

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 26th January 2010 at The Chapel Room, South End 7.30pm.

Mr Crow(Chairman) Mr Hallett, Mr Dickerson, Mrs Falcini, Mr Bunton, Mr Geraghty
County Cllr Mrs Oliver, District Cllr McCraith, District Cllr Cathcart
Members of Public –4

In the absence of Mr White, Mr Crow chaired the meeting.

01. APOLOGIES FOR ABSENCE

Mr White, Mrs Pidgeon, Mr Pidgeon, Mr Saggars, Mr Webb, Mr Clarke, Mr Robinson.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Mrs Falcini and Mr Crow declared an interest in Item 17.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 17th November 2009, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

MEDIEVAL DOCUMENT –The Clerk advised that she had spoken to the County Archivist who was going to arrange a meeting at Shire Hall, in the Spring, and invite members from the three Parish Councils to look at the document they had contributed to.

CRADLE SWING –Mr Hallett reported that the swing for Elbourn Way play area was to be installed in early February 2010.

05. CORRESPONDENCE

There was none for discussion.

06. OPEN FORUM (items for Parish Council comment)

The meeting was closed between 8.20pm and 8.30pm for public discussion.

Items brought to the attention of the Parish Council are noted at the end of the minutes.

BASSINGBOURN BARRACKS –Major Jones advised that the Commanding Officer had made a number of written representations during the past few weeks to the County Council, expressing concern over places at the village schools, for military families, being affected if the traveller site in the village went ahead. Mr Cathcart advised that he would let the village action group know. The Chairman advised that there was to be a ‘Burdock Bash’ on the 13th February 2010 and invited Major Jones and his soldiers.

*-Mr
Cathcart*

07. COMMITTEE REPORTS

PLANNING –A planning committee report was not available.

FINANCE & GENERAL PURPOSES COMMITTEE – Mr Hallett reported that two meetings had been held since the last Parish Council meeting. In addition to routine matters preparation of the budget for 2010/11, youth issues from the Parish Plan, Kneesworth House liaison and water usage in the Recreation Ground had been discussed. Gating of South End and the listing of the old primary school, which the committee decided not to pursue, were also discussed. The committee spoke about salt bins and health and safety issues. Mr Hallett advised that in the Local Council Review insurance companies were advising councils not to spread salt themselves. Mrs Oliver agreed to speak to the highways officer for advice before the next Finance and General Purposes committee meeting. It was agreed the location of the bins in the conservation area would also be important.

*-Mrs
Oliver*

RECREATION GROUND –A report was not available.

PAVILION MANAGEMENT COMMITTEE –A report was not available.

08. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR – Mrs Oliver reported that she had a meeting with British Telecom about Broadband speeds in the village. They were reluctant to invest in any further improvements at the Royston exchange, but had agreed to investigate individual cases of slow speeds. She added that there was a free I-Plate which was supposed to speed up provision. Mr Hallett agreed to pass on details he had received from

parishioners.

The County Council had received details of the Government settlement which was 2.2. % for 2010/11. The county had an inflation rate of 7% which was due to it being the fastest growing county. They were looking to reduce costs by 35% over five years. There would also be a loss of about 300 staff; some of these would be through voluntary redundancies and retirement. Mrs Oliver anticipated support to the library access point would be reduced.

Mrs Oliver had reported the footpath by the war memorial and the request for the refreshing of the Kneesworth roundabout markings. She added that Highways were now on an emergency budget. Speeding checks had been completed on North End and The Causeway where the average speed on North End was 30mph. Mrs Oliver was asked to forward details to the Parish Council.

The Chairman then asked Mrs Oliver why farmers were no longer allowed to help clear snow. Mrs Oliver stated that a note was circulated in February 2010 to farmers advising that they could help. There was to be a review on gritting and salting and Mrs Oliver had asked if an audit of farmers could be carried out to find out who would be willing to help.

DISTRICT COUNCIL

Mr Cathcart reported that at the last council meeting the warden scheme for sheltered housing was discussed. Cabinet members did realise that the scheme was important but were aware that savings had to be made. Mr McCraith added that a small amount of money had been found and the officers were trying to tailor the scheme so that they could afford it.

The District Council were also looking at sharing services with other councils, as they still had to save a lot of money.

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

09. WORKING GROUPS

BASSINBOURN VILLAGE COLLEGE LIAISON GROUP-Notes from the meeting held on the 15th December 2009 were circulated to the meeting. The Principal, Mr Hudson, had advised that he had not received details of the speed watch survey. This would be resent by Mr Webb.

INTRODUCTION OF A PRIMARY SCHOOL LIAISON GROUP –The Clerk advised that she had spoken to the Deputy Head teacher at the primary school. They were happy to join with the liaison group. The Clerk was asked to contact the Headteacher and ask her to liaise with Mr Hudson to arrange the next meeting.

-Clerk

QUALITY PARISH COUNCIL –Mr Hallett had met with Mr Webb and Mr Pidgeon to discuss actions needed to qualify as a quality council after the election in May 2010. He advised that there must be at least ten Councillors elected through the election process, as the first step. Following that an annual report, prepared by the Parish Council for distribution to the village, would need to be produced. People were going to be encouraged to stand for election through the website and newsletter.

10. SUGGESTION FOR EXTENSION TO PAVILION TO PROVIDE A MEETING ROOM

It was agreed to defer a meeting date until there were more Councillors present.

11. THE ROUSES –AGREEMENT OF LEASE

An appointment with the Solicitor was still to be arranged by the Clerk. It was not known whether the application for change of use had been submitted to the District Council. It was suggested that this should be agreed before the lease was signed.

12. COUNTY FARMS LAND AT WELLHEAD

Mrs Oliver advised that County Farms would not want to let the land, they would prefer to sell. If a business case could be made for allotments, they might consider an offer below the best price. This information would be relayed to Mr Sagers.

13. AMENDMENTS TO THE ASSET REGISTER

Mr Hallett advised that there were no updates for approval at this meeting. He was aware that the new notice board by the SPAR shop would need to be included.

14. APPOINTMENT OF NEW TRUSTEE FOR ELBOURN MEMORIAL HOUSING TRUST

The Clerk had been asked by the Trustees to request approval of appointment of Mr George Lynn. It was proposed by Mr Hallett, seconded by Mr Dickerson that the appointment be agreed. All Councillors in favour.

15. CLIMATE CHANGE CHARTER

This item was carried forward to the next meeting.

16. YOUTH PARISH COUNCILS

There was no further update. Mrs Piggott, the Community Youth Officer, would be involved with this.

17. REQUEST FOR DONATION FROM BASSINGBOURN BOWLS CLUB

It had been agreed at a meeting in July 2009 that the Parish Council would consider a further donation nearer the end of the financial year. Mr Hallett advised that £1500 had been spent using the Section 137 power, with the budget at £2,000. Councillors agreed that all the paperwork associated with the request should be looked at again and a decision made at the next meeting. Mr Geraghty stated that the club should also be actively fund raising themselves. Mr McCraith suggested that match funding could be an option. This would be an agenda item at the Finance and General Purposes committee meeting on the 2nd February 2010.

18. AGREEMENT OF PRECEPT 2010/11

The budget and precept had been discussed at the Finance and General Purposes committee meetings. It was proposed by Mr Hallett, seconded by Mr Dickerson that reserves be set aside as shown in the budget and that the precept for 2010/11 be £55,000. All Councillors in agreement. The Clerk to advise the District Council.

*-Clerk***19. AGREE EXPENDITURE FOR CUTTING OF VILLAGE GREEN BEECH HEDGE**

Mr Hallett advised that this was discussed at the last meeting where it was agreed that the Clerk would get a quotation. Since then a member of the Parish Council had given the go-ahead to the contractors without authorisation. Concern was expressed that the price had not been approved by the Council and therefore the contractor had not been instructed by the Clerk. Mr Hallett added that on inspection before the cut, he would have carried out the work. Mr Dickerson had also thought he could have cut the hedge. The Clerk was asked to remind the contractors in writing that they should only carry out work when instructed in writing.

*-Clerk***20. PAYMENT OF ACCOUNTS****CONNECTIONS BUS PROJECT**

Bus visits September –December 2009 £1081.48

MR J CROW

Reimbursement for purchase of trees, canes and Guards for Wellhead Wood £ 136.93

TOTAL £1218.41

Agreed. PROPOSED Mr Hallett, SECONDED Mrs Falcini

The following payments were made at the Finance & General Purposes committee meetings on 1st

December 2009 and the 5th January 2010

BUCHANS LANDSCAPES

Grounds mtce November 2009 (inc. £194.78VAT) £1493.29

Additional Recreation Ground Contract (inc. £23.64VAT) £ 181.25 £1674.54

VIKING DIRECT

Envelopes & printer cartridge £ 18.45

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate £ 138.00

WEBCENTRIC LTD

Hosting of website (inc.£11.25VAT) £ 86.25

COULSON GROUP LTD

Cemetery Chapel works (inc. £4446.60VAT) £34,090.60

C.G.M.

