

BASSINGBOURN-CUM-KNEESWORTH PARISH COUNCIL

Dear Councillor

I hereby give you notice that a meeting of the Parish Council will be held **virtually** on **TUESDAY 16th February 2021** at 7.30 pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder.

**The Council welcomes members of the public to their meetings.
At the beginning of the meeting, for 15 minutes, members of the public may contribute their views and comments to the Parish Council.**

Zoom details : Meeting ID: 819 6978 9266
Passcode: 451375

Dated this 10th February 2021

Valerie Tookey
Clerk of the Parish Council

1	Apologies To receive and approve apologies for absence :	All
2	Declaration of Interests and dispensations : (members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances) 2.1 To receive declarations of interest from councillors on items on the agenda. 2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any) 2.3 To grant any requests for dispensation as appropriate	All
3	Minutes <u>3.1 To approve the Minutes of the Meeting held on 19th January 2020</u> (previously circulated) <u>3.2 To approve the Minutes of the Extraordinary Council Meeting held on 8th February 2020</u> (previously circulated)	All
4	Governance <u>4.1 Vacancy</u> To consider and agree Council move to co-option. <u>4.2 Training Records updating</u> Reminder to let Clerk have details of training. <u>4.3 Risk Management</u> Consider and appoint Councillors to update the risk management strategy for the Council (current strategy previously circulated) <u>4.4 Meetings</u> <u>4.4.1 Meeting Dates</u>	All

	<p>In light of advice from_NALC to review dates for full Council Meetings prior to May 7th.</p> <p>4.4.1.1 Proposed to cancel the 20th April P.C. meeting and hold both the Annual Meeting of the Council and full Council on the 6th May.</p> <p>4.4.1.2 Further proposed to hold the Annual Parish Meeting on the 20th (virtually) with the main subject of the Thakeham Development.</p> <p><u>4.4.2 Recording of Meetings</u> To consider recording of meetings. Paper circulated from Cllr Wakefield.</p> <p><u>4.3 Review Committee Structure</u> To review current structure following a year and consider any changes. Paper circulated by Cllrs Davis and Wakefield.</p> <p><u>4.4 Public speaking session</u> Consideration of adding “Members of the public are requested to submit their views, comments or questions in writing to the parish office in advance of the meeting”.</p>									
5	<p>Clerks Report</p> <p><u>5.1 Church : Lent Message Tree</u> (paper circulated)</p> <p><u>5.2 Cala/Elbourn Way Play Area</u> Approval works to clear through (£420). Consideration of type of path.</p> <p><u>5.3 Trees</u></p> <p><u>5.4 Ditch works</u> Request for Council to clear ditch at rear of Fortune Way play area.</p> <p><u>5.5 Play areas</u></p> <p><u>5.6 Cemetery Lodge</u> Consideration of recommendation from Amenities Committee for replacement of boiler</p> <p><u>5.7 Dog fouling Willmott Recreation Ground</u> To note and record that as there are public rights of way across the recreation ground, including two that cross or pass near the pitch the Council cannot ban walkers from taking their dogs on public rights of way. Actions to be taken.</p>	<p>VT</p> <p>All</p> <p>All</p>								
6	South Cambs District Council	District Cllr Cathcart								
7	Cambs County Council	County Cllr Van de Ven								
8	<p>Planning</p> <p><u>8.1 Appeal Decision APP/W0530/W/20/3260105</u> 26 South End. Dismissed</p> <p><u>8.2 Applications for consideration</u></p> <p><u>8.2.1 20/05239/S73</u> Application to vary condition 2 of planning permission 20/01263/FUL to increase ground floor area and height of the window over the stairs on the north elevation. 3 Highfield Farm.</p> <p><u>8.2.2 21/00029/HFUL</u> First floor rear extension and loft conversion with rear dormer. 17 Clarkes Way.</p> <p><u>8.3 Thakeham Development</u> Appointment of two representatives to the Action Group.</p>	All								
9	<p>Financial Matters</p> <p>9.1 To approve the virement of budget amounts as follows:-</p> <table border="1"> <tr> <td>£900.00</td> <td>from Book Café</td> <td>To</td> <td>Coronavirus fund</td> </tr> <tr> <td>£105.00</td> <td>From Rem D</td> <td>To</td> <td>Royal B Legion donation</td> </tr> </table>	£900.00	from Book Café	To	Coronavirus fund	£105.00	From Rem D	To	Royal B Legion donation	All
£900.00	from Book Café	To	Coronavirus fund							
£105.00	From Rem D	To	Royal B Legion donation							

		ay items			
	£2981.50	From Christmas fund	To	Gen Admin & Training	
	£660.00	From Room hire	To	Postage & Stationery	
	£2000.00	From Election costs	To	Pavilion BKPC budget	
	£3116.00	From Youth Projects	to	Signage (£2315.50) and Software (£800.00)	
	<p>The amount for Software is to cover additional software licensing and transitional arrangements on email. These amounts were agreed by the Finance committee on 2.2.21.</p> <p>9.2 To approve the sum of £250.00 as a donation to the newly formed children's group Bassingbourn Nature Rangers.</p> <p>9.3 To approve tree quote (previously circulated)</p> <p>9.4 To approve work to ditch bank (previously circulated)</p> <p>9.5 To approve payments as per list (previously circulated)</p> <p>9.6 To record new website will be live from 1st March 2021</p> <p>9.7 To approve the payments list at the end of this agenda</p>				
10	<p>Advisory Groups (reports received from)</p> <p><u>10.1 Environment Group</u></p> <p>10.1.1 To agree a response to the Greater Cambridge Planning Chalk Stream Project Questionnaire. (Draft response attached). https://www.cambridge.gov.uk/chalk-streams</p> <p>10.1.2 <u>Climate Action Group</u></p> <p><u>10.2 Traffic and Travel</u></p> <p>To note temporary prohibition through traffic 1st to 12th March along Brook Road and Bassingbourn Road Litlington.</p> <p><u>10.3 The Limes</u></p> <p>To record planning application for change of use has been submitted.</p> <p><u>10.4 Pavilion</u></p>				
11	<p>Covid Response</p> <p><u>11.1 Additional funding secured</u></p> <p><u>11.2 Share'n'Care</u></p> <p><u>11.3 Volunteers</u></p>				AH/ VT
12	<p>Committee Meetings held through the month (minutes have been circulated)</p> <p><u>12.1 Amenities held on the 8th February.</u></p> <p><u>12.2 Finance held on 2nd February.</u></p> <p><u>12.3 Planning – to record no meeting held in February.</u></p>				All
	<p><i>Resolution to exclude the public from this section of the meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</i></p> <p>Proposed Seconded</p>				
12.4	<p>To Approve Minutes of the "In Camera" meeting held on 19th January (previously circulated)</p>				All

12.5	Consideration of designation of complainant under the Persistent, vexatious or abusive complaints policy (papers circulated)	All
	<i>At this point the Clerk will leave the meeting</i>	
12.6	Report item from HR Committee re correspondence from Clerk.	All
	<i>At this point the RFO and Councillor will leave the meeting</i>	
12.7	Report item from HR Committee re correspondence dated 22 nd December from Clerk and RFO.	

Contractor	Details	Date	Net	VAT	Gross
Herts & Cambs 646	Grass Cutting contract with C/Note	29.01.21	1125.03	225.01	1350.04
Herts & Cambs 655	Tree & Ground clearance Rec Grnd	05.02.21	480.00	96.00	576.00
Herts & Cambs 654	Repairs to wetpour swings Elb Way	05.02.21	580.00	116.00	696.00
Viking	Stationery/Paper/Archive folders	12.01.21	64.19	12.84	77.03
The Printworks	Covid leaflet	30.01.21	102.00	0.00	102.00
Scribe	Cemetery software annual subsc.	01.02.21	668.00	133.60	801.60
SLCC 200667,666	Training on Committees/sub comms.	04.02.21	30.00	6.00	36.00
Capalc Training 2391 & 2380	Annual Mtgs & Councillor Training	04.02.21	105.00	0.00	105.00
The Letting Agency	Cemetery Lodge Man Fee	05.01.21	119.40	23.88	143.28
			£3,273.62	£ 613.33	£3,886.95
RECEIPTS					
Allotments			50.00		
Cemetery Lodge		17	995.00		
Credited from CCC	Payment that went to CCC instead of	SCDC	40.00		
Donation	Covid fund		50.00		
TOTAL			£1,135.00		
Bank Statements	as of 31.01.21				
Unity Trust Current			£ 40262.63		
Unity Trust Savings			£ 47,505.00		
Barclays Current			£ 20,392.96		
Barclays Premium			£ 74,261.57		
Barclays Tracker			0.02		
Cambridge Build Society			£ 85,224.72		
Sandanter Savings a/c			£ 41,558.13		
TOTAL			£309,205.03		

Dates of Meetings

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

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

Full Council Meeting; 16th March; 20th April t.b.c. ; 18th May (plus Annual Meeting t.b.c.) ; 15th June; 20th July; 17th August; 21st September; 19th October; 16th November; 21st December.

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