipt of the invoice, for an amount up to £5,000. All Councillors in agreement.

Cllr Freeman asked if the Parish Council would be charged for reinstating the area around the works. He felt that the area should have been boarded before the work was started. Councillors recognised that the wet weather had contributed to the state. Cllr Catherall confirmed that he had asked the contractor to reinstate but until the invoice was received it was not known whether there would be an additional charge.

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

There were no issues raised.

06. DATE OF NEXT MEETING –Tuesday 15th May 2018 (AGM)

The meeting closed at 7.50 pm

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL ANNUAL GENERAL MEETING
Minutes of Meeting held on Tuesday 15th May 2018 at
The Limes, High Street 7.15pm.

Cllr Douglass(Chairperson), Cllr Hallett, Cllr McInulty, Cllr Robinson, Cllr Spenceley, Cllr Freeman, Cllr Sams, Cllr Dixon, Cllr Geraghty, Cllr Catherall, Cllr Hirtzel, Cllr Oakley
 District Cllr Cathcart, County Cllr van de Ven
 MOP -2

PARISH COUNCIL ANNUAL GENERAL MEETING

01. ELECTION OF CHAIRPERSON

Cllr Hallett opened the meeting and asked for nominations for Chairman. Cllr Freeman proposed Cllr Robinson which was seconded by Cllr McInulty. Cllr Oakley proposed Cllr Douglass which was seconded by Cllr Catherall. There were no other nominations. A vote was taken with Councillor Douglass receiving the majority vote. She accepted the position of Chairperson.

02. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Leith

03. CO-OPTION OF COUNCILLORS

There were no members of the public in attendance, at this point of the meeting, interested in being co-opted.

04. ELECTION OF VICE-CHAIRPERSON

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

05. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no Declarations made.

06. MINUTES OF LAST PARISH COUNCIL MEETING

6.1 20th March 2018

Minutes of the meeting held on Tuesday 20th March 2018 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairperson with the following amendments-

Item. 9.1 First sentence to read –Cllr van de Ven referred to the meeting where the presentation on proposals for the development of The Rouses was discussed at the January Parish Council meeting.

Last sentence of fourth paragraph added to read –Mr Malyon confirmed that the land would remain in the County Council ownership.

Last sentence of the sixth paragraph to read –The worst scenario would have been to revert to the original scheme i.e. 26 unit scheme proposed at consultation event in Summer 2017.

6.2 18th April 2018

Minutes of the meeting held on Wednesday 18th April 2018 (copies previously distributed) were taken as read, agreed a true record and signed by the Chairperson.

Cllr Catherall asked for a Memorandum of Dissent to be recorded as he was in dispute over the wording of the minutes. He had asked the Clerk to include the following information in the minutes but it was omitted –

‘I asked of the Chair if he understood that the Parish Council was in breach of contract and that by not acting we had made matters worse. I believe the response to be formally minuted to that question “I don’t care” to ensure that I had understood the response correctly when asked a second time the same response was made’

07. MATTERS ARISING7.1 Update on Cycle Path to Royston Proposal

There was no further update.

7.2 Update on Funding Arrangements for Village Voice

Quotations had been sought for printing the publication in colour. Five printing companies had been approached and two had provided a quotation. It was noted that if it was decided to produce a full colour version then the printing price would increase. Councillors agreed that this be referred to the working group to make a decision.

7.3 Remembrance Service 2018 –Update on Plans

There were various plans being investigated. One idea was a 1914 era map plotting places where people involved in World War One had lived in the village. Cllr Catherall stated that he would like to bring forward a whole package of events. There were suggestions of a street party or tea party for children. The Chairperson stated that time was moving on and November would soon come around.

08. ADOPTION OF POLICIES/REGULATIONS8.1 Standing Orders8.2 Financial Regulations

Cllr Hallett agreed to update the new Standing Orders and Financial Regulations with the values adopted by the previous council. Cllr Spenceley and the Chairperson would then review these before circulating with a recommendation for adoption.

*Cllrs
Hallett,
Spenceley
& Douglass*

8.3 Code of Conduct

It was agreed that the model Code of Conduct, circulated to Councillors, be adopted.

8.4 Complaints Procedure

It was agreed that the model Complaints Procedure, circulated to Councillors, be adopted. Cllr Spenceley suggested that a flow chart for complaints be included.

8.5 GDPR Policy

A policy taking into account the new regulations would need to be compiled and this was in hand.

8.5.1 Appointment of DPO

The Clerk had received notification that The House of Commons, during the report stage, accepted a Government amendment to the Data Protection Bill, the effect of which was to remove all parish, town and community councils from the requirement that they must appoint a Data Protection Officer.

09. CORRESPONDENCE9.1 Village Green Hedge

Councillors were advised that nothing had been done to cut back to hedge to the same height as the neighbouring property as discussed in 2016. Councillors were urged to look and arrange this. Photographs had been provided. The neighbour also expressed her concern over unsocial behaviour taking place on the village green.

The Chairperson suggested that if the village green hedge was cut down to the height of the neighbour it would mean cutting off the green shrubbery and would not look very nice. It would be a better idea, if the neighbour wanted the hedge at the same height, to grow the hedge to match. The Clerk to suggest this to the resident.

-Clerk

Anti Social behaviour was then discussed. Cllr Geraghty stated that he was also aware of a problem on the green. Councillors agreed that this should be reported directly to the Police. Cllr Sams added that he had been told that to take any action the officers had to see the behaviour for themselves. It was important when contacting the Police on 101 that a request for a police presence was persistent.

The Clerk to reply to the resident.

9.2 LHI Scheme 2019/20

Details of application for the 2019/20 bid would be circulated to Councillors. The closing date for applications was the 31st July 2018.

-Clerk

10. OPEN FORUM10.1 Kneesworth

The Chairperson was congratulated on her election. Cllr Robinson was also congratulated for his past work as Chairman which was not an easy job.

Concern was then raised by the resident over Kneesworth and the impact of the increased vehicle movements. Councillors were urged to consider the additional impact

any future development in this area of the village would cause. The Chairperson confirmed that the Parish Council represented Bassingbourn-cum-Kneesworth -the whole village.

11. FINANCES

11.1 Payment of Accounts

The invoices were checked by Cllr Hallett

CAPALC

Membership 2018/19 £502.57

BASSINGBOURN BOOK CAFE

Donation 2018/19 £1250.00

HALES PRINTERS

Newsletters £ 749.00

HOMESERVE

Landlord Emergency Plus insurance for Cemetery Lodge £190.80

BUCHANS LANDSCAPES

Grounds maintenance April 2018 (inc. £278.79VAT) £1672.72

CAMBRIDGE WATER BUSINESS

Water rate recreation ground £78.75

Cemetery £20.42 £ 99.17

HILLPLANT AND GROUNDWORKS

Final invoice for Pavilion footings (inc £752.09VAT) £4512.56

TOTAL £8976.82

Agreed. Proposed Cllr Hallett, Seconded Cllr Oakley

FOR INFORMATION –The following payments were agreed at the Finance and General Purposes committee meetings on 3rd April 2018 and 1st May 2018

BUCHANS LANDSCAPES

Grounds maintenance March 2018 (inc. £273.32 VAT) £1639.92

MR B HUNT

Clunch Pit work with Conservation group £ 400.00

THE POST OFFICE

Cemetery Bin emptying 2018/19 £884.00

CAMBRIDGESHIRE COUNTY COUNCIL

Street lighting 01/10/16-30/09/17 £2301.85

CAMBRIDGESHIRE COUNTY COUNCIL

Rent for Rouses land 2018/19 £ 55.00

VIKING

Stationery (inc £26.17VAT) £100.23 to be claimed from other councils £157.04

MRS S WALMESLEY

Clerks Expenses March 2018 £ 48.99

HILLPLANT AND GROUNDWORKS LTD

First stage payment for Pavilion groundworks (inc. £179.66VAT) £3000.00

WAR MEMORIALS TRUST

Renewal of subscription £ 20.00

LOCAL COUNCIL PUBLIC ADVISORY SERVICE

GDPR Course 24/4/18 £ 40.00

HALES PRINTERS

Newsletters £789.00

E-ON

Pavilion electricity (inc. £3.83VAT) £ 80.51

CHRIS HOLCROFT

Repair to finger post £195.00

MRS S WALMESLEY

Clerks salary & expenses 1/4/18 –30/4/18 £795.27

The following payment was also approved at the Parish Council/Recreation Ground meetings on the 18th April 2018 –

HILLPLANT & GROUNDWORKS LTD

Outstanding VAT for invoice INV-205 £ 384.41

HILLPLANT & GROUNDWORKS LTD

Second stage Pavilion footings (inc. £564.07) £3384.41

MR P CATHERALL

Reimburse for blocked foul system (inc. £37.00 VAT)

£ 222.00

11.2 Annual Audit 2018/19

11.2.1 Internal Audit Report

The Clerk reported that the internal audit had been completed and the report would be forwarded with the invoice in due course.

11.2.2 Agreement of Governance Statement 2017/18

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

11.2.3 Agreement of Accounting Statement 2017/18

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

12. ELECTION OF COMMITTEES FOR 2016/17

12.1 Planning –All Councillors

12.2 Finance and General Purposes –All Councillors

12.3 Recreation Ground –Cllr Freeman, Cllr McNulty, Cllr Dixon, Cllr Sams, Cllr Hallett, Cllr Oakley, Cllr Spenceley, Cllr Geraghty and Chairperson

12.4 Cemetery –Cllr Hallett, Cllr Spenceley, Cllr Oakley and Chairperson.

Cllr Oakley suggested that Cemetery business be combined with the F& GP Committee. It was agreed that as there as a lot of current issues with the Cemetery Lodge then this remain a separate committee for the time being.

13. ELECTION OF WORKING GROUPS FOR 2016/17

13.1 Village College/Primary School Liaison –It was agreed that as there was now a Bassingbourn Practical Solutions Group this committee was no longer needed. It was noted that the first meeting of the group would be held on the 16th May 2018.

13.2 Affordable Housing –Cllr Cathcart, Cllr Spenceley and Cllr Hallett

It was noted that the working group were waiting for the adoption of the Local Development Plan before meeting.

13.3 Conservation –Cllr Hallett, Cllr Hirtzel

13.4 Pavilion - Cllr Dixon, Cllr Freeman, Cllr McNulty, Cllr Oakley and Chairperson.

13.4 Pavilion Refurbishment/Rebuild –Cllr Oakley, Cllr Sams, Cllr Hirtzel, Cllr Dixon, Cllr Catherall, Cllr Spenceley and Chairperson

13.5 Mobile Warden Scheme–Chairperson

13.6 Traffic and Travel–Cllr Spenceley, Cllr Catherall, Cllr Oakley, Cllr Hallett, Cllr McNulty

13.7 Village Voice -Cllr Spenceley, Cllr Catherall and Chairperson

13.8 GDPR Compliance –Cllr Hallett, Cllr Oakley, Cllr Spenceley, Chairperson and Clerk

13.9 Neighbourhood Plan –Cllr Hallett, Cllr Sams, Cllr Oakey and non Councillors. It was noted that working group membership could be added to.

14. PROCEEDINGS OF COMMITTEES

14.1 To Receive and Note the Minutes

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

14.1.1 Planning

14.1.2 Finance and General Purposes

14.1.3 Recreation Ground

14.1.4 Cemetery

There were no questions asked or comments made.

15. COUNTY AND DISTRICT COUNCILLOR REPORTS

13.1 County Council

Cllr van de Ven reported that there was no further update on the future of the Children's Centre. Her concern was that people were very dependent on the Centre.

The County County Council had voted to vacate Shire Hall adding that she had voted against building new premises at Alconbury which was a very remote site. The feeling was that existing vacant premises within the county could be used.

As advised under Item 13.1 the Bassingbourn Practical Solutions Group would be meeting for the first time on the 16th May.

Potholes were still a cause for concern. She had received a photograph of a duck in a pothole in Tower Close. Cllr van de Ven stated that the staff in County Highways were doing their very best with the repair arrangements considering that they were under resourced.

Cllr van de Ven advised that The Rouses issue was not over by a long stretch. The County Council had confirmed that a 99 year lease on the land would not stand on its own and it would not be offered without the scheme for 10 units. She added that an application could still be submitted. The commercial development company had originally said that they were only interested in a larger development but had now relented and a 10 unit scheme would be acceptable. This would have to include the 99 year lease. Cllr van de Ven was working with Cllr Cathcart.

Cllr Cathcart agreed that the position was changing so fast. The County officer, Stephen Conrad, who had been dealing with the project, had retired so there was another area of uncertainty. He added that if a planning application was to come forward there would be the question of maintenance of the land, which should not be a problem, but needed to be recognised.

13.2 District Council

Cllr Cathcart reported that a meeting on the future of the Church had taken place over the weekend of the 12th /13th May. It was now up to the Chancellor to decide the way forward. It would be 5-6 weeks until the outcome was known.

Following the recent District Council elections there had been a total change in the political representation. 70 seats had changed. Cllr Cathcart had given a talk to the new Councillors emphasising the need for fresh thinking and also conformity. He had emphasised that it was important that the Local Development Plan was adopted.

Cllr Cathcart referred to a recent planning appeal for 154 houses in Cottenham which had been successful. The reason that the appeal was allowed was due to the lack of a 5 year land supply. He added that this highlighted how the lack of a Local Plan affected applications.

Cllr Hirtzel asked if there had been any update on the future of Bassingbourn Barracks. Cllr van de Ven stated that at this stage there was just speculation. She advised that she had been invited to a ceremony in Birmingham in July. A meeting with County Highways had also been held to discuss issues on the A1198 at Whaddon Gap where it was recognised that any future proposals would reflect any major work in the area. Cllr Hirtzel suggested that a liaison group be set up with the Barracks. Cllr van de Ven offered to find out answers to specific questions as she had a contact point.

16. ANNUAL PARISH MEETING –MATTERS ARISING

16.1 Children's Centre

As advised in the County Council report there was no further update and no plan. Cllr van de Ven stated that it was important to note that this was a very big issue which should be recognised. She had asked to visit the Centre as there was more to do. Cllr Dixon advised that around 2014, when she had her babies, she was told to use the Melbourn Centre and not the Bassingbourn facility. Cllr Dixon added that families in the village had been cut off from the Bassingbourn Centre since then. Cllr van de Ven stated that a high level service was supposed to be continuing in Melbourn with outreach in Bassingbourn. There were 19 other centres planned for closure with Bassingbourn probably the worst off.

16.2 Youth Facilities

As discussed at the Annual Parish Meeting there was funding available to help the youth of the village.

17. PROPOSAL TO APPOINT PROJECT MANAGER FOR PAVILION PROJECT

The Pavilion Working Group asked that the Parish Council make funds available for a suitably qualified Project Manager to progress the project. The cost of this was estimated to be between £5-£6k. The future of the project needed to be put forward as a package on whether to go forward as a rebuild or refurbishment. The Working Group did not have the expertise needed to produce the information needed to go out to tender. A specification for the position of Project Manager was advised.

Cllr Hallett queried the costs which could exceed the budget. He referred to other parish projects planned throughout the year and did not think that there was scope for extra funding. It was suggested that additional funding could be through the Public Works Loan Board. After discussion it was proposed by Cllr Oakley, seconded by Cllr Sams, to that the Working Group investigate a Project Manager at a cost of between £5,000 and £6,000. The majority of Councillors in agreement.

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

18.1 Kneesworth Defibrillator

Cllr Sams reported that the County Highway Officers had given permission for a defibrillator to be installed on the grass verge by the junction with The Causeway. This would be discussed further at the Finance and General Purposes Committee meeting on the 5th June.

18.2 CAPALC Management

Cllr Spenceley advised that he had been elected to serve on the management board of CAPALC.

18.3 Allotment site

Cllr Dixon raised concern over some electric fencing around some of the allotments. She was especially concerned as a lot of children were in the vicinity and the area was a magnet. Cllr Hallett stated that the allotments were not public land and therefore people should be discouraged from going there as the southern edge was the only public footpath. He referred to farmers in the area also having electric fencing and was not aware of any rules to prevent the use. A discussion took place on Duty of Care where it was suggested that movable fencing may be an option. It was noted that there could be a liability on the Parish Council as the leaseholder of the land. Cllr Hallett agreed, as a first step, to bring the concern to the attention of the allotment holders in question.

18.4 Planning Meeting 22nd May 2018

The Clerk advised that she had received a number of planning applications which needed to be discussed before the next scheduled planning meeting on the 5th June. An agenda would be circulated to Councillors.

19. DATE OF NEXT MEETING Tuesday 24th July 2018

The Chairperson closed the Meeting at 8.52pm

..... **CHAIRPERSON**

.....**DATE**

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 5th June 2018, at The Limes, High Street 7.30pm.

PRESENT: Cllr Douglass (Chairman), Cllr Hallett, Cllr Catherall, Cllr Dixon, Cllr Spenceley, Cllr Sams, Cllr McNulty, Cllr Hirtzel, Cllr Leith, Cllr Woodhouse, Cllr Prentice
 District Cllr Cathcart
 Members of Public: 6

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Geraghty, Cllr Freeman, Cllr Oakley, County Cllr van de Ven

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

There were no declarations made.

03. CO-OPTION OF COUNCILLORS

Cllr Douglass, the Parish Council Chairperson, advised that there had been two applications for co-option for the two vacancies. Details of the applicants had been circulated to Councillors. It was agreed that Ms Tracey Prentice and Mr Rob Woodhouse be co-opted onto Bassingbourn-cum-Kneesworth Parish Council. They signed the Declaration of Acceptance of Office and joined the meeting.

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

Bassingbourn Village College Councillors – The Chairperson introduced two Year 10 Students from the Village College who were keen to improve communication with the village. The Chairperson invited them to speak. They referred to the recent Bassingbourn Practical Solutions Group meeting where members of the community groups met. The students were coming up with ideas on how to promote communication and one was a tea party for pensioners with the theme of a 'Great British Summer' which they hoped to hold before the end of term in July. The students wanted to make sure that the community saw the Village College as somewhere that they were welcome. Students work was also going to be promoted. Cllr Hirtzel offered to loan some vintage tea cups for the occasion.

Cllr Cathcart stated that the enthusiasm of the two students was commendable and referred to the original philosophy that the Village College was a link with the village.

Cllr Spenceley asked how the Parish Council could support the youth of the village at both ends of the spectrum. It was acknowledged that there was very little for youngsters to do. Cllr Sams referred to recreational projects that the Parish Council were trying to pursue but were unable to find suitable land. He added that grants could be obtained and with a joint effort this could be progressed. A discussion took place on the lack of facilities.

The Chairperson thanked the Students for attending the meeting adding that there would now be regular liaison meetings through the Practical Solutions Group. She invited the Students back to a future meeting adding that hopefully Primary School children would also be involved in future.

05. DATE OF NEXT MEETING –Tuesday 24th July 2018

The meeting closed at 7.50 pm

**Bassingbourn-cum-Kneesworth Parish Council
Extraordinary PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 3rd July 2018, at The Limes, High
Street 8.40pm.**

PRESENT: Cllr Douglass (Chairperson), Cllr Hallett, Cllr Dixon, Cllr Spenceley, Cllr Sams, Cllr McInulty, Cllr Oakley, Cllr Leith, Cllr Prentice, Cllr Geraghty
District Cllr Cathcart
County Cllr van de Van
Members of Public: 3

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hirtzel, Cllr Freeman, Cllr Woodhouse, Cllr Catherall

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

There were no declarations made.

03. AGREEMENT ON NEXT STAGE OF THE PAVILION REFURBISHMENT PROJECT

The Chairperson confirmed that Councillors had looked at the existing Pavilion and a decision now needed to be made on how to proceed. Cllr Hallett reminded the meeting that the original reason for changes to the Pavilion was because of the Football Club requirement to comply with the FA rules. A small extension would enable that. He added that the plan to extend the scope of the Pavilion for other uses was good. Because of the footprint it would only ever be a small building.

Cllr Leith referred to the condition of the Pavilion which was not in a good state of repair. He added that responsibility should be put on the users to maintain the building. The difference in costs between the two options was around £25,000 and he felt that as the main users were the football club this was a lot of money for a relatively small amount of people.

A discussion took place on the use of the building which included the nine BYC football teams that used the facility at the weekend. Maintenance of the building was also discussed.

The Chairperson reminded Councillors that their decision must be based on the best option for the village. The decision made would enable a Project Manager to get quotations to either knock down and rebuild or for the extension.

A vote was then taken with the majority of Councillors in agreement that the Pavilion should be knocked down and rebuilt. The Chairperson agreed to take the decision back to the Pavilion Working Group to progress.

04. APPOINTMENT OF SOLICITOR TO ADVISE ON ROUSES LEASE

Cllr Leith had investigated four Solicitors who had been recommended as competent in property and lease transactions. All had experience of dealing with Parish Councils. He proposed that Barr Ellison be appointed to represent the Parish Council. This was agreed by all Councillors. It was suggested that the Solicitor be asked to come along to a Parish Council meeting which would be arranged. The Clerk and Cllr Leith to progress the appointment.

05. UPDATE ON CO-OPTION OF COUNCILLOR

The Clerk reported that the vacancy had been reported to South Cambridgeshire District Council. A notice relating to the requirement for an election was posted on the notice board. If after the 14 day period ten people had not requested an election then the District Council would advise that the vacancy could be filled by co-option and this would be advertised.

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

Cleaning Products for the Pavilion –Cllr McInulty asked for permission to purchase cleaning equipment as the building still needed to be cleaned until the time it was

demolished. The Clerk reminded Councillors that there was a budget for the Pavilion Management Committee to use for this purpose.

07. DATE OF NEXT MEETING –Tuesday 24th July 2018

The meeting closed at 7.50 pm

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 24 July 2018,
at The Limes, High Street- 8.12pm.

PRESENT: Cllr Douglass (Chairman), Cllr Catherall, Cllr Leith, Cllr Freeman, Cllr Dixon, Cllr Oakley ,
 Cllr Sams, Cllr Woodhouse, Cllr Spenceley, Cllr Catherall, Cllr Prentice, Cllr Ridsdale
 Members of Public 1

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hirtzel, Cllr Geraghty, Cllr McNulty, District Cllr Cathcart, County Cllr van de Ven

02. CO-OPTION OF COUNCILLOR

There had been one application for co-option from Mr Michael Ridsdale who was in attendance. The Chairperson invited Mr Ridsdale to give a brief presentation on why he was interested in joining the Parish Council. It was then proposed by Cllr Spenceley, seconded by Cllr Catherall that Mr Ridsdale be co-opted. He signed the Declaration of Acceptance of Office and joined the meeting.

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

04. AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS

4.1 Parish Council Annual General Meeting 15th May 2018

It was agreed the minutes of the Annual General Meeting held on Tuesday 15th May 2018, copies previously distributed, were a true record and signed by the Chairperson.

4.2 Parish Council Meeting 5th June 2018

It was agreed the minutes of the Parish Council Meeting held on Tuesday 5th June 2018, copies previously distributed, were a true record and signed by the Chairperson.

4.2 Parish Council Meeting 3rd July 2018

It was agreed the minutes of the Parish Council Meeting held on Tuesday 3rd July 2018, copies previously distributed, were a true record and signed by the Chairperson following discussion over a concern raised by Cllr Leith. He was concerned over the way his proposal to appoint a preferred Solicitor to act on behalf of the Parish Council was handled. He referred to the previous use of Limbach Banham (now Tees) which he and other Councillors were unaware of. He stated that there was a lack of access to information about what the Parish Council was doing. A discussion took place on processes and the decision in the case of The Rouses lease to go with a specialist Property Surveyor.

It was agreed that there would be an agenda item at the next Parish Council meeting to discuss appointing a 'preferred' Solicitor for the future.

05. MATTERS ARISING

5.1 Update on Cycle Path to Royston Proposal

Cllr Spenceley reported that he had heard nothing on this for over a year and suggested the item be removed from the agenda. If funding did become available then the issue could be resurrected.

5.2 Update on the position regarding the School Crossing Patrol

Cllr Dixon advised that from the new term she would be taking up the position for both morning and afternoon sessions. Once the Primary School staff returned after the Summer break she would let them know.

5.3 Website Server Migration

Cllr Hallett explained the process of moving to a new server and the issues with the current provider. The website was to transfer to another host to make it more secure. The intention was to move existing e-mail addresses as well. There had been a delay in negotiations due to a breakdown in communication between the website host and the Parish Council. This was now back on track.

-Cllr Hallett

The Chairperson then explained that as part of GDPR it had been advised that Councillors should have their own council e-mail address, for Parish Council business, and not use their personal address. Cllr Hallett had agreed to explore using the bassingbourn.org address.

5.4 Update on Community Speedwatch

Cllr Catherall reported that the regular sessions continued. There had been a few more volunteers but others were needed. Cllrs Dixon, Prentice and Leith offered to join the scheme.

5.5 Village Green Hedge –letter of thanks

A letter of thanks had been received from the neighbouring resident for arranging the cutting back of the village green hedge. Cllr Freeman added that he had also been thanked by the resident. Visibility from the driveway onto the High Street had improved.

-Clerk

5.6 Update on Defibrillator

The Clerk confirmed that an order had been placed. The delivery time would be around two weeks following receipt of payment. The Clerk was asked to make the maintenance contractor aware that the post to hold the defibrillator cabinet would need to be installed. She would also need to check with the supplier to see if an electrician would also be needed as the equipment was solar powered.

06. CORRESPONDENCE

6.1 Invitation to Cam/Bed Rail Road Meeting

Meetings had been arranged for Wednesday 25th July in Litlington or 26th July at the South Cambridgeshire District Council offices with a view to discuss the options, risks and benefits of alternative routes for the east/west corridor between Bedford and Cambridge. Details had been circulated to Councillors as the Chairperson was unable to attend. Cllr Spenceley had volunteered to attend the session in Cambourne.

-Clerk

6.2 Crime and Disorder

The Chairperson had received a letter of complaint, from a resident, about the actions of the Police. The resident was in attendance and invited to speak to Councillors.

The resident advised that he had sent a letter to Heidi Allen MP regarding local crime and the invisibility of the Police. He added that everyone was in danger of crime on their doorstep and many had suffered burglaries. People were urged to lobby hard to get the Police protection the Government should be providing.

The Clerk had circulated a letter from an Elbourn Way resident complaining about activities and ASB on the open space during the night. This had been reported to the police with no visible action from them.

A discussion took place on encouraging parishioners to report crimes as they were happening to the police on 101. Cllr Dixon advised that she had had been told by the Police that often people were leaving the reporting to the following day. Cllr Catherall reminded the meeting about the Police Panel meetings, which were a good communication channel to the Police, although the meetings did not seem to be happening anymore.

After further discussion it was agreed that the Clerk would write to the Police and Crime Commissioner expressing concern over the lack of police action and visibility in the area. He was the person that decided where the resources should be allocated. The Clerk would also ask for the Panel meetings to be resurrected. A reply would also be made to the Elbourn Way resident encouraging him and the neighbours to log the incidents and reiterate the need to report to the police as the incidents happened and not leave until the next day.

-Clerk

07. OPEN FORUM

The member of the public in attendance was invited to contribute to the discussion under Item 5.2.

08. FINANCES

8.1 Additional Invoice for installation of replacement fencing

The replacement fencing for Fortune Way had been completed although there was an issue with the height of the gates which were 20cm taller than the fencing. The Clerk advised that the contractors had submitted a quotation to add to their original estimate for the work. The additional cost related to the unexpected hardcore under

the grass plus voids in the ground making working conditions much harder which had resulted in the unexpected cost of hiring a ground auger plus the job taking longer than expected.

Councillors discussed the additional quote where they were reminded that the work had been delayed since the Spring due to the contractors grasscutting commitments. The contractors had also taken down the original fence so should have been aware at that time what the ground conditions were like.

Councillors were aware that the original price was an estimate, and not a quotation, but agreed that the additional costs would not be paid. Cllr Hallett proposed that if this was to be pursued by the contractor then any additional payment the Parish Council agreed should not exceed the price quoted at the time of the tender by the next contractor.

8.2 Payment of accounts

Invoices were checked by Cllr Hallett.

Cllr Catherall stated that insufficient time was allowed for Councillors to study the list of invoices for payment and proposed that the list was sent out with the paperwork for the meeting, three clear working days, and not later. This was agreed and any invoices received after that date would need to be included for the following meeting.

BUCHANS LANDSCAPES

Grounds mtce July 2018 (inc. £278.79VAT)	£1672.72	
Removal of Cherry tree (inc. £57.00VAT)	£ 342.00	
Installation of Fortune Way fence (inc £1074.29VAT)	£6445.76	£8460.48

HALES PRINTERS

Newsletters £ 683.00

CHRIS HOLCROFT

Reinstallation of Rouses bench £204.00

CAPALC

Chairmans training 30/6/18 £ 75.00

THE POST OFFICE

Hire of The Limes Jan-June 2018 £ 90.00

E-ON

Pavilion electricity (inc. £4.03VAT) £ 84.62

COMMUNITY HEARTBEAT TRUST

Defibrillator for Kneesworth (inc.£687.00VAT) £4122.00

MR M HALLETT

Reimburse for conservation signs (inc. £15.00VAT) £ 90.00

TOTAL

£13809.10

PROPOSED Cllr Sams SECONDED Cllr Dixon Agreed

It was agreed not to transfer the agreed £84,000 funds from Barclays to Cambridge Building Society until the change to the signatory mandate had been completed.

The following payments were made at the Finance & General Purposes committee meeting on 5th June 2018 and 3rd July 2018

D McKEE

Owl nest box for conservation group £ 50.00

PLAYSAFETY LTD

RoSPA play inspection 2018 (inc. £40.60VAT) £243.60

MRS S WALMESLEY

Clerks salary & expenses 1/5/18 –31/5/ £796.17

MR R STANFORD

Reimburse for Neighbourhood Plan working group (Mayhem) £ 48.00

INVHILLPLANT & GROUNDWORKS LTD

Extra work on Pavilion footings (inc £243.76VAT) £1462.56

BUCHANS LANDSCAPES

Grounds mtce May 2018 (inc. £278.79 VAT) £1672.72

Grounds mtce June 2018 (inc. £278.79 VAT) £1672.72 £3345.44

THE POST OFFICE

Uncontested election 3/5/18 £225.00

BASSINGBOURN PCC

Hire of Church room for Neighbourhood Plan meetings 4x£16 £ 64.00

NALC

Local Council Review subscription 2018/19 £ 17.00

HALES PRINTERS

Newsletters	£740.00
CHRIS HOLCROFT	
Repair to finger post	£184.00
MR G ROGERS	
Repair to Churchyard wall	£1200.00
MR S SAMS	
Reimbursement for Neighbourhood plan expenses (inc £19.26VAT)	£135.73
J JOBBINS	
Reimbursement for Neighbourhood Plan expenses	£ 9.00
MRS S WALMESLEY	
Clerks salary & expenses 1/6/18 –30/6/18	£842.89
HMRC	
PAYE April –June 2018 Tax £32.20 NI £68.78	£101.98
CAPALC	
Councillor Training sessions 3/6,27/6,11/7	£1050.00
CAPALC	
CAPALC Event 29/6/18 attended by Cllr Catherall & Clerk	£ 60.00

8.3 SCDC Request for additional funding for Park Close area notices

A request had been made in connection with the lease. It was stated that due to the change of use of the area classed as 'open space' a statutory procedure had to be followed which included notices in the local paper.

It was noted that the area was a play area 'open space' originally before the play equipment was removed. The intention was to again use the area for play equipment so there should be no change of use. The Clerk to question this with the District Council officer.

-Clerk

8.4 Agreement of NALC/SLCC Pay Scales 2018

It was agreed that the Pay Scales be implemented with effect from the 1st April 2018.

A discussion took place on the Internal Auditors comment on Annual Appraisals It was agreed that as part of the ongoing enhancement of the Parish Council a HR working group be set up to look at the role of the Clerk/RFO, and tasks required, and report back to the Parish Council with a recommendation. The Chairperson, Cllr Hallett and Cllr Spenceley agreed to progress.

-Cllr
Douglass,
Cllr Hallett,
Cllr
Spenceley

09. ADOPTION OF REGULATIONS

9.1 Standing Orders

The Standing Orders had been agreed by the Finance and General Purposes Committee. On a Proposal by Cllr Hallett, seconded by Cllr Sams, it was agreed that the Standing Orders be adopted.

9.2 Financial Regulations

The Financial Regulations had been agreed by the Finance and General Purposes Committee. On a Proposal by Cllr Hallett, seconded by Cllr Sams, it was agreed that the Financial Regulations be adopted.

10. RATIFICATION OF COMMITTEE TERMS OF REFERENCE

Changes to the committee Terms of Reference had been agreed at the first meetings of the committees following the AGM. Due to the late delivery of the updated paperwork some Councillors were not aware of the changes. It was agreed that this item would be carried forward to the next meeting.

11. PROCEEDINGS OF COMMITTEES

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

12. COUNTY AND DISTRICT COUNCILLOR REPORTS

12.1 County Council

Cllr van de Ven had circulated a report to Councillors..

12.2 District Council

Cllr Cathcart was not in attendance. Cllr Spenceley referred to the Chestnut Lane footpath advising that he had located the Section 106 document which had required no transfer of funds. He added that the planners were unhappy with the way this had

been processed.

13. WORKING GROUPS

13.1 Bassingbourn Village College Liaison

There was no further update. It was agreed that the title of the working group would be changed to Bassingbourn Practical Solutions Group.

13.2 Pavilion Project

As agreed at an extraordinary Parish Council meeting the working group were progressing a total knock down of the Pavilion and rebuild. Plans were ready to submit to South Cambridgeshire District Council. Cllr Catherall stated that there was a couple of issues to confirm regarding any documentation which would prohibit the expansion of the building or parking facility on the site. Some paperwork relating to the recreation grounds charity had been investigated but there was no reference to the Pavilion. The Clerk was asked to follow up with the Solicitor practice from that time, Limbach Banham (now Tees), to see if they held any paperwork.

*Cllr
Catherall
& Clerk*

A discussion took place on funding. Cllr Freeman referred to grants from the Football Federation but before an application could be submitted for consideration planning permission and quotations had to be received. Any application would have to be dealt with by the Parish Council as they owned the Pavilion.

13.3 Conservation

Cllr Hallett reported that signs for the wildflower verges had been purchased. The working group had postponed a guided walk due to the hot weather.

13.4 Affordable Housing

There was no further update.

13.5 Village Voice

Cllr Catherall reported that the notes from the last meeting needed to be written up. Proposals would then be put forward on how to progress. It was confirmed that Cllr Spenceley and the Chairperson were also on the working group.

13.6 Traffic

13.6.1 LHI Application 2019/20

Cllr Hallett advised that the application had to be submitted to Cambridgeshire County Council by the 31st July. The chosen project this time was the turning circle at the junction of North End/Guise Lane to enable the bus to turn. A discussion took place on how the application could be enhanced. Councillors agreed that the Parish Council would commit a contribution of £2,000 towards the project should there be a successful outcome with the application.

-Cllr Hallett

13.6.2 High Street Bollards

A discussion took place on the proposed location of the bollards which was on the pavement opposite the SPAR on the High Street. Most residents were in agreement with the proposal which would discourage parking on the pavement. The estimated cost was around £1500 and Cambridgeshire County Council wanted an upfront payment for design work of £250. This was agreed by Councillors. Cllr Leith asked for a similar scheme to be introduced on the corner of Chestnut Lane. Cllr Hallett confirmed that this was already on the traffic working group agenda.

13.6.3 Mobile Vehicle Activated Sign

The Chairman explained the style of sign suggested which would have to be funded by the Parish Council, There was a commitment that the location of the sign needed to be changed every four weeks by volunteers and the batteries would also need to be charged. The security of the sign was questioned with Cllr Sams suggesting separate insurance for the equipment may need to be taken out. Cllr Freeman added that he was aware of signs in Suffolk with double chains. After further discussion it was agreed to include on a future agenda.

13.7 GDPR

The working group had met before the Parish Council meeting.

13.7.1 Adoption of Policy

A draft policy would be circulated to Councillors ahead of the next Parish Council meeting with view to adoption.

14. THE LIMES –SCDC OFFER OF SHELTERED HOUSING ROOM

The Parish Council had been approached by Kate Swan, the Leasehold Service Team Leader, who due to a review of the sheltered communal rooms in the district

asked if the Parish Council would like to take on the facility to be used by the wider community as a village hall. Ms Swan stated that if the Parish Council gave their support to the idea then discussion could take place on how this would work.

The Chairperson stated that if the Parish Council did not take up the offer there was the chance that the Book Café would lose its home. Also being managed by the parish the building would be much more useful as it had a lot of potential .

After discussion it was agreed that the Clerk would advise Ms Swan that the idea was favourable and Councillors would like to discuss the offer further.

-Clerk

15. REMEMBRANCE SERVICE 2018

It was anticipated that there would be a large gathering of people this year and Councillors were urged to show a united front on the day. Cllr Catherall advised that the plans needed to be moved on. He reported on the following items before the expenditure was Proposed by Cllr Hallett, seconded by Cllr Spenceley, and agreed by all Councillors.

15.1 Agreement of £750 for street party allocation

Agreed.

15.2 Agreement of £3000 for expenditure for plaque and map installation

Agreed.

15.3. Agreement of £ 500 for installation of memorial bench

Agreed.

15.4 Agreement to purchase memorial bench with donation

Agreed.

Cllr Freeman suggested that this could be the location for the proposed village flag pole. It was agreed that this suggestion would be discussed at the next Finance and General Purpose committee meeting where the flag pole was an ongoing item.

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

16.1 Bassingbourn Primary School

The Chairperson reported that a massive extension was underway at the school and as part of this the play area was being affected. There were no funds available to address this. The Clerk reminded Councillors that the school was funded by Cambridgeshire County Council which was a precepting authority. The Parish Council could not give any financial assistance to the school but could contribute via a fundraising group like the PTA provided the project was not just for the school. Cllr Sams stated that as the extension was for the rehabilitation of Bassingbourn Barracks the MOD should be asked to contribute.

16.2 Kerosene Fuel Lines

Cllr Spenceley advised for information that two lines ran through the village. He was aware that one had been dug up the previous week and repaired.

16.3 Access to Recreation Ground Bins

Cllr Freeman confirmed that a member of the Recreation Ground Committee would arrange to open the gate to the recreation ground, on a Wednesday morning, to allow the bins to be emptied.

It was advised that there was metal from the tree seat left on the ground. The condition of the seating was not known so would be investigated by the Chairperson. It was suggested that if the seating was acceptable it could be put around the replacement tree when planted.

-Cllr
Douglass

16.4 Tower Close Road Surface

It was noted that Cllr van de Ven was chasing up the pothole issue with the Local Highway Officer. The area had been inspected but the advice was that the holes did not warrant immediate action

16.5 Overgrown Shrubbery Chestnut Lane

Cllr Leith reported that complaints about visibility had been made but after investigation with Cllr Spenceley they had concluded that the shrubbery was covering a brick wall.

16.6 Meeting Seating

The Chairperson and Cllr Hallett had adjusted the layout of the meeting room to bring Councillors seating closer together. All agreed this was a better set up.

17. DATE OF NEXT MEETING

Wednesday 19th September 2018 (change of date). It was also agreed to bring the October Cemetery, Planning, Finance and General Purposes committee meetings forward to Wednesday 26th September .

The meeting was closed at 10.10pm.

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Wednesday 19th September 2018,
at The Limes, High Street- 7.45pm.

PRESENT: Cllr Douglass (Chairman), Cllr Catherall, Cllr McNulty, Cllr Freeman, Cllr Dixon, Cllr Oakley, Cllr Sams, Cllr Spenceley, Cllr Catherall, Cllr Prentice, Cllr Ridsdale
 County Cllr van de Ven, District Cllr Cathcart
 Members of Public 2

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hirtzel, Cllr Geraghty, Cllr Leith

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS

4.1 Parish Council Meeting 24th July 2018

It was agreed the minutes of the Parish Council Meeting held on Tuesday 24th July 2018, copies previously distributed, were a true record and signed by the Chairperson.

04. MATTERS ARISING

5.1 Update on the position regarding the School Crossing Patrol

Cllr van de Ven reported that a meeting was to be arranged with the new County Council officer. She had seen an e-mail exchange in which a proposal for a 'table' at the crossing point had been mentioned and needed to speak to the officers about that.

Cllr Dixon advised that she would be taking over the morning crossing patrol from the 1st October and the afternoon patrol from the 28th October 2018. The Chairperson thanked Cllr Dixon adding that the village appreciated her coming forward.

5.2 Website Server Migration

Cllr Hallett reported that he was chasing the website provider who had advised that the delay resulted from the time that the domain was last changed. The previous provider was now involved in trying to resolve the issue.

5.3 Update on Community Speedwatch

Cllr Catherall reported that a check had been carried out before the meeting and there was one vehicle travelling at 46mph with another at 41mph outside the Church on North End. There was presently ten volunteers with six of these Parish Councillors. The volunteers had recommended an additional piece of equipment. There was a Community Speedwatch action week, which was endorsed by the Police, which aimed to educate drivers. The Chairperson advised that there was now a Bassingbourn and Litlington facebook page which could highlight the speeding issues. Cllr Spenceley asked the Chairperson to include a reference in the Village Voice, which she agreed to do, under a heading of Community Speedwatch rather than her Chairman's report.

A discussion then took place on the Community Speedwatch signs for the entrances to the village and also the camera speed limit signs. Details relating to the signs for the entrances to the village had been given to Cambridgeshire County Council, through the Clerk, but nothing had happened. The Clerk to follow up.

The camera speed signs, which needed permission from the Police and Highways, would be followed up separately.

5.4 Update on Defibrillator

The delivery of the equipment was awaited.

05. CORRESPONDENCE

5.1 Village Voice Content

The Chairperson reported that she had received an e-mail from the Vicar relating to an article in the September 2018 edition on the Church re-ordering which the Vicar found defamatory and asked for an apology to be put in the next edition of the Village

-Cllr
Douglass

-Clerk

Voice. The Chairperson read the e-mail to the meeting. Cllr Hallett stated that the quotation made in the article was from the report giving the judgment and had been taken out of context.

The Chairperson believed that an apology had been made to the Vicar and once the Village Voice was up and running again a retraction would be printed as requested.

A discussion took place on the Village Voice. Cllr Catherall had issued a report on the findings five months ago and once the working group agreed this was accurate it would be put forward to the Parish Council to decide the future of the publication.

5.2 Churchyard Grasscutting

The Churchwardens had raised concern over the upkeep and ongoing maintenance of the Churchyard where they felt the grasscutting regime was not sufficient to keep the churchyard looking tidy. They were also concerned about the contractors use of larger and heavier vehicles this year which had damaged a number of paving stones and the Church gate. The Parish Council was asked to consider matching the level of upkeep to that of the Cemetery.

It was stated that the regime was down to the specification which Councillors were aware needed to be updated. There were also other areas of the village where the specification could be improved and there was a plan to update these.

The Clerk was asked to reply to the communication, enclosing a copy of the specification for the Churchyard, so the Church Wardens could see what the Parish Council paid for and suggest that additional work could be funded by the Church. The Clerk was also asked to bring the concerns regarding the larger equipment used to the attention of the contractors.

-Clerk

06. OPEN FORUM

6.1 Crime and Disorder

Concerns were raised over the soaring crime rate in the area and it was stated that funding and motivation of the Police had gone horribly wrong. Some years ago there was some issues on the recreation ground which the Police made an effort and resolved by involving parents. It was suggested that if this course of action was taken today then that would stop trouble further down the line. The Chairperson stated that she was very aware of recent attempted burglaries in the village.

Cllr van de Ven advised that she had a meeting with the Police in August, as a result of an e-cops report, during which she was advised that the type of crime had changed. From the discussion she now felt better informed. The Police had offered to hold a surgery in the village which the Chairperson confirmed she was pursuing. She suggested that the best time would be a weekend when there were more people around. It was agreed that once the Village Voice was up and running again then a firm date for a surgery would be made and advertised.

07. FINANCES

7.1 Payment of accounts

Invoices were checked by Cllr Hallett

HALES PRINTERS

Newsletters £ 740.00

CAME & COMPANY

Renewal of insurance premium (year 2 of 3) £2797.43

PKF LITTLEJOHN

External Audit 2017/18 (inc. £80.00VAT) £ 480.00

MR S SAMS

Reimburse for Neighbourhood Plan leaflet £367.50

Travelling expenses to collect leaflet 29@45p £ 13.05 £ 380.55

SARAH DIXON

Reimburse for play area mtce gate padlocks (inc. £10.22 VAT) £ 61.32

CHRIS HOLCROFT

Refrurb of Causeway bench £398.00

Clean of War Memorial wall £175.00

Reinstallation of War Memorial Bollard £137.50

Reinstate Causeway litter bin £ 81.25 £791.75

TOTAL £4771.05

PROPOSED Cllr Freeman SECONDED Cllr McNulty Agreed

.The following payments were made at the Finance & General Purposes

committee meeting on 7th August 2018 and 4th September 2018**BUCHANS LANDSCAPES**

Extension of South End play area fence (inc. £301.62VAT)£1809.73
 Installation of Elbourn Way play are gates (inc. £160.80 VAT)£ 964.60 £2774.33

VIKING

Stationery (inc. £25.46VAT) £100.71 to claim from other PCs £ 152.78

MRS S WALMESLEY

Clerks salary & expenses 1/7/18 –31/7/18 £826.57

MRS J DAMANT

Refreshments -Councillor Training sessions 3/6,27/6,11/7 £ 30.00

TOTAL £3783.68

THE POST OFFICE

Hire of Meldreth sheltered housing room for Cllr training June/July 18 £ 45.00

W CROTTY

Removal of Horse Chestnut tree on recreation ground £2000.00

MR P CATHERALL

Reimb for Pavilion planning application submission £ 231.00

MR M HALLETT

Reimburse for projector donation £ 100.00

ROBERT JOBBINS

Neighbourhood Plan printing expenses £ 149.00

MRS S WALMESLEY

Clerks salary and expenses 1/8/18 –31/8/18 £806.77

LANDLORD ACTION

Trace on former tenant £132.00

MR P CATHERALL

Reimb for War memorial planning application £231.00

7.2 Conclusion of External Audit 2017/18

The Audit Report had been received. The Auditor had requested adjustment of the 2017/18 figures to exclude a standing order of £770 which was outstanding on the 31st March 2018. Due to the 31st March being a Saturday the standing order was not made until the 3rd April. The payment related to the Clerk's salary.

The Clerk advised that she had queried this request as the payment had been accounted for in the payments for March 2018 and believed that it should have been treated in the same way as an uncashed cheque. The Auditor had dismissed the query.

The salary payments on the accounts spreadsheets for the current financial year 2018/19 would therefore not reflect the true position. The Internal Auditor had been advised. It was agreed that the standing order date could be changed to the 25th of the month which would avoid this problem in future.

A copy of the Auditor notice was on the notice board and would be put on the website as per the audit requirements.

08. RATIFICATION OF COMMITTEE TERMS OF REFERENCE

The updated Committee Terms of Reference had been circulated to Councillors. On a proposal by Cllr Hallett, seconded by Cllr Freeman, it was agreed that they be adopted.

09. PROCEEDINGS OF COMMITTEES

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

10. COUNTY AND DISTRICT COUNCILLOR REPORTS**10.1 County Council**

Cllr van de Ven advised that she always asked for updates on the Childrens Centres and was going to meet the team the following week. She would enquire about outreach services and transport to Cambourne and asked to be advised of any questions Councillors would like her to raise. The Chairperson advised that Pre-School, who used the Bassingbourn building, were to allow the twins group to continue and also the baby health clinic.

The budget for the bus services was only until the 1st April 2019. The Mayor now had control of the transport and so the pressure was on him to adopt a policy to go

forward. He had stated publicly that he supported bus franchise.

In July Cllr van de Ven formally questioned the declining condition of the roads and paths inspection regime. The response had been that they were not in a state of decline and were satisfactory. She added that the Highway Officers were sympathetic but just didn't have the funding.

In 2017 the County Council were ordered to make money so that started charging for the use of computers in libraries. £16,000 was raised but the public usage was down 54%. The charging continued.

There was to be a meeting of the Bassingbourn Practical Solutions Group where staffing issues at the Sports Centre would be discussed. Cllr Catherall stated that he had heard different stories relating to the staff shortages. Cllr van de Ven was aware that there were problems with community clubs using the premises and the Village College would be asked how they were going to address this at the meeting.

The train timetable appeared to be stabilizing although Cllr Prentice pointed out that there was still a problem in the morning for the sixth form students travelling to Cambridge where lots of trains were cancelled. Cllr van de Ven acknowledged this adding that the smaller stations, such as Royston, were at the bottom of the pile.

A presentation on the CAM/BED rail road proposals had been arranged on the 25th September in Shepreth Village Hall.

Cllr Spenceley asked what services the Mayor was now responsible for. Cllr van de Ven confirmed that Transport was now in his remit but there was an argument over who was responsible for Highways. This appeared to be the County Council. The Mayor was also interested in Health and Social Care. Cllr van de Ven felt that the trend was heading towards a combined authority as this idea was becoming more powerful.

10.2 District Council

Cllr Cathcart gave a report on the forthcoming adoption of the Local Development Plan by South Cambridgeshire District Council at the previous Planning meeting.

He advised that he was a member of the Brexit committee which was looking at the impact on South Cambridgeshire and how it was going to affect businesses. At the present time there was a vacuum as nobody knew what the terms of the exit agreement would be.

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

11. WORKING GROUPS

11.1 Bassingbourn Practical Solutions Group

As reported under the County Council report there was to be a meeting the following week.

11.2 Pavilion Project

Cllr Catherall advised that a parishioner had taken over the liaison with the Project Manager. The parishioner, who was in attendance, advised that he had inspected the Pavilion for asbestos and had found some on the artex ceiling and external trim. This was not major but felt that it should be dealt with in the preliminary pricing.

Cllr Catherall then advised that he had been having some issues with the District Council Planners over the information provided on the planning application. This was in hand.

11.3 Conservation

Cllr Hallett reported that there had been a working party at the clunch pit the previous weekend with a lot of clearance carried out. It was now much easier to access. There was a request for the path through the clunch pit to be put on the standard cutting schedule. One off cuts had been carried out by the contractors in the past. This was agreed. Clerk to arrange.

-Clerk

Cllr Hallett made a request for approval of expenditure of £76.00 for wild flower seed for the North End verges. This was seconded by Cllr Freeman with Councillors in agreement. Cllr Hallett confirmed that the area for the seeds was from behind the war memorial to the Church gates. A village tidy would be held on Saturday 13th October meeting at The Limes.

11.4 Affordable Housing

There was no further update. Cllr Cathcart to discuss with District Council officers.

11.5 Village Voice

It was reported that there was no longer an editor. The Chairperson had tried to contact the ex-editor without success. Cllr Prentice and Cllr Dixon had offered to find

-Cllrs
Prentice &
Dixon

out what was involved with the editorship with a view to taking over the role between them.

Cllr Catherall stated that the working group needed to meet to decide which way to go with the publication. There was an ideal opportunity, with a new editor, to make the decision.

11.6 Traffic

Cllr Hallett reported that he had made contact with Highways about the proposal for the High Street bollards. He was still waiting for a response from this and also about the successful LHI application 2018/19 for the build out at The Hoops. An update regarding the LHI application for 2019/20 would be made later in the year once assessed by the Local Projects team. Cllr Hallett added that until all this information came back it was not worth arranging a meeting of the working group.

Cllr Spenceley stated that Cllr Leith wanted to join the group which was agreed.

11.6.1 Chestnut Lane

Cllr Spenceley reported that the Planning Officer now had all the documents relating to the planning decisions at the Wireless Station and was going to arrange a meeting to discuss the conditions.

-Cllr van de Ven

11.6.2 A1198 Roundabouts

Cllr Spenceley stated that there was an increasing problem at the mini roundabouts. He felt that they had always been dangerous. It was noted that the paint needed refreshing badly. Cllr van de Ven agreed to make the request.

-Cllr van de Ven

Concern was also raised over the poor repair to potholes. Cllr Spenceley suggested that there should be a campaign so that parishioners were aware of how to report potholes to the County Council. He asked Cllr van de Ven if she could obtain a log of reported potholes over the past years which she agreed to do.

-Clerk

11.7 GDPR

11.7.1 Adoption of Policy

A draft policy had been circulated to Councillors. It was proposed by Cllr Hallett, seconded by Cllr Freeman, that this be adopted. All Councillors in agreement. Details would be put on the parish website.

12. THE LIMES –SCDC OFFER OF SHELTERED HOUSING ROOM

The Chairperson advised that a report on the meeting with District Council officers had been made at the Finance and General Purposes committee meeting earlier in the month. The feeling at that meeting was that the Parish Council should pursue taking over the building for community use.

Cllr Ridsdale reiterated his suggestion made at that meeting to ask to take over the Freehold of the building which could have a condition that it had to be retained for community use. He added that there would be a significant amount of work to do. The Chairperson stated that the idea would be to involve a group of parishioners to move forward. It was acknowledged that more information was needed about the existing running costs. Cllr Catherall expressed some concern over revenue streams for the Pavilion and also The Limes. He added that there would be a lot of disappointed people if the Pavilion proposal did not continue. Cllr Hallett stated that so far, in response to the Neighbourhood Plan questionnaire, a quarter of parishioners stated that they wanted a village hall.

-Clerk

After further discussion Cllr Hallett proposed that the Parish Council should in principle proceed with negotiations relating to taking the building over. The proposal for the Freehold, with conditions, should also be made to the officers. This was seconded by Cllr Oakley with all Councillors in agreement.

The Chairperson asked for this to be an agenda item for the next Finance and General Purposes Committee for further discussion.

13. REMEMBRANCE SERVICE 2018 UPDATE

Cllr Catherall reported that the event organizer was going to call a meeting in early October as there was some concern over what was happening. South Cambridgeshire District Council planners were also involved with the proposals for the installation of a bench by the War Memorial. Cllr Catherall advised that the Clerk would need to place the order for the plaques soon.

The Chairperson advised that a very good job had been carried out on the wall around the area. She was aware that The Limes had been booked for the Children's tea party which would be held after the Church service. She stated that it would be

appreciated if as many Councillors as possible attended the event.

14. ALLOTMENT TENANCY RENEWAL

Cllr Hallett reported that the tenancy agreements were up for renewal at the end of September. There were five plots which had not been maintained and he proposed that the Clerk terminate their tenancies. This was agreed. The Clerk to arrange.

-Clerk

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

15.1 Bassingbourn Primary School

As advised at the last meeting the Chairperson reported that a massive extension was underway at the primary school and as part of this the play area was being affected. There were no funds available to address this. A letter had now been received from the Head Teacher and PTA.

The Clerk reiterated the view that as the school was funded by a precepting authority the Parish Council would be unable to fund any improvements. It was noted that in the past donations had been made to the PTA who could then fund raise and purchase equipment etc for the school. As the school area, including the play area, was now fenced off and could not be used by anyone other than children that attended the school, it was questioned whether a donation to the PTA would still be possible.

-Clerk

A discussion took place on this with Cllr Catherall suggesting that Section 106 money be used which would be investigated.

This correspondence would be an agenda item for the next Finance and General Purposes committee meeting on the 26th September for further discussion.

Cllr Ridsdale suggested that the Parish Council have a policy document for funding requests. This would also be an agenda item at the Finance and General Purposes committee meeting.

167. DATE OF NEXT MEETING

Tuesday 20th November 2018

The meeting was closed at 9.25pm.

**Bassingbourn-cum-Kneesworth Parish Council
Extraordinary PARISH COUNCIL MEETING
Minutes of Meeting held on Wednesday 24th October 2018, at The
Limes, High Street 7.00pm.**

PRESENT: Cllr Douglass (Chairperson), Cllr Hallett, Cllr Dixon, Cllr Spenceley, Cllr Sams, Cllr McInulty, Cllr Freeman, Cllr Leith, Cllr Catherall, Cllr Geraghty
District Cllr Cathcart
Members of Public: 0

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hirtzel, Cllr Oakley, Cllr Prentice.

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

There were no declarations made.

03. OPEN FORUM

There were no members of the public in attendance.

04. TO AGREE QUOTATIONS FOR PLAY EQUIPMENT

Cllr Dixon had circulated three sets of quotations for equipment for Fortune Way (swings) and the South End Play Area.

A discussion and comparison of the quotations took place. She reminded Councillors that the majority of equipment in the village was supplied by the same company but their after sales service was unsatisfactory. Cllr Hallett suggested that to get best value it would be preferable to award both contracts to the same company. It was proposed by Cllr Freeman, seconded by Cllr Dixon that the quotations supplied by Proludic for £30,000 be agreed. This amount included a reduction in price for both areas. All Councillors in agreement.

Councillors were reminded that this equipment had been forward funded against potential Section 106 agreements where, from The Causeway site, the Parish Council were expected to receive around £40,000.

The Clerk to place the order with Proludic.

-Clerk

05. Payment of Invoices (Revisited at request of 3 members of Parish Council – standing order 7a)

Proposal: That the agenda for meetings is circulated three clear working days before the meeting as required by law. That draft meeting minutes are circulated to councillors within 7 days following the meeting (as previously agreed). That all other documents being circulated to councillors in advance of a meeting be circulated when available but no later than noon on the day preceding the meeting (examples include accounts for payment, documents for approval, proposals for purchase of equipment).

Cllr Hallett reported the background to this request which related to cheques being unsigned at the last Finance and General Purposes Committee meeting.

A discussion took place on the receipt of invoices and the circulation of paperwork. The Clerk confirmed that everything received was copied out to Councillors on receipt and not kept until just before the meeting. The invoice list was the only paper she kept until the last minute so that all invoices received could be paid. After further discussion it was agreed that the Clerk would circulate a list of invoices for payment with the agenda three clear days before the meeting. She would then circulate an updated list by noon the day before the meeting.

A discussion took place on the action list which the Clerk had started to circulate following the request at a previous meeting. The layout of the list had received negative comments. The Clerk advised that her priority was to get the minutes drafted the day after the meetings and therefore the requirement of an action list within one day would not always be possible. A discussion also took place on the draft minutes which were circulated to the Chair of the meetings for comment before distribution to other Councillors. These minutes always showed action points on them.

It was agreed that in future the draft minutes would be circulated to all Councillors and any proposed amendment be fed back through the Parish Council/Committee Chair.

-Clerk

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

6.1 Remembrance Service 11th November 2018

Cllr Dixon advised that she would be available to help set up on the day but had a service in Royston to attend following that. She would be back in the village later in the day.

Cllr Catherall had paid for the war memorial plaques, personally, as the company Brunel Engraving Company required payment with the order. It was agreed that the following payment be made so that a refund could be made to the credit card -

BRUNEL ENGINEERING COMPANY

Plaques for War Memorial site (inc. £383.58)

£2361.48

6.2 Christmas Lights

The Chairperson had set the date for the 8th December which was the same day as the Christmas market as in the last few years. Somebody was needed to switch the lights on and she asked Councillors for ideas.

-Cllrs

07. DATE OF NEXT MEETING –Tuesday 20th November 2018

The meeting closed at 7.30 pm

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 9th November 2018,
at The Limes, High Street- 8.01pm.

PRESENT: Cllr Douglass (Chairman), Cllr Catherall, Cllr McNulty, Cllr Freeman, Cllr Dixon, Cllr Oakley, Cllr Sams, Cllr Spenceley, Cllr Geraghty, Cllr Ridsdale
 County Cllr van de Ven, District Cllr Cathcart
 Members of Public 1

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Prentice, Cllr Leith

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no interests declared.

03. AGREEMENT OF MINUTES OF PARISH COUNCIL MEETINGS

3.1 Parish Council Meeting 19th September 2018

It was agreed the minutes of the Parish Council Meeting held on Wednesday 19th September 2018, copies previously distributed, were a true record and signed by the Chairperson.

3.2 Parish Council Extraordinary Meeting 24th October 2018

It was agreed the minutes of the Parish Council Meeting held on Wednesday 24th October 2018, copies previously distributed, were a true record and signed by the Chairperson.

04. MATTERS ARISING

4.1 Update on the position regarding the School Crossing Patrol

Cllr Dixon was thanked for carrying out a good job. She advised that some drivers did not like stopping. The morning period was the worst. Cllr Spenceley suggested a member of the Speedwatch Team monitor but it was advised that this would not be possible as this position was not a recognised point. It was agreed that this item should now be removed from the agenda.

4.2 Website Server Migration

Cllr Hallett reminded Councillors of the history. Webcentric the current provider, was working with the previous provider to try and transfer the domain. They had tried on three occasions and were now trying a different approach manually. Cllr Hallett had received confirmation that things were moving forward slowly. He then advised that investigations were taking place into providing an e-mail address for each Councillor. This was likely to be a cost to the Parish Council because of the number of Councillors. Recommendations were working out at about £2.40 per user per month. He hoped to come back with some reasonable costs for the next meeting.

-Cllr Hallett

4.3 Update on Community Speedwatch

It was reported that the checks were going very well although there had been a lack of communication over the Community Speedwatch signage. Cllr Hallett advised that the Speedwatch group had sent an amended plan of where they wanted the signage, with the 30mph signs, to County Highways. The Clerk confirmed that the Local Highway Officer was now satisfied with the proposed positions.

Cllr Catherall stated that the biggest contention was the speed reduction to 30mph on The Causeway and people unaware of the speed limit there. Investigations were continuing into how a reminder of the speed limit could be displayed included posters by children and also the reuse of the signage purchased for the remembrance day.

4.4 Update on Defibrillator

The delivery of the equipment was awaited. The Clerk confirmed that she had e-mailed the company but had not received a reply. She was aware of a few issues with her e-mail address parishclerk@bassingbourn.org where messages were not getting through. Cllr Sam, who was copied in on the e-mail, agreed to forward the e-mail to the supplier and request a response.

-Cllr Sams

4.5 Feedback on Remembrance Event

The Chairperson thanked everyone who had attended the events on the 11th November 2018 adding that it was a remarkable experience. There were

approximately 400 people in attendance and a lot of care and attention went into everything. Buchans Landscapes did a fantastic job with the area, which was much appreciated, and the Clerk was asked to send a letter of thanks to them. The Chairperson thanked Cllr Catherall, Cllr Dixon and Cllr Prentice for their hard work too. A week on and nothing had been moved –the area still looked immaculate.

-Clerk

The Parish Council had been presented with a book containing the history of the soldiers which would be brought along to the next meeting. Cllr Hallett suggested that the book be displayed on the website once confirmation that the contributors were happy with this.

The Chairperson stated that more help would be needed to arrange the 2019 event and discussions would commence in January 2019.

4.6 Christmas Celebration update

The Chairperson reported that everything was progressing for the event which would be held on the 8th December. The Christmas tree was to be donated by Bury Lane and would be erected on the village green. The village band, Father Christmas and a BBQ would be some of the attractions. A discussion took place on the tree erection and the lighting.

The Chairperson stated that although this was not entirely a Parish Council event she hoped to see Councillors there.

05. CORRESPONDENCE

5.1 The Pavilion

The Chairperson had been contacted by a new resident of The Tanyard who asked if the Pavilion had a license to sell alcohol. She had reassured the resident that the Parish Council did not have a license and would not be applying for a bar license.

5.2 Request for BYFC Signage

A request had been made by the club to erect some signs to show that the youth football teams operated from the recreation ground. This would be an agenda item for the Recreation Ground committee meeting on the 12th December.

-Clerk

06. OPEN FORUM

6.1 Request for Progress on the Pavilion Project

An update on progress was requested by a resident. He was advised that the planning permission applied for was for a knock down and rebuild. Once approval had been received the working group would send out the tenders. The price indication was more than expected but Councillors would have to wait until the quotations for the work had been received to find out. The resident expressed his concern over the delay stating that by this stage it would have been nice to have an idea of the costs. Cllr Catherall advised that the delay at the Planning Office had been partly to blame.

The resident then discussed the seating from the tree which had been removed. He was told that the intention was to reinstall the seating once a replacement tree had been planted and this was being investigated by the Football Club. Cllr Catherall advised that he was trying to arrange for the seating to be moved to another part of the recreation ground until the tree was planted.

-Cllr
Catherall

07. FINANCES

7.1 Payment of accounts

Invoices were checked by Cllr Hallett

BUCHANS LANDSCAPES

Grounds mtce August 2018 (inc. £278.79VAT)	£1672.72	
Grounds mtce September 2018 (inc. £278.79VAT)	£1672.72	
Grounds mtce October 2018 (inc. £278.79VAT)	£1672.72	£5018.16

BUCHANS LANDSCAPES

Football pitch spray (inc £39.00 VAT) to be recovered from Football Club £ 234.00

HALES PRINTERS

Newsletters £ 839.00

THE POST OFFICE

Cemetery Lodge Council Tax £303.61

PLAYDALE PLAYGROUNDS LTD

Loopy ladder repair spares/delivery & installation (inc. £59.00VAT) £354.00

HM COURTS AND TRIBUNALS SERVICE

Cemetery Lodge arrears cheque in lieu of 104060 (Feb 2018) £205.00	
TOTAL	£6748.77
PROPOSED Cllr Freeman SECONDED Cllr McInulty Agreed	
The following payments were made at the Finance & General Purposes committee meeting on 26th September 2018 and 8th November 2018	
LGS SERVICES	
Internal Audit 2017/18 (inc. £35.00VAT)	£210.00
TOM MARRIAGE	
Hot water cylinder for Pavilion	£750.00
MRS S WALMESLEY	
Clerks salary and expenses 1/9/18 –30/8/18	£797.59
HMRC	
PAYE July-September 2018	
Tax £35.40 NI £89.99 (Employer £48.13)	£125.39
CAMBRIDGE WATER BUSINESS	
Recreation Ground water 21/4/18-4/10/18	£102.01
Cemetery Water	£ 12.66
THE POST OFFICE	
Hire of The Limes 3/7/18 -26/9/18	£ 70.00
MRS D ARTUS	
Reimburse for conservation area seeds (inc. £16.90VAT)	£101.40
NORTH HERTS SURFACING	
Remembrance service signage (inc £28.80VAT)	£172.80
CURRIE & BROWN	
Pavilion Project Manager first stage payment (inc, £200,00VAT)	£1200.00
E-ON	
Pavilion electricity inc. £4.69VAT)	£98.55
MRS S WALMESLEY	
Clerks salary and expenses 1/10/18 –31/10/18	£795.43
CAMBRIDGESHIRE ACRE	
Neighbourhood Plan Inception meeting (inc £80.00VAT)	£480.00

08. PROCEEDINGS OF COMMITTEES

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

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 District Council

Cllr Cathcart reported that there had been a District Council meeting at the end of September, where a full range of issues was discussed, with the next meeting scheduled for the end of November. Design statements, which were important for the quality of design, was one issue debated another being Brexit. Cllr Cathcart was unhappy about the proposed new ice rink in Cambridge as he did not think that it was a good use of District Council funds. Scrutiny Committees were now taking more of a lead in developing initiatives.

Cllr Spenceley asked about the Section 106 allocations from planning applications and how the projects in villages were identified. Cllr Hallett advised that when a big planning application was being considered by the District Council Planners the Section 106 officer contacted the Parish Council to ask which projects, current and proposed, the Parish Council wanted Section 106 funding towards. It was noted that in the past the approach to Councils had been poor but the Clerk confirmed that in the recent applications the Parish Council and the Section 106 Officer had put forward good reports to support the planning applications.

It was agreed that the existing list of ongoing projects should be kept updated for future planning applications.

9.2 County Council

Cllr van de Ven referred to the closure of the Bassingbourn Children's Centre and a proposed lease to the Pre School group where it was discovered that there had been no agreement made. The County Council officers were now going to meet with the Pre-School representatives to progress this. There was also good news that the Baby Group were going to reconvene. Cllr van de Ven stated that she was unsure if the previous users of the centre were now using the service in Melbourn.

The results of the bus service review were due out from the Mayor, as the new Transport Authority, during November. The subsidy was until the 1st April 2019. Cambridgeshire County Council was having to make more cuts so it was unknown what would happen. The bus user group would be meeting on the 23rd January 2019 to bring them up to date.

Cllr van de Ven had toured the village by bicycle to look at the condition of roads. There were some issues in Park Close and the pavement in The Filance. The temporary Highway Manager was aware of this and surprised that the work had not been done. She added that the Local Highway Officer currently had 39 villages to look after and his complete budget had been spent by September 2018.

All Rail User Groups were making a big effort working together to protest against the fare increase in January 2019.

There was to be a public Police surgery in Melbourn on the 22nd January and on the 7th December in Meldreth. The Chairperson confirmed that she would be organising a surgery in Bassingbourn in the new year with the PCSO.

Cllr van de Ven reported that at the recent Citizens Advice Bureau AGM it was stated that they could be running on a daily basis. There was also a MIND group running in Melbourn Hub which was free and ran by self referral. Cllr van de Ven was concerned that the take up for this group did not mirror need referring to the CAB need.

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

10. WORKING GROUPS

10.1 Bassingbourn Practical Solutions Group

The Chairperson advised that the group met once a term so the next meeting was scheduled for January 2019.

10.2 Pavilion Project

As advised under Item 6 the Pavilion Working Group were waiting for planning consent before progressing with the tenders.

10.3 Conservation

Cllr Hallett reported that the working group were meeting at the clunch pit on the 24th November.

10.4 Affordable Housing

Cllr Cathcart reported that discussions had stalled with the landowner who would like to see a higher level of market housing on his site. He added that the Parish Council needed to ensure that the affordable housing on the current developments went to people with a local connection.

10.5 Village Voice

The Chairperson reported that the publication was running well. There was to be an extraordinary Parish Council meeting on the 28th November 2018 to discuss the Village Voice, VAT, and insurance for the working group.

10.6 Traffic

Cllr Hallett suggested that it was time for another meeting of the Traffic and Travel group. He updated Councillors on the Local Highway Initiatives from the past couple of years adding that the Parish Council costs for the 30mph traffic calming were still to be paid. This made budgeting harder. The build out of The Hoops, from the 2018/19 bid had passed a safety audit and the Projects Manager was waiting for quotations from contractors. With regard to the bid for 2019/20 the panel meetings would take place in the new year.

Cllr Hallett then stated that there should be enough Community Speedwatch data to justify purchasing a Motor Vehicle Activated Sign (MVAS). The costs needed to be established.

The Community Speedwatch signs should be installed within 12 weeks.

10.6.1 Chestnut Lane

Cllr Spenceley thanked the District and County Councillors for their work on this. He advised that there were issues outside the YUVA restaurant on the A1198 where there was a dip in the road probably caused by heavy goods vehicles. There was also a pile of gravel in the road where these vehicles had turned.

Cllr van de Ven stated that the County statutory intervention levels were becoming tougher and tougher. The officers had to priorities their work. She invited Cllr Spenceley to forward his concerns to her adding that it was also very important to log all these issues on the County Council website.

10.6.2 Air Quality

Cllr van de Ven advised that air quality monitoring in Kneesworth would be taking place. She would have more information at the next meeting.

10.7 GDPR

As reported earlier in the meeting under Item 4.2 work was continuing on the investigation into Councillor e-mail addresses. The privacy policy, agreed at the last meeting, was also on the website.

The Chairperson advised that she would be arranging a meeting in the new year to discuss future administration of the council. Cllr Hallett reminded the meeting that there was also a HR working group set up and a meeting would also be arranged of that group.

11. THE LIMES –SCDC OFFER OF SHELTERED HOUSING ROOM

The Parish Council was waiting for feedback to their latest questions from the District Council Officers.

12. AGREEMENT OF 2019 MEETING DATES

Draft meeting dates had been circulated to Councillors for their comments. The dates were agreed with the January Cemetery. Planning, Finance and General Purposes committee meeting being moved to Wednesday 9th instead of the first Tuesday of the month which would be the 1st (New Years Day).

The Clerk to book the venues and forward the dates to the District and County Councillors.

-Clerk

13. ALLOTMENT TENANCY RENEWAL

Cllr Hallett reported that the tenancy termination letters had been sent out and a sufficient time had now elapsed so an offer would be made of an allotment to the people on the waiting list.

-Cllr Hallett

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

14.1 Recreation Ground Signage

Cllr Sams reminded Cllr Cathcart that he had offered to see if he could get any information on vector symbols from the District Council. Cllr Cathcart confirmed that he had spoken to someone from the Housing department and was waiting for their feedback.

*-Cllr
Cathcart*

15. DATE OF NEXT MEETING

Tuesday 28th November 2018 (extraordinary Parish Council Meeting) Tuesday 22nd January 2019

The meeting was closed at 9.40pm.