Recreation Ground stream clearance (inc. £455.10VAT) £ 3,489.10

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Treatment for wasp nest in Recreation Ground (inc. £10.50VAT) £ 80.50

MRS S WALMESLEY

Clerks salary 1/11/09 –30/11/09

Salary £681.18

Underpayment Oct09 £ 4.64

Post etc. £ 7.70

Telephone/Diary etc. £ 2.20 £695.72

Less Tax £27.60 NI £22.57 (Employer £26.26) £645.55

BASSINGBOURN VILLAGE COLLEGE

Donation towards Wednesday youth club £300.00

BUCHANS LANDSCAPES

Grounds mtce December 2009 (inc. £194.78VAT)	£1493.29	
Additional Recreation Ground Contract (inc. £23.64VAT)	£ 181.25	£1674.54
CAMBRIDGESHIRE ACRE		
Renewal of membership		£ 35.00
INFORMATION COMMISSIONER		
Renewal of data protection registration		£ 35.00
HALES PRINTERS		
Newsletters		£408.00
CHRIS MERTON		
Installation of notice board		£ 45.98
SLCC		
Membership 2010		£106.00
MRS S WALMESLEY		
Clerks salary 1/12/09 –31/12/09		
Salary	£681.18	
Post etc.	£ 5.10	
Telephone/Diary etc.	£ 1.80	£688.08
Less Tax £28.20 NI £22.57 (Employer £26.26)		£637.31
INLAND REVENUE		
PAYE Oct-Dec 09 Tax £95.40 NI £159.04		£254.44

21. ANY OTHER BUSINESS (for information or urgent action)

POTHLES –Mrs Oliver was asked when the many potholes, as a result of the recent bad weather, would be filled. She advised that the team were out but she could not say when they would be in Bassingbourn.

LOCAL LIFE AWARD –Mr Hallett asked Councillors whether the Parish Council should look at an award for parishioners who had contributed to the community. Mr Cathcart added that the District Council had instigated this very successfully a few years ago. It was agreed this would be discussed at a future meeting.

KEY REGISTER –Councillors agreed that a register should be kept of the holders of all keys. This would be on the agenda for the next Finance and General Purposes committee meeting.

LAND AT THE END OF THE CAUSEWAY –Mr Dickerson reported a lot of rubbish on the land but he was unsure who the land owners were. As this was private land, the onus was on the landowner to arrange clearance. Mr Cathcart agreed to find out whether there were any District Council powers to enforce this.

FLY TIPPING –A fridge had been dumped at the bottom of Spring Lane. The Clerk to report to the District Council.

*-Mr
Cathcart*

-Clerk

22. DATE OF NEXT MEETING

Tuesday 23rd March 2010

The Chairperson closed the Meeting at 9.35pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 26th January 2010

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

BASSINGBOURN BARRACKS –Major Jones advised that as far as he was aware, the rebuild at the barracks was due to commence on the 2nd April 2010. This should not affect the village in any way.

GANG MOWERS –Mr Robinson advised that the gang mowers were in storage and suggested they be moved as they would soon be blocked in. Mr Bunton reported that he had spoken to Mr Howes about using his tractor but this would not be an option. Mr Webb was aware. The future of the mowers would be discussed at the Recreation Ground committee meeting on the 17th February 2010. Mr Robinson had passed details of the company who supplied them to the Clerk.

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 23rd March 2010 at The Chapel Room, South End 7.30pm.

Mr White (Chairman), Mr Crow, Mr Hallett, Mr Dickerson, Mrs Falcini, Mr Bunton, Mr Clarke,
Mr Sappol, Mr Robinson, Mr Webb, Mrs Pidgeon
County Cllr Mrs Oliver, District Cllr McCraith
Members of Public –2

01. APOLOGIES FOR ABSENCE

Mr Geraghty, Mr Pidgeon, District Cllr Cathcart

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 26th January 2010, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

SALT SPREADING –Mrs Oliver reiterated that householders did not need insurance for spreading salt in bad weather. She added that there was nothing to prevent a common sense approach. The guidance from Central Government was the same as from the County Council legal team.

FLY TIPPING ON CAUSEWAY –The rubbish was on private land at the end of The Causeway. Mr Robinson volunteered to speak to the neighbouring residents to see if they would clear the rubbish up. If not the District Council would be asked to pursue.

*-Mr
Robinson*

05. CORRESPONDENCE

FOOTPATH 6 –Correspondence had been received from Mrs Gale who was concerned over the maintenance of the footpath. Mr Hallett advised that he had spoken to her and there were a number of separate issues she was concerned about one being the ownership of the strip of land between her property and 91 High Street, which was not a Parish Council issue. Mr Hallett had looked at the path and could not see any obstructions. There were three conifer trees with extensive ivy growth, which were a cause for concern as Mrs Gale felt they could fall on her property. It was suggested that the ivy should be cut back at the base of the trees allowing it to die back. Councillors were concerned at this suggestion as birds were nesting at this time. This work would have to wait until later in the year. It was stated that if work was required on the trees it should be carried out by the landowner not the Parish Council. Mr Hallett had contacted the County Rights of Way officer to see if he knew whose land the footpath crossed without success. There was no indication on the land registry site but Mr Hallett agreed to try and find out more about the ownership.

-Mr Hallett

BASSINGBOURN BOWLS CLUB –A letter of thanks for the donation had been received from the club.

06. OPEN FORUM (items for Parish Council comment)

The meeting was closed between 8.20pm and 8.25pm for public discussion.

POTHoles AND STREET LIGHTS –The street light at the end of Spring Lane had still not been repaired. The Chairman and the Clerk had both reported the fault.

07. COMMITTEE REPORTS

Mr Crow expressed concerns over the lack of committee reports available at Parish Council meetings. He stated that a written report should be provided in the absence of the committee chairman.

PLANNING –Mrs Pidgeon reported that a number of applications had been considered at the committee meetings. There was ongoing contact with Kneesworth House and further details were awaited for The Cedars and Wireless Station.

FINANCE & GENERAL PURPOSES COMMITTEE – In response to Mr Crow's statement, Mr Hallett reminded the meeting that all Parish Councillors were voluntary including the committee Chairman. He was very concerned over the criticism adding that they were all busy people. He then reported that the Finance and General Purposes committee had met twice since the last Parish Council meeting. In addition to routine business a further donation for the bowls club had been agreed, the principle of investigating salt bins

established and the Wellhead archaeological project discussed.

RECREATION GROUND –Mr Webb reported that hawthorn and blackthorn bushes had been planted along the stream on the eastern edge of the recreation ground. New chains had arrived for the swings but unfortunately they had seats attached. The chains would be installed once SMP had advised what to do with the seats. The contractor had been asked to proceed with the Knutsford Road footpath handrail.

PAVILION MANAGEMENT COMMITTEE –Mr Webb reported that the Pavilion continued to be used well by the senior and junior football clubs. The cricket club were due to take over on the 1st May 2010. Rate relief on the building had again been given by the District Council. In preparation of a meeting to decide the Pavilion future, Mr Webb had asked representatives of each club to outline their minimum requirements.

08. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –Mrs Oliver reported that 3000 potholes had been repaired since January 2010. There were seven gangs in south Cambridgeshire working constantly. She added that potholes could be reported on line but a precise location must be given.

A successful meeting had been held with the Book Cafe representative, Lorna Bell, and the County portfolio holder. There might be a reshaping of mobile services in the future.

Pat Piggott, the community youth worker, had five youngsters interested in a Youth Parish Council. She asked for a young Parish Councillor to talk to them and Mr Bunton agreed to do this.

Mrs Oliver advised that the County Council would need the agreement for the farmer to have access for clearance, at The Rouses, once planning permissions were granted.

Trading Standards had launched 'Homesield' which was a check on any help needed for the elderly. It was a very effective way to help people in their own homes.

Mrs Oliver concluded her report by advising that the Kneesworth traffic calming markings would be repainted at the beginning of the next financial year. The double yellow lines on North End had been extended but it was not thought they had been extended enough. Mrs Oliver was advised that there were parking problems at the village college and double yellow lines had been suggested. She agreed to speak to the Highway Engineer, Mr Lines.

DISTRICT COUNCIL –Mr McCraith reported that the main item from the District Council was the increase to council tax of 2.95%.

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

*-Mr
Bunton*

*-Mrs
Oliver*

09. WORKING GROUPS

BASSINBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP-Minutes of the meeting were copied to Councillors. Items discussed were the new Children's Centre, litter and speed checks. The Cedars site and The Causeway affordable housing were also discussed. The next meeting was to be held at the end of June, beginning of July.

QUALITY PARISH COUNCIL –The working group would meet after the election, once it was known whether enough Councillors had been elected to meet the criteria.

10. SUGGESTION FOR EXTENSION TO PAVILION TO PROVIDE A MEETING ROOM

Councillors all agreed that this needed addressing. It needed a group of committed people to move discussions forward. It was agreed that this would be a major project for the Parish Council after the election. Mrs Oliver advised that there was a new funding source through landfill. She would check whether the parish was eligible.

*-Mrs
Oliver*

11. REFURBISHMENT OF VILLAGE SIGN

One quotation for the refurbishment had been received and the Clerk was expecting a further quote to arrive for the Finance and General Purposes committee meeting on the 6th April 2010.

12. VILLAGE VOICE NEWSLETTER

The newsletter editor had asked the Clerk if the Parish Council could give her some assistance with the advertising invoices. She did not have the time to deal with these. Mr Sappol volunteered to assist and would contact her.

*-Mr
Sappol*

13. THE ROUSES –AGREEMENT OF LEASE

The planning application had been submitted. Mr Webb was waiting for details from the Planning Officer of the fee due. Mr Bunton advised that he had received one quotation for the clearance of the site, and was waiting for a second.

14. AMENDMENTS TO THE ASSET REGISTER

Mr Hallett had made an amendment to the Asset Register to include the cradle swing, notice boards and dog waste bin. He had also updated the values for the Playdale play equipment. It was suggested that the bier from the Chapel should be included and the strimmer and lawn mower should be removed. Mr Hallett then proposed that the Asset Register be agreed, with amendments discussed. This was seconded by Mr White with all Councillors in agreement.

15. CLIMATE CHANGE CHARTER

A discussion took place on whether this was something the Parish Council should be involved in. Mrs Oliver stated that it should as the Charter encouraged everyone to be more careful with resources. She suggested Councillors look at the strategy and action plan on the County Council website.

16. YOUTH PARISH COUNCILS

This had been discussed under the County Councillor report.

17. ADOPTION OF STANDING ORDERS FOR LOCAL COUNCILS

Mr Hallett had reported that the model standing orders needed to be modified. They had been discussed at the Finance and General Purposes committee meeting and Section 26 had been re-drafted. Since then Mr Hallett had spoken to CPALC about the Code of Conduct. The advice received related to the Part One of the Standing Orders, which needed to be purchased at a cost of £25.00. Councillors agreed this be purchased.

-Clerk

Mr Clarke asked for confirmation on relaying views on village issues. He was told that he could report on decisions and discussions which had taken place at meetings but in other cases, where the views of the Parish Council were not known, he should make it clear it was a personal view.

18. FLY TIPPING IN SPRING LANE

This had been reported to the District Council who had confirmed that they would arrange clearance. The Chairman agreed to prepare an item for the Village Voice about this.

*-Mr White***19. ANNUAL PARISH MEETING -21st APRIL 2010**

Suggestions were requested for the agenda. It was agreed that the 'Village Meeting Room' and the 'Gypsy and Traveller Consultation' should be included. Clerk to send out the invitations.

*-Clerk***20. PAYMENT OF ACCOUNTS**

MRS S WALMESLEY

Cheque in lieu of 103233 2/3/10 stopped £641.14

LIMBACH BANHAM

Interim Solicitor fees for Rouses (less £400 advanced) £364.45

PLAYDALE PLAYGROUNDS LTD

Balance of payment for cradle swing (inc. £375.90 VAT) £2523.90

HALES PRINTERS

Newsletters £ 369.00

BASSINGBOURN URC

Hire of hall for meetings Nov 09-March 10 11@£9.00 £ 99.00

MRS S WALMESLEY

Clerks salary 1/03/10 –31/03/10

Salary £681.18

Post etc. £ 4.00

Telephone/Diary etc. £ 0.80

Norton Computer virus protection £ 54.99 £740.17

Less Tax £28.40 NI £22.57 (Employer £26.26) £690.00

INLAND REVENUE

PAYE Jan-March 2010 Tax £84.80 NI £146.49 £231.29

TOTAL £4277.64

Agreed. PROPOSED Mr Crow SECONDED Mr Hallett

The following payments were made at the Finance & General Purposes committee meetings on 2ND

February 2010 and the 2nd March 2010

BUCHANS LANDSCAPES

Grounds mtce January 2010 (inc. £227.24VAT) £1525.75

Additional Recreation Ground Contract (inc. £27.584VAT) £ 185.19 £1710.94

MRS S WALMESLEY

Clerks salary 1/01/10 –31/01/10			
Salary	£681.18		
Post etc.	£ 6.90		
Telephone/Diary etc.	£ 0.60		
Contribution towards laser cartridge(inc.£7.98)	£ 53.56		
Mileage July-Dec09 192 miles	£ 96.96	£839.20	
Less Tax £28.20 NI £22.57 (Employer £26.26)			£788.43
PLAYDALE PLAYGROUNDS LTD			
Deposit for cradle swing (inc. £322.20VAT)			£2470.20
BUCHANS LANDSCAPES			
Grounds mtce February 2010 (inc. £227.24VAT)	£1525.75		
Additional Recreation Ground Contract (inc. £27.584VAT)	£ 185.19		
Reduction to beech hedge on village green (inc. £5.25VAT)	£ 35.25		
Tree work on Elbourn Way (inc. £66.50 VAT)	£ 446.50		£2192.69
ESSEX COUNTY COUNCIL			
PPP Training Mr Hallett & Mr Webb			£ 105.00
CAMBRIDGESHIRE COUNTY COUNCIL			
Street lighting 2009/10			£3561.62
EARTH ANCHORS LTD			
Dog waste bin (inc. £34.12VAT)			£ 229.07
HALES PRINTERS			
Newsletters			£ 369.00
VIKING DIRECT			
Stationery			£ 16.40
E-ON			
Pavilion electricity (inc. £1.15VAT)			£ 24.13
BASSINGBOURN BOWLS CLUB			
Donation			£250.00
MR & MRS BEUKES			
Electricity contribution for Chapels 540 units @10.2p+5% VAT			£ 56.76
MRS S WALMESLEY			
Clerks salary 1/01/10 –28/02/10			
Salary	£681.18		
Post etc.	£ 3.00		
Telephone/Diary etc.	£ 0.20		
Stationery	£ 7.53	£691.91	
Less Tax £28.20 NI £22.57 (Employer £26.26)			£641.14

21. ANY OTHER BUSINESS (for information or urgent action)

ELBOURN WAY DITCH –Mr Crow expressed concern over garden waste being dumped in the ditch. It was agreed that once the household was identified, a letter would be sent.

PARISH COUNCIL ELECTIONS –Mr Hallett urged Councillors to get their nomination forms in to the District Council by the deadline of the 8th April 2010. The forms could be submitted from the 29th March 2010.

VILLAGE RANGER –Mr Robinson suggested consideration be given to employing someone to patrol the village and keep it tidy. It was agreed this should be an agenda item after the election.

THE CAUSEWAY TREES –Mr White expressed concern over the way the trees on the Causeway had been cut. It looked as if branches had been torn. Mr Crow stated that he had seen two tractors there with hedge cutting equipment but not equipment for trees. There was the same problem with the trees out towards Abington Piggotts. Mrs Oliver agreed to ask the Highways Officer, Mr Vacher, if he was aware.

-Mrs Oliver

22. DATE OF NEXT MEETING

Tuesday 18th May 2010 (re-scheduled due to Parish Council election)

Finance and General Purposes committee meeting Tuesday 6th April 2010

The Chairperson closed the Meeting at 9.30pm

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(Chairman)

Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 23rd March 2010

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

BASSINGBOURN BARRACKS BUILDING PROGRAMME –Major Jones advised that the building programme was being delayed until 2014. He added that he would be moving on from the Barracks in June 2010.

OVERFLYING –A discussion took place on the overflying. Major Jones advised that he was in discussion with the CAA and was trying to get the tail number. A formal complaint would then be put in about the inconsiderate conduct. There were concerns as the airplane flew over the disused airfield which was used by a lot of groups for different activities.

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL ANNUAL GENERAL MEETING
Minutes of Meeting held on Tuesday 18th May 2010 at
The Chapel Room, South End 7.30pm.

Mr Hallett (Chairman), Mr Geraghty, Mrs Pidgeon, Mr Webb, Mr Pidgeon, Mr Dickerson,
 Mr Bunton, Mrs Mead Blandford, Mr Sappol, Mr Clarke
 District Cllr McCraith
 MOP -2

PARISH COUNCIL MEETING

Councillors signed the Declaration of Acceptance of Office.

Mr Sagers had written to suggest that the decision on the Election of Chairman is deferred until the co-option had taken place. It was stated that the first business of the Annual General Meeting must be the Election of Chairman.

01. ELECTION OF CHAIRPERSON

Mr White, the retiring Chairman, opened the meeting and asked for nominations for Chairman. Mrs Mead-Blandford proposed Mr Hallett which was seconded by Mr Dickerson. There were no other nominations. All Councillors in agreement. Mr Hallett accepted the position of Chairman.

02. ELECTION OF VICE-CHAIRPERSON

The Chairman then asked for nominations for vice-Chairman. Mr Pidgeon proposed Mr Bunton, which was seconded by Mr Sappol. Mrs Mead-Blandford proposed Mr Webb, which was seconded by Mr Dickerson. A vote was taken by Councillors with five votes for Mr Bunton and two for Mr Webb. Mr Bunton was elected as Vice-Chairman.

03. APOLOGIES FOR ABSENCE

Mr Sagers, County Cllr Mrs Oliver, District Cllr Cathcart

04. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

05. MINUTES OF LAST PARISH COUNCIL MEETING

Minutes of the meeting held on Tuesday 23rd March 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

06. MATTERS ARISING

FLY TIPPING ON THE CAUSEWAY –This had been passed to the District Council for action.
 FOOTPATH 6 TREES –The Chairman reported that the path did not belong to the County Council. He was trying the District Council as they owned The Limes land.

**-Mr
Hallett**

YOUTH PARISH COUNCIL –Mr Bunton confirmed that he had been copied in on an e-mail from Mrs Oliver to Pat Piggott, the Village College Youth Worker. He had heard nothing further.

PARKING AT VILLAGE COLLEGE –Mrs Oliver was going to discuss the problem with the Highway Engineer, Mr Lines.

**-Mrs
Oliver**

VILLAGE VOICE –Mr Sappol confirmed that he was assisting Mrs Lynn. He advised that she was going to resign as Editor so was advertising for a replacement.

SPRING LANE FLY TIPPING –It was reported that the District Council had cleared some rubbish and there was a lot more cleared during the recent Spring Clean.

CAUSEWAY TREES –The cuttings had been cleared away. It was still not known who had carried out the tree work.

ANNUAL PARISH MEETING –Mr Sappol expressed concern over the lack of attendance by school representatives at the recent meeting. It was suggested that in 2011 the Village College and Primary School were given notice of the date at the beginning of the year so they could keep the date free.

07. CORRESPONDENCE

CHESTNUT LANE RESURFACING –The County Council Area Manager had advised that

carriageway surface dressing would be carried out in mid June and would take approximately six weeks to complete.

THE ROUSES –Mr Webb reported that he had received a response from South Cambridgeshire planners regarding the planning application. They were asking for a flood risk assessment to be carried out with a programme of archaeological investigations. Because the Rouses was in the conservation area the planners would prefer a post and rail fence to a chain link fence. There had also been objections raised by two neighbours believing there would be parking problems.

*-Mr
Webb*

Councillors expressed concern over the archaeological investigation required and it was stated that this could cost more than the whole budget. It was hoped this requirement was a condition related to the erection of a building and not, as in this case, a level of top soil. It was agreed that Mr Webb would investigate further and report back to the Finance and General Purposes committee meeting on the 1st June 2010.

08. OPEN FORUM

The meeting was closed between 7.55pm and 8.05pm for public discussion.

THE LIMES CLOCK –Concerns were again expressed over the delay in repairing the clock. Mr McCraith agreed to remind Mr Cathcart to urge.

*-Mr
McCraith*

HERON BOOK GROUP –Mrs Lord asked the Parish Council if at future Annual Parish Meetings the group could present a report. This was agreed. The Chairman offered to put details of the group on the website.

*-Mr Hallett
& Clerk*

TRANSITION VILLAGE GROUP –Mrs Lord suggested that the group look at encouraging houses with a long driveway to put a letter box at the entrance. This would save delivery vehicles, such as the postman, having to use additional energy using the driveway. It was stated that the Parish Council could also bear this in mind when considering planning applications.

*-Mr
Saggers*

THE ROUSES –Mrs Lord advised that she had attended a day school at the village college where it was pointed out that there had once been a manor house and moat on the Rouses land. Mr White suggested the Parish Council contact the last farmer who ploughed the land to see if anything had been found. He added that archaeological inspections were time wasting and very expensive.

-Clerk

09. ELECTION OF COMMITTEES FOR 2010/11

PLANNING –All Councillors

FINANCE & GENERAL PURPOSES –All Councillors

RECREATION GROUND –Mr Webb, Mr Clarke, Mr Bunton, Mr Geraghty. The Chairman advised that the committee could also co-opt other members.

10. ELECTION OF WORKING GROUPS FOR 2010/11

VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON –Mrs Mead-Blandford & Mr Webb

QUALITY PARISH COUNCIL-Mr Webb, Mr Pidgeon & Mrs Pidgeon

AFFORDABLE HOUSING –Councillors agreed this should be left open for the time being.

CONSERVATION –Mr Crow had advised that he was willing to report back to the Parish Council. Mr Dickerson also volunteered.

11. SUGGESTION FOR EXTENSION OF PAVILION TO PROVIDE A MEETING ROOM

A discussion took place as to the current position. It was stated that it needed to be decided whether an extension of the pavilion was required or a new build. Mr Bunton proposed that a working group was set up and that group could then liaise with the sports clubs. This was seconded by Mr Geraghty. All councillors agreed with the proposal. Mr Webb, Mr Geraghty, Mr Bunton and Mr Clarke agreed to be part of that working group.

12. AMENDMENT TO THE ASSET REGISTER

The Chairman had updated the asset register to remove the gang mowers, strimmer and land along the side of the moat which belonged to the church. He added that he had found a letter from 1958 which stated the land was the responsibility of the vicar, now the Ely Diocese and Board of Finance. It was then proposed by Mr Webb, seconded by Mr Geraghty that the asset register be approved. All Councillors in favour.

13. ADOPTION OF STANDING ORDERS FOR LOCAL COUNCILS

The Chairman advised that the model received from NALC had been adapted for the Parish Council. There was a problem encountered with Section 31 so the Standing Order book was

purchased. A final draft had now been prepared and the Chairman asked Councillors to look at it so that a vote on the adoption could take place at the next Parish Council meeting.

14. MATTERS ARISING FROM ANNUAL PARISH MEETING

ASHWELL STRET HEDGING –The Chairman reported that this was an action for Mrs Oliver to pursue with County Farms. Mrs Mead-Blandford advised that she had been approached by a parishioner who had asked for thought to be given to use indigenous species when planting. He had also expressed concern over grass being cut without allowing flowers to bloom.

The Chairman advised that the hedging options recently presented were for blackthorn and hawthorn. He added that there were various contractors cutting in the village who cut at different standards and times. There were certain areas where the contractors were particularly careful.

LIMES SCHOOL ROOM –It was reported that a private individual connected to the Book Cafe had applied for listing. The Chairman reminded Councillors that they had made the decision not to support the listing at a meeting. They would be able to reconsider at the next Finance and General Purposes committee meeting when the six month limit for further discussion expired. Mr Webb advised that he had heard that the District Council were considering disposing of the building. It might only be a rumour. Mr McCraith agreed to find out.

HUCKLE TRUST –This would be an agenda item at a future meeting.

PAVILION HIRE FEES –These would be reviewed at the September Recreation Ground committee meeting.

VILLAGE STATISTICS –Mrs Oliver had agreed to pursue with the County Council officer responsible for producing the statistics.

VILLAGE ACTION GROUP –The Chairman was to include details of the group on the village website.

-Mr
McCraith

-Mrs Oliver

-Mr Hallett

15. REVIEW OF INSURANCE SCHEDULE

The Chairman suggested that the Parish Council pay the premium to the insurance company and then the Clerk would carry out a comparison between the sums listed on the Asset Register and the insurance schedule. There were two payment options which were discussed. A premium of £3,212.66 for a one year period or £3,052.03 for a three year binding agreement. Mr Sappol expressed concern over the three year agreement as it appeared one sided, which Mr Bunton agreed with. Mr Webb advised that he had read the testimonials from nearby clients and they had all been happy with the service. After further discussion Councillors agreed to the three year agreement.

16. AGREEMENT OF ACCOUNTS AND STATEMENT OF ASSUARANCE 2009/10

The Statement of Accounts on the Annual Return had been completed by the RFO and agreed by Councillors. Councillors completed the Annual Governance Statement and this was signed by the Chairman. The Clerk advised that the annual return was to be sent to the External Auditors for the 1st June 2010.

17. PAYMENT OF ACCOUNTS

BROKER NETWORK LTD	
Insurance premium 2010/11	£3,052.03
CPALC	
Membership 2010/11	£622.44
E-ON	
Pavilion electricity (inc. £2.48 VAT)	£ 52.14
BUCHANS LANDSCAPES	
Balance from invoice B001 (inc. £33.80VAT)	£226.95
WAR MEMORIALS TRUST	
Membership 2010/11	£ 20.00
HALES PRINTERS	
Newsletters	£447.00
MR J H SUCH	
Removal of moles from Recreation Ground	£ 40.00
TOTAL	£4460.56

Agreed. PROPOSED Mr Clarke SECONDED Mr Dickerson

Hales Printers had advised that due to a paper crisis prices had increased by 5%. They also advised that they had absorbed a 20% rise in paper prices this year alone and attached letters to

confirm this.

FOR INFORMATION –The following payments were agreed at the Finance and General Purposes committee meetings on 6th April 2010 and 4th May 2010

BUCHANS LANDSCAPES			
Grounds mtce March 2010 (inc. £227.24VAT)	£1525.75		
Additional Recreation Ground Contract (inc. £27.584VAT)	£ 185.19		£1710.94
ROYSIA GAS AND OIL			
Cemetery Lodge boiler service (inc. £12.95VAT)			£ 86.95
DENISE ARTUS			
Re-imburement for seeds Cluchpit Wood (inc. £15.09VAT)			£ 101.29
MR R WEBB			
Re-imburement for recreation ground shrubs			£ 40.80
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Annual fee for cemetery eurobin emptying (inc £29.93VAT)			£200.97
CPALC			
Part 1 Standing Orders for Local Councils			£ 25.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate			£ 109.08
BASSINGBOURN COMMUNITY BOOK CAFE			
Donation 2010/11			£ 700.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Planning Application for change of use at The Rouses			£167.50
BUCHANS LANDSCAPES			
Grounds mtce April 2010 (inc. £227.24VAT)	£1525.75		
Additional Recreation Ground Contract (inc. £27.584VAT)	£ 185.19		
Recreation Ground cut in march (invoice A184) inc £9.63VAT	£ 64.63		£1775.57
CHRIS MERTON			
Replace swing chains			£ 110.50
CAMBRIDGE WATER			
Water rate			
	Cemetery	£ 15.10	
	Recreation Ground	£246.21	£261.31
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate			£109.00
HALES PRINTERS			
Newsletters			£408.00
MRS S WALMESLEY			
Clerks salary 1/04/10 –30/04/10			
Salary	£681.18		
Post etc.	£ 8.69		
Telephone/Diary etc.	£ 0.80		
Stationery (inc £1.19VAT)	£ 8.00	£698.67	
Less Tax £28.20 NI £22.57 (Employer £26.26)			£647.90

18. PROCEDURE FOR CO-OPTION OF COUNCILLORS

The Clerk advised that the Parish Council could fill by co-option the outstanding four vacancies. No further notice was required and there was no time limit in which the filling must take place. It was agreed that co-option would take place on the 1st June 2010 before the Finance and General Purposes committee meeting. The Clerk to advertise this on the village notice boards.

-Clerk

- 19. NOTICE BOARD KEY** –Mrs Mead-Blandford advised that she had the paperwork ready to advertise the youth job vacancies but no longer had the key. The Clerk advised that she did not have a spare. It was suggested she ask in the Book Cafe to see if they had one.

-Mrs Mead-Blandford

COUNCILLORS ACTIONS –Mrs Mead-Blandford expressed concern over the delay in progress, in some cases, due to the absence at meetings of the councillor with the action. She suggested that if they could not attend a meeting, the committee Chairman or Clerk should be updated so that an update could given. The Chairman added that this could be done as ‘Best Practice’.

20. DATE OF NEXT MEETING Wednesday 27th July 2010

The Chairman closed the Meeting at 8.55pm

.....

.....

(Chairman)

Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL ANNUAL GENERAL MEETING 18th May 2010

(where no Councillor action had been agreed)

Comments made by the public during Open Forum

There were none.

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 27th July 2010 at

The Chapel Room, South End 7.30pm.

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mr Sappol, Mr Robinson, Mr Pidgeon, Mr Sagers, Mr Goater, Mr Nicholls
County Cllr Mrs Oliver
Members of Public –10

01. APOLOGIES FOR ABSENCE

Mr Webb, Ms Mead-Blandford, Mrs Pidgeon, Mr Geraghty, District Cllr McCraith, District Cllr Cathcart

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 18th May and the Parish Council Meeting held on 1st June 2010, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

FLY TIPPING –The fly tipping on The Causeway had been dealt with by South Cambridgeshire District Council.

FOOTPATH 6 TREES –The Chairman thought the trees belonged to the developer of the Elbourn estate. To be confirmed.

YOUTH PARISH COUNCIL –Mr Bunton reported that he had heard nothing further. Mrs Oliver confirmed that she had chased Mrs Piggott, the community youth officer. She added that she was meeting with the community youth team the following week.

PARKING AT VILLAGE COLLEGE –Mrs Oliver suggested yellow lines but this would need to be funded by the Parish Council.

CHESTNUT LANE RESURFACING –It was reported that the work had been carried out the previous week.

LIMES CLOCK –There was no further update.

HERON BOOK GROUP –Details had been added to the website.

LIMES SCHOOLROOM –There had been no feedback from District Cllr McCraith. The Clerk confirmed that the support for listing had been acknowledged by English Heritage.

VILLAGE STATISTICS –Mrs Oliver stated that there must have been a mistake on the statistics quoted at the Annual Parish Meeting regarding the impact Bassingbourn Barracks had on unemployment.

NOTICE BOARD KEY –The Clerk was to find out contact details of the manufacturer to see if a duplicate key could be supplied.

-Clerk

05. CORRESPONDENCE

There was no correspondence for discussion at this meeting.

06. ADOPTION OF STANDING ORDERS FOR LOCAL COUNCILS

The Chairman stated that he had circulated the amended customised NALC standing orders. Section 31 needed some clarification and this had now been addressed. It was proposed by the Chairman seconded by Mr Pidgeon that they be adopted. This was agreed by all Councillors. The Chairman stated that public participation was to be encouraged and from now on, if members of the public attend meetings for an agenda item, they will be able to speak through invitation of the Chairman.

07. OPEN FORUM (items for Parish Council comment)

The meeting was closed between 8.15pm and 8.25pm for public discussion.

RECREATION GROUND FOOTBALL –Concerns were raised by residents of The Tanyard over the constant nuisance youngsters were causing with footballs. They were kicking them against the Pavilion wall and climbing into resident's gardens to retrieve balls. This was causing a lack of privacy and constant noise. It was suggested by a resident that the goal post are moved away from the Pavilion, behind the gate. Also

that planting against the Pavilion might stop the problem. It was stated that the youth football team leader was encouraging youngsters to kick the balls. The Chairman advised that this would be an agenda item for the Recreation Ground committee at their meeting on the 11th June. Representatives from the football clubs would be in attendance and residents were invited. Mr Goater added that youngsters entering gardens to retrieve their balls was trespass and this was a serious matter.

RECREATION GROUND CHESTNUT TREES –It was advised that the Chestnut trees by the Pavilion needed to be cut back. The Chairman advised that he was arranging a meeting with the District Council Tree Officer and these trees would be discussed with her then.

*-Mr
Hallett*

08. COMMITTEE REPORTS

PLANNING –Mr Bunton reported that he was elected Planning Committee Chairman. Since the Annual General Meeting the committee had considered five planning applications. The Parish Council had received some retrospective planning decisions and there was still some decision pending. The wireless station problems had been ongoing.

FINANCE & GENERAL PURPOSES COMMITTEE – Mr Robinson reported that he had presided over two meetings with discussions on various topics including the provision of allotments, the Rouses and traffic restrictions on Brook Road. Mr Robinson expressed his concerns over the delay in the County Council carrying out the work. Headstones at the cemetery had been checked for safety with a few showing signs of concern. The most dangerous had been laid down. The Lodge was kept in good order.

RECREATION GROUND –The Clerk read a report prepared by Mr Webb, the committee Chairman. He reported that the grass cutting and strimming was being performed regularly. Anti social behaviour on the ground, especially by teenagers on mopeds, seemed to be decreasing. Plans had been submitted to the Tree Officer for replacement trees on Fortune Way and along the stream on the Knutsford Road boundary. The annual RoSPA report had been received with no high risk matters needing attention. Requests for quotations to paint the equipment in the South End play area had been sent out. This would be discussed at the next Recreation Ground committee meeting on the 11th August.

PAVILION MANAGEMENT COMMITTEE –Mr Webb had prepared a report for this committee which the Clerk read. With a new working group set up to look at the future of the Pavilion all non essential works were being postponed. The committee were however getting a quotation to replace the shower units in the changing rooms as this was highlighted by the cricket and football teams as a requirement that could not wait. The work was intended as an interim measure and not a full refit. The committee expected to meet the cost of the work from existing funds.

Mr Bunton stated that he was disappointed that the working group set up to look at the future of the Pavilion, had not yet had a meeting. The Chairman agreed to urge with Mr Webb.

*-Mr
Hallett*

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR – Cllr Oliver reported that there was now a shared services arrangement with Northamptonshire County Council which included HR and payroll and Cambridgeshire were leading their highly rated legal services.

High level meeting were being held weekly with regard to the guided bus. There were six major problems on the bus way which the contractor had to address. These were serious faults in construction and were costly to the contractors as they had to pay penalty clauses.

There was going to be a huge review of library services in the county which would affect the book cafe. A potential change would be to the books stocked whereby they would not be brand new in future but recycled. There was to be a meeting at Sackville House, Cambourne, on the 2nd August regarding Local Access Points and Councillors were urged to attend.

Andrew Lansley MP was heading up a bid for an improvement to broadband speed in Bassingbourn. A meeting would be arranged with Bassingbourn people and Mrs Oliver was waiting to hear how many people were needed.

There was to be a letter sent out by the County Council requesting views on the gritting and salting services next winter and Parish Councils would be asked for contact details of farmers willing to help.

Mr Bunton commented that he was aware that a resident of the village had been unable to sell their house due to the poor broadband speed.

The Chairman thanked Mrs Oliver for her report.

10. WORKING GROUPS

BASSINBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP-A report was not available.

QUALITY PARISH COUNCIL –The working group were yet to meet.

PAVILION EXTENSION –As discussed earlier, the working group were yet to meet.

KNEESWORTH HOUSE LIASON –Mr Robinson confirmed that planning permission had been granted for the new ward and the work had been started. The group would next meet in August.

11. ACCESS THROUGH BASSINBOURN BARRACKS

The Chairman advised that concerns had been raised by residents at the last Finance and General Purposes committee meeting. He had spoken to Alysoun Hodges, Countryside Access Team, who was carrying out a project on lost highways. He had followed up the status of the path between Bassingbourn and Wendy and confirmed that the path through the Barracks had been formally closed. He also confirmed that the path from the pumping station on Guise Lane to the Barracks was not shown on the definitive map of public rights of way.

It was advised that there had also been concerns over this path. Blue powder had been put down outside the barracks, the path was widened with spoil dumped on the verge. The surface had been taken off the path leaving large holes which had now been filled with chalk.

Major Irvine was invited to advise of the situation. He stated that the blue powder was rat killer and should only have been put around the fence. It was not dangerous to pets. There was one right of way and that was from Bassingbourn to Whaddon not Wendy. He advised that the reason for the Guise Lane road works was that there were three gates to the barracks and if the two on the A1198 were closed for any reason, access would be needed for emergency vehicles along Guise Lane. The Major apologised for the way the work to the roadway had been carried out but confirmed that they were working with County Council Highways and the landowner. Mrs Oliver confirmed that the Highway Supervisor was investigating ownership. Major Irvine then stated that one of the reasons access was stopped was the danger from the live weapons on site used by 300 soldiers. The civilian staff all had to be CRB checked as there was a high level of youngsters under 18 on the camp.

The Chairman then clarified the position of the road which was not shown on the definitive map of public rights of way. He suggested that the Parish Council could apply to have the path from the pumping station to the barrack gates registered. This was agreed and would be followed up.

12. PROVISION OF ALLOTMENTS

The Chairman reported that several different initiatives were taking place to try and obtain land for allotments. He had written an item for the Village Voice about land at Wellhead and had received various responses on the suitability of land there. Mr Saggars stated that this land was not only suggested for an allotment initiative. District Council Cathcart was going to set up a meeting with a landowner in North End. The Clerk confirmed that she had sent a letter to the landowner advising the Parish Council were interested in discussions. Mr Robinson stated that he hoped funding for the allotments would be through the rental of the plots. Mrs Oliver suggested the Parish Council speak to the Village College Governors about land there. She also agreed to speak to the Education Property officers. Mr Saggars added that Reverend McFadyen was exploring church land. Mr Pidgeon asked if a shared garden scheme had been considered. Mr Saggars advised that the Transition Village Group were in the process of setting up a gardening club, and this may be an option for them to discuss.

13. REPAIRS TO CHURCHYARD WALL

As discussed at the Finance and General Purposes committee meetings, the Parish Council did have responsibility for the wall. The Chairman advised that he had taken a lot of photographs and prepared a document showing the existing condition. This would be a basis for a specification. As the wall was in the curtilage of a listed building, a faculty would have to be obtained for repair work to be carried out, from the Diocese. This would be obtained before quotations were sought and Mr Simpson, the Church Warden, would obtain this. Mr Goater stated that he did not think the wall looked dangerous. The Chairman confirmed that the repair work was largely preventative. Mr Saggars asked whether the Church would contribute to the cost. The Chairman did not know but stated that they wanted to work with the Parish Council and he agreed to ask. The Clerk was asked to find out whether there would be any grant aid available through the District Council.

*-Mr
Hallett &
Clerk*

14. UPDATE ON THE ROUSES

There was no further update. Mr Bunton reported that he had been approached by a resident expressing concerns over skateboard use at the primary school. He questioned whether youngsters were aware of what was happening with the Rouses project. Mrs Oliver confirmed that they had been kept up to date as best she could. She agreed it was frustrating but did not want to raise the youngster's expectations.

15. AMENDMENTS TO THE ASSET REGISTER

There were no amendments to be agreed. The Chairman asked for this to be removed from the agenda unless

there were changes. The Clerk advised that the current insurance schedule had been changed to reflect the values on the asset register.

16. EXTERNAL AUDIT 2009/10

The Clerk confirmed that the external audit had been completed with no comments made by the external auditor.

17. PAYMENT OF ACCOUNTS

HALES PRINTERS

Newsletters £ 447.00

MOORE STEPHENS

External Audit 2009/10 (inc. £99.40VAT) £ 667.40

BUCHANS LANDSCAPES

Balance of June invoice 1 recreation ground cut (inc.£9.62VAT) £ 64.62

E-ON

Pavilion electricity (inc. £3.53 VAT) £ 74.10

BASSINGBOURN URC

Hire of hall for meetings April 10 -Jul 10 10 @£9.00 £ 90.00

TOTAL

£1343.12

Agreed. PROPOSED Mr Pidgeon SECONDED Mr Bunton

The following payments were made at the Finance & General Purposes committee meetings on 1st June and the 6th July 2010

BUCHANS LANDSCAPES

Grounds mtce May 2010 (inc. £231.61VAT) £1555.12

Additional Recreation Ground Contract (inc. £28.13VAT) £ 188.89

Recreation Ground cut 2 cuts May (inc £19.25VAT) £ 129.25 £1873.26

LGS SERVICES

Internal Audit 2009/10 (inc. £30.63VAT) £ 205.63

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate £109.00

MRS S WALMESLEY

Clerks salary 1/05/10 –31/05/10

Salary £681.18

Post etc. £ 5.14

Telephone/Diary etc. £ 0.80 £687.12

Less Tax £28.20 NI £22.57 (Employer £26.26) £636.35

LIMBACH BANHAM

Cheque in lieu of 103235 (2009/10FY) £ 364.45

BUCHANS LANDSCAPES

Grounds mtce June 2010 (inc. £231.61VAT) £1555.12

Additional Recreation Ground Contract (inc. £28.13VAT) £ 188.89

Recreation Ground estimated 3 cuts June (inc.£28.87VAT) £ 193.87

Recreation Ground cut 2 cuts May (inc £19.25VAT) B021 £ 129.25 £2067.13

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate £109.00

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Emptying of Recreation Ground bins 1/4/10-31/3/11 (inc £173.63VAT) £1165.79

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Uncontested Election £ 225.00

NALC

Local Council Revue Subscription £ 13.50

VIKING DIRECT

Stationery £ 26.66

PLAYSAFETY LTD

RoSPA Inspection 2010 (inc. £33.08VAT) £222.08

HALES PRINTERS

Newsletters £447.00

CHRIS MERTON

Village Sign Refurbishment £156.79

Recreation Ground Stream Barrier £361.35 £518.14

MRS S WALMESLEY

Clerks salary 1/06/10 –30/06/10

Salary	£681.18	
Post etc.	£ 3.84	
Telephone	£ 1.40	
Mileage 1/1/10-30/6/10 (188 miles)	£ 94.94	£781.36
Less Tax £28.20 NI £22.57 (Employer £26.26)		£730.59
INLAND REVENUE		
PAYE April –June 2010 Tax £84.60 NI £146.49		£231.09

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

CLUNCHPIT WOOD FOOTPATH –Mr Bunton advised that he had received a request for a cut of the path. This would be an agenda item at the Finance and General Purposes committee meeting on the 3rd August.

POLICE LIASION MEETING –The Chairman reported on the recent meeting where it had been advised that there was now a new police station at Cambourne and the local neighbourhood police team were moving there from Sawston. Sgt Jon Capes was now the new sergeant with PCSO James Lynch. There was to be no cover for Rachel Mallinder who was on maternity leave. The priorities for the next three months included theft from vehicles, speeding and road traffic issues including antisocial use of mopeds in Bassingbourn. Mr Robinson expressed his concern over the lack of any policing stating that he had experienced this through trying to make contact through the police mobile numbers and contact centre.

HIGHWAYS MEETING –The Chairman had met with Mr Lines, Highway Engineer, who again confirmed that the county had no money for works. They reviewed the problem on North End and it was advised there were two options which were both very expensive. It was not practical just to reinforce the bank and widen the footpath slightly as the footpath still had to bear 44 tonnes. If work was to be carried out it would mean to either culvert the ditch or else widen the other side of the road which meant moving a telegraph pole as well as carriageway work. A review then took place at The Hoops. A mirror, as suggested at a previous meeting, was not recommended as it needed DFT approval and was a liability problem on private land. A traffic calming scheme at this location was a possibility and was estimated that it would cost £10,000. The Chairman then chased the 20mph limit at the primary school and Mr Lines confirmed that Karen Lunn would be dealing with this as he was moving to Cambridge City.

-Mr Hallett

A discussion took place on traffic calming and the Chairman agreed to ask for costings so that a discussion could take place, as an agenda item, at a future meeting.

VILLAGE MARKET –The Chairman stated that this was an excellent initiative but raised concern at the location where the market was held which was now directly behind the war memorial which was on Parish Council land. The Parish Council had not been asked for permission. The market was originally held by the church. The Clerk was asked to put this on the agenda for the next meeting to formalise.

-Clerk

VILLAGE MAP –Mr Saggars asked about the map which he requested in 2008. The Clerk confirmed that she had received a copy from the County Council by e-mail at the time but could not print it. She would forward again to Mr Saggars. Mrs Oliver confirmed that she would send a link to the County Council website where maps were accessible.

-Clerk & Mrs Oliver

19. DATE OF NEXT MEETING

Tuesday 28th September 2010

Finance and General Purposes committee meeting Tuesday 3rd August 2010

The Chairperson closed the Meeting at 10.00pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 27TH July 2010

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

There was none.

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 28th September 2010 at The Chapel, South End 7.30pm.

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mr Sappol, Mr Robinson, Mr Pidgeon, Mr Sagers, Mr Goater, Mrs Pidgeon, Mrs Mead-Blandford, Mrs Vigus, Mr Webb, Mr Geraghty
County Cllr Mrs Oliver, District Cllr McCraith, District Cllr Cathcart
Members of Public –8

01. APOLOGIES FOR ABSENCE

Mr Nicholls

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. YOUTH PARISH COUNCIL (LOCALITY TEAM)

The Chairman welcomed Anna O’Leary, Locality Manager, Amanda Silvester, Locality Youth Co-ordinator and representatives from Bassingbourn Youth Club.

The meeting was advised of the continued work with the young people and what activities happened regularly during youth club meetings which had between 25 and 45 members attending each evening. It was stated that in response to significant budget cuts the County Council were reviewing Connexions and Youth Work services and from April 2011 there would be reduction of a third and as a result it was proposed that services would be brought together to be more targeted on young people most in need. This meant that it was unlikely that youth clubs would be provided anywhere in the locality unless they were already externally funded or additional funding could be secured. Details of requirements for a youth work session were then reported. The current staffing of the Bassingbourn youth club was a Level 3 Youth Worker, who lead the club as part of the part time youth worker role with the locality team, a Level 1 Youth Worker, who was employed solely for one evening a week in term time and a volunteer. The annual cost based on 3.5 hours in term time was £4320. The Village College had agreed to waive the hire cost of the community centre. The current staff consultation put all staff at risk and a final structure would be agreed following the closure of the consultation at the end of October 2010. The Parish Council were asked for an indication on whether they would contribute to the funding of the youth club by that time. It was hoped that if a commitment was made it would be for at least one year. Mrs Oliver confirmed that the County Council were looking at 40% cuts over the next five years which would affect the youth services. She would be pleased if Bassingbourn Parish Council could give a commitment as the village was growing and youngsters needed somewhere to go for guidance.

Mr Sagers asked if there were any other potential options for funding. It was advised that there might be some for external activities but not for staffing. It was stated that there may be a source of funding from the new developments in the village but this would need to be explored. The Chairman reminded Councillors of the past Parish Council financial involvement with the Connections bus.

The Chairman thanked Ms O’Leary, Ms Sylvester and the youth club for their presentation and advised that the Parish Council needed to discuss this at their meetings and should have a firm decision by the November Parish Council meeting.

*Referred
to F&GP
committee*

04. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 27th July and the Parish Council Meeting held on 11th August 2010, copies previously distributed, were a true record and signed by the Chairman.

05. MATTERS ARISING

FOOTPATH 6 TREES –There was nothing further to report.

LIMES CLOCK –It was believed that the District Council had difficulty finding the parts but they had now been ordered.

NOTICE BOARD –The Clerk advised that she was still trying to find the contact details of the supplier.

BROADBAND SPEED –The Chairman advised that he received an e-mail with a recommended contact whom he contacted. When chased however he was told the deadline for funding had passed. Other sources of funding were being investigated.

GUISE LANE –The County Council had confirmed that they were responsible for the path from the

pumping station to the Barrack gates. It was not yet sure whether this was a public road/footpath.

TRAFFIC CALMING –Karen Lunn, the officer that had taken over from David Lines, was going to get a costing on the widening of the footpath by The Hoops. It should be available for the November meeting.

VILLAGE MARKET –The location of the market had been resolved at the Finance and General Purposes committee meeting.

VILLAGE MAP –Following the last meeting the Clerk had again forwarded a copy of the map received from the District Council. Mr Sagggers stated that it was not what he wanted as he wanted a map of the ownership of all the land in Bassingbourn. Mrs Oliver suggested he look at the County Council website to see his exact requirement.

06. CORRESPONDENCE

STREET WATCH –Mr Nickson, the NHW coordinator, had asked the Parish Council's opinion on this initiative whereby groups of volunteers patrol the village looking for any anti-social behaviour to report back to the police. Mr Bunton expressed concern as the volunteers would have no authority or power. All this was doing was moving further away from policing. Councillors agreed that it would not be a good idea in Bassingbourn. The Chairman confirmed that Mr Nickson also had his doubts. Mr Cathcart suggested that he speak to the District Council Community Officer to see if this scheme was working elsewhere in the District.

*-Mr
Cathcart*

POLICE REPORT –PCSO James Lynch had submitted a report giving an update on policing in the area. Vehicles parked on Litlington recreation ground entrance had been checked out following reports regarding drug dealing. The vehicles and occupants were all clean. He asked for any suspicious activity to be reported to the police. The surgeries at the Village College had been stopped due to poor attendance. PCSO Lynch asked for any suggestions on locations to hold surgeries where there was a gathering of people.

AIRCRAFT MOVEMENTS –The Chairman advised that a further e-mail had been received. NATS consultation in 2008 on new flight paths was put on hold in 2009 due to economic downturn but it might restart in 2010. Currently both Luton and Stansted arrivals stacked over Bassingbourn. The Chairman stated that NATS proposals would move those stacks away.

07. OPEN FORUM (items for Parish Council comment)

There were no items raised.

08. COMMITTEE REPORTS

PLANNING –Mr Bunton reported that a small number of planning applications had been considered since the last meeting with no objections raised. There was a problem with the District Council planning website which was not helping when viewing applications on-line. A response had been received from Mr Sexton regarding a site meeting at the Wireless Station which was to be arranged soon.

FINANCE & GENERAL PURPOSES COMMITTEE – Mr Robinson reported that the committee had discussed a diverse range of topics and details were available in the minutes. He urged a copy of the spreadsheet showing income and expenditure from the Clerk. He expressed his concern over the delay in the implementation of the agreed traffic calming on Brook Road. Mrs Oliver stated that it was very difficult to find traffic engineers. Mr Lines had looked after 103 villages and had been under an enormous amount of pressure. Cambridgeshire County Council was trying to get some manpower into South Cambs from Huntingdonshire. Karen Lunn had now taken over Bassingbourn and was aware of the situation. Mrs Oliver agreed to ask for an update on the timescale.

*-Mrs
Oliver*

RECREATION GROUND – Mr Webb reported that the cricket club had now handed over to the football clubs. 20 parking cones had been ordered and it was hoped that they would be delivered soon so that they could alleviate some of the parking difficulties. A contractor had been asked to proceed with painting of the play equipment on South End recreation ground. The police had been called a number of times regarding anti social behaviour.

PAVILION MANAGEMENT COMMITTEE –A contractor had been appointed to upgrade the showers in the two changing rooms. This was something that the committee felt could neither wait another season nor for the new plans for the Pavilion to be carried out. The cost of this would be met from funds held by the Pavilion Management committee. There was a broken tile on the roof of the Pavilion which a local roofer had agreed to fix free of charge.

09. COMMITTEE STRUCTURE

The Chairman advised that it had been agreed at the last Finance and General Purposes committee meeting, that a separate committee should be set up to deal with cemetery business. He stated that a group could be set up as a separate committee or a sub committee of the Finance and General Purposes committee. It was proposed by Mr Robinson, seconded by Mr Sagggers, that a separate committee be formed. All Councillors in

agreement. The Chairman asked for councillors interested in being a member of the committee. Mrs Pidgeon, Mr Robinson and Mr Clarke agreed to serve on the committee with the Chairman. Terms of reference for the Cemetery and Finance and General Purposes committees would need to be reviewed. The first meeting of the committee would be held on the 5th October 2010 at 7pm.

The Chairman then stated that since the AGM Mrs Vigus and Mr Nichols had been co-opted onto the Parish Council. It was agreed that they both serve on the Planning and Finance and General Purposes committees. Mr Nichols to be asked if he wished to also serve on either the Recreation Ground committee or newly formed Cemetery committee.

-Clerk

10. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –Mrs Oliver stated that there was to be 40% of cuts within the County Council over the next five years. The new Children’s Centre, at Bassingbourn Village College, was to open in October. It was a contact centre open Monday to Saturday where services could be arranged.

The County Council had been let down again with the guided bus. There would be another month’s delay. Mrs Oliver reiterated that the County would not take on a liability.

Expenditure of over £500 could now be viewed on the County Council website.

There were still concerns over aviation from residents. A meeting was to be arranged with Andrew Lansley MP and the Environment Minister. The Parish Council would be kept up to date.

DISTRICT COUNCILLORS –Mr McCraith reported that the new Chief Executive was now in post. She had been hired at a lower level than the last one to try to keep down costs. Mr Cathcart added that she had sent an e-mail to all members advising that she would like to visit the individual villages. Mr Cathcart then advised that a group had been set up to look at ways to make housing stock more efficient without damaging the quality of the service. He added that this might lead to the disposal of under used assets. The new Government were talking about changes in housing finance. Mr Cathcart concluded the District Council report by advising that there had been a suggestion to make it a criminal offence if a declaration of interest was not made.

The Chairman thanked Mrs Oliver, Mr McCraith and Mr Cathcart for their reports.

11. WORKING GROUPS

BASSINBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP–Mr Webb reported that a meeting was to be held on the 15th October 2010.

QUALITY PARISH COUNCIL –The working group were yet to meet.

PAVILION EXTENSION –Mr Webb advised that a successful initial meeting had been held and three ways forward had been identified. Members were now investigating finance. The group were going to report back to the Parish Council for them to decide the way they would like to progress.

KNEESWORTH HOUSE LIASON –Mr Bunton advised that a meeting had been held. Work was now underway on the new building and small pieces of archaeology had been found on the site.

CONSERVATION –The Chairman advised that he had asked for a report for this meeting. The group were very quiet at present but they had arranged a village tidy up on the 9th October. Mr Goater added that there was some work planned at the clunch pit in November.

12. PROVISION OF ALLOTMENTS

The Clerk advised that she had received one telephone enquiry about an allotment. The offer of land to the north of footpath 7 had been discussed at the Finance and General Purposes committee meetings. An advert for any landowners to offer any other land had been made with no response. Councillors agreed that the land north of footpath 7 continue to be investigated with the landowner. Once the outline details were known a meeting would be arranged.

-Clerk

13. REPAIRS TO CHURCHYARD WALL

The Chairman reported that the District Council would consider making a grant towards the repair if all repairs were carried out, not just the minimum. Two quotations were needed and the diocese would need to see the specifications and quotes. It was agreed that the Chairman and Mr Bunton prepare two specifications for the complete repair and minimum.

*-Mr
Hallett &
Mr
Bunton*

14. UPDATE ON THE ROUSES AND ARCHAEOLOGICAL INVESTIGATION

Mr Webb reported that he now had a figure for an initial archaeological investigation as requested by the District Council. This was £3727 plus VAT. A discussion took place on the way forward. Mr Cathcart advised that he had spoken to the planners and this was a requirement of all applications. Mr Siggers suggested withdrawing the application for the BMX area and resubmitting an application for the football pitch. Mr Webb advised that the whole point of acquiring this site was to provide somewhere for the BMX

bike riders to use. After further discussion it was proposed by Mr Robinson, seconded by Mr Clarke, that the investigation proceed. A vote was taken with two councillors in favour and eight against. It was then proposed by Mr Sagers, seconded by Mrs Mead Blandford, that the current application be withdrawn and a new application for a football pitch be submitted, to include discussions with the District Council on what was allowed. A vote was taken with Seven Councillors in favour. Carried. Mrs Oliver suggested that a Parish Councillor and District Councillor speak to the District Council planners before the new application was submitted.

15. GYPSY AND TRAVELLER SITES

The Chairman reported that there had been a number of e-mails received referring to meetings with the District Council, asking if the site on Spring Lane was still a possibility. It was felt the village had been left in limbo which was not satisfactory. It had been a full year since the representations were made. Mr Penny, the Chairman of the working group, was invited to speak. He stated that the lack of a decision was not helping with the sale of properties in the village. The District Council needed to be pressed to come to a conclusion. Mr Cathcart advised that the Chief Executive was holding a meeting for Parish Councils and strongly urged this to be discussed there. It was advised that the Chairman, Mr Goater and Mr Robinson would be attending that meeting on the 18th October 2010. Councillors agreed that a letter should be sent to the New Communities Portfolio Holder David Bard asking for closure and reiterating the very strong planning argument. The Chairman and Clerk to deal.

*-Mr Hallett
& Clerk*

16. BASSINGBOURN BARRACKS VISIT

A group of Parish Councillors, the Clerk and Mr Nickson, the Neighbourhood Watch Co-ordinator, had visited the Barracks earlier in the afternoon. The visit was very interesting and Major Irvine was asked to pass on the thanks of those who attended to his officers.

17. PAYMENT OF ACCOUNTS

BASSINGBOURN PAVILION COMMITTEE

Annual contribution to Pavilion £ 500.00

HALES PRINTERS

Newsletters £ 452.00

BUCHANS LANDSCAPES

Balance of August invoice 2 recreation ground cuts (inc.£19.25VAT) £ 129.25

MR M HALLETT

Re-imb for materials for pumps & bus shelter (inc. £3.94VAT) £ 26.48

TOTAL £1107.73

Agreed. PROPOSED Mr Clarke, SECONDED Mr Robinson.

Thanks were made to Mr Hallett for his refurbishment work on the bus shelter and pump.

The following payments were made at the Finance & General Purposes committee meetings on 3rd August 2010 and the 31st August 2010

BUCHANS LANDSCAPES

Grounds mtce July 2010 (inc. £231.61VAT) £1555.12

Additional Recreation Ground Contract (inc. £28.13VAT) £ 188.89

Recreation Ground estimated 2 cuts July (inc.£19.25VAT) £ 129.25 £1873.26

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate £109.00

MRS S WALMESLEY

Clerks salary 1/07/10 –31/07/10

Pay Review to SCP25 (agreed at F&GP meeting 6/7/10) + SLCC/NALC review 1/4/09

New Salary SCP25 £705.22

Arre 1/4/10 -30/6/10 £ 72.12

Arre SLCC/NALC 1/4/09-31/3/10 £ 28.20

Post etc. £ 5.12

Telephone £ 1.00

Envelopes £ 4.00 £815.66

Less Tax £53.20 NI £36.25 (Employer £42.18) £726.21

BUCHANS LANDSCAPES

Grounds mtce August 2010 (inc. £231.61VAT) £1555.12

Additional Recreation Ground Contract (inc. £28.13VAT) £ 188.89

Recreation Ground estimated 2 cuts August (inc.£19.25VAT) £ 129.25

Outstanding 2 Rec Cuts from invoice B059 (inc. £19.25VAT) £ 129.25 £2002.51

NEPTUNE OUTDOOR FUNRINTURE LTD			
Litter bin and installation (inc. £77.87VAT)			£ 522.87
MR M HALLETT			
Re-imb for materials for cemetery board (inc. £2.20VAT)			£ 14.77
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate			£109.00
MRS S WALMESLEY			
Clerks salary 1/08/10 –31/08/10			
Salary SCP25	£705.22		
Post etc.	£ 2.24		
Telephone	£ 0.20	£707.66	
Less Tax £33.000 NI £25.21 (Employer £29.34)			£649.45

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

DISPENSATION FOR PARISH COUNCILLORS –The Clerk reminded Councillors that she needed their signed dispensation forms returned as soon as possible so that they could be forwarded to the District Council monitoring officer.

19. DATE OF NEXT MEETING

Tuesday 20th November 2010

Finance and General Purposes committee meeting Tuesday 5th October 2010

The Chairman closed the Meeting at 9.45pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 28th September 2010

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

There were none.

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 23rd November 2010 at The Chapel, South End 7.30pm.

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mr Sappol, Mr Robinson, Mr Saggors, Mr Goater, Mrs Pidgeon, Mrs Mead-Blandford, Mrs Vigus, Mr Webb, Mr Nicholls
District Cllr McCraith
Members of Public –2

01. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mr Geraghty, County Cllr Mrs Oliver, District Cllr Cathcart

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 28th September 2010, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

YOUTH CLUB DONATION –This was dealt with by the Finance and General purposes committee.

LIMES CLOCK –There was no further update.

KEY TO JOBS BOARD –In hand. Clerk trying to locate the manufacturer of the board.

BROADBAND SPEED –The Chairman advised that Royston telephone exchange was scheduled to be upgraded in 2011 so it was hoped that this would have an effect on the broadband speeds for those villages with their telephone service coming through that exchange.

VILLAGE MAP –Mr Saggors had not found the link to the maps on the County Council website referred to by Mrs Oliver. Mrs Oliver would be asked for the link. -Mrs Oliver

STREET WATCH – Mr Cathcart had spoken to South Cambridgeshire District Council about this scheme. As far as they were aware, the scheme was only currently working in Sawston.

CEMETERY COMMITTEE MEMBERSHIP –Mr Nicholls confirmed that he would like to serve on the Cemetery committee. This was agreed.

GYPSY AND TRAVELLER SITE CONSULTATION –The Chairman advised that a letter had been sent to Mr Bard as agreed. There was to be a meeting at the District Council offices on the 14th December regarding this. Mr Robinson asked Mr McCraith to be actively involved. The Chairman added that anyone could attend the meeting as a member of the public. Mr McCraith advised that the meeting was to decide which sites to take forward to the next round, which could be all of them. Following that there would be a further consultation. It was a long term battle.

05. CORRESPONDENCE

There was no correspondence for discussion at this meeting.

06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

07. PAYMENT OF ACCOUNTS

THE ROYAL BRITISH LEGION POPPY APPEAL

Poppy Wreath £ 16.50

HALES PRINTERS

Newsletters £447.00

VICTIM SUPPORT

Donation agreed at F&GP meeting 2/11/10 £ 50.00

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate £109.00

TOTAL £622.50

Mr Webb queried the business rates paid on the Cemetery Chapel and suggested a reduction should be investigated. The Clerk was asked to follow up with the District Council. -Clerk

Agreed. PROPOSED Mrs Pidgeon SECONDED Mr Bunton

The following payments were made at the Finance & General Purposes committee meetings on 5th October 2010 and the 2nd November 2010

BUCHANS LANDSCAPES			
Grounds mtce September 2010 (inc. £231.61VAT)		£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)		£ 188.89	
Recreation Ground estimated 2 cuts September (inc.£19.25VAT)		£ 129.25	£1873.24
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate			£109.00
MRS S WALMESLEY			
Clerks salary 1/09/10 –30/09/10			
Salary SCP25	£705.22		
Post etc.	£ 4.16		
Telephone	£ 0.40	£709.78	
Less Tax £33.20 NI £25.21 (Employer £29.34)			£651.37
HM CUSTOMS & EXCISE			
PAYE July –September 2010			
Tax £199.40 NI £187.53			£306.93
BUCHANS LANDSCAPES			
Grounds mtce October 2010 (inc. £231.61VAT)		£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)		£ 188.89	
Recreation Ground estimated 2 cuts October (inc.£19.25VAT)		£ 129.25	
Balance of 2 Rec cuts i/v September B100 (inc. £19.25VAT)		£ 129.25	£2002.51
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate			£109.00
HALES PRINTERS			
Newsletters			£491.00
CAMBRIDGE WATER COMPANY			
Water rate 1/5/10-31/10/10 Recreation Ground	£359.32		
Cemetery	£ 18.04		£377.36
STEWART LITTLEFAIR LTD			
Painting of recreation ground play equipment			£695.00
E-ON			
Pavilion electricity (inc. £4.15VAT)			£ 87.10
MR R WEBB			
Re-imb for bollards (inc. £22.89VAT)			£153.69
MRS S WALMESLEY			
Clerks salary 1/10/10 –31/10/10			
Salary SCP25	£705.22		
Post etc.	£ 2.24		
Telephone	£ 1.20	£708.66	
Less Tax £33.00 NI £25.21 (Employer £29.34)			£646.32

08. COMMITTEE REPORTS

PLANNING –Mr Bunton reported that applications considered since the last meeting had mainly been for small extensions. They could all be viewed on the District council website. Windmill Close on the Causeway had now been completed with the exception of the footpath. There had been no further development with the Cedars application and the committee were still waiting for the planning officer to make contact regarding a date to meet to discuss the wireless station and Brook Farm.

FINANCE & GENERAL PURPOSES COMMITTEE – Mr Robinson reported that nothing contentious had been discussed at the two meetings. The committee had carried out a few village maintenance jobs. Mr Goater and Mr Robinson had attended a recent District Council meeting which they found quite useful.

RECREATION GROUND – Mr Webb reported that traffic cones had been purchased and were being stored in the Pavilion. As far as he was aware they had not yet been used. The repainting of the play area had been completed and had improved the appearance of the whole area. Investigations were taking place on how best to repair the subsidence on the recreation ground.

PAVILION MANAGEMENT COMMITTEE –The hire fees were reviewed at the Recreation Ground committee meeting and a small increase of £15 per year had been agreed. This had been decided upon in order to keep up with the increase to inflation on utility costs.

CEMETERY COMMITTEE –The Chairman reported that two meetings of the newly formed committee had been held. It had been agreed not to increase the fees. The regulations had been reviewed with two changes

made. The first that the Parish Council would now approve which gravedigger was used and the second to allow memorial slabs.

09. APPROVAL OF CEMETERY COMMITTEE TERMS OF REFERENCE

The Chairman advised that the draft had been extracted from the approved Terms of Reference for the Finance and General Purposes committee when it included Cemetery matters. There was one amendment which was for the authorisation of routine expenditure not exceeding £1,000 per item. Mr Webb asked if the draft would cover the maintenance of memorials and graves should the families not be in a position to maintain. A discussion took place on Cemetery procedures to approach the next of kin if a memorial needed attention. Mrs Mead-Blandford expressed concern over this but the Chairman confirmed that the approach would be done sensitively and if the family did refuse to help, or could not be found, the Parish Council would deal.

It was then proposed by Mr Siggers, seconded by Mrs Mead-Blandford that the Cemetery Terms of Reference be approved. All Councillors in agreement.

10. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –A report was not available.

DISTRICT COUNCILLORS –Mr McCraith reported that the next meeting of the District Council was to be held on the 25th November 2010. Jean Hunter, the Chief Executive, would be visiting the ward on the 7th December 2010. Mr McCraith advised that the main problem at the present time was the lack of Government guidance on local issues. Mr Robinson expressed his concern over the lack of action being taken by the District Council because of this. Mr Siggers advised that he had received several complaints that the blue refuse bins were being left in the middle of the pavement following emptying. More common sense by the collectors was needed. Mr McCraith agreed to forward the comments to the officers.

*-Mr
McCraith*

The Chairman thanked Mr McCraith for his report.

11. WORKING GROUPS

BASSINGBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP-Mr Webb reported that the Children's Centre had been opened on the 1st November 2010, an official opening would follow. Responding to a query through the Parish Council, Mr Hudson confirmed that the table tennis tables were still available, if booked, in the sports centre during normal opening hours. As reported at a previous meeting, there was a vacancy for a School Governor. Parish Councillors were invited to apply. Mrs Mead-Blandford and Mr Siggers expressed an interest and agreed to find out further information. Mr Webb added that he had been asked whether the public footpath, which ran parallel with the college, could be closed as there was a problem with dog walkers. It was stated that to close a footpath was not straight forward and could be expensive. Mrs Mead-Blandford stated that she had suggested the Village College erect fence.

QUALITY PARISH COUNCIL –The working group were yet to meet.

KNEESWORTH HOUSE LIASON –There was nothing to report.

CONSERVATION –A meeting had taken place on the 8th November 2010. A discussion had taken place on the possibility of further work at the Clunch Pit wood. The group wanted agreement from the Parish Council to spend £100 on wild flower seeds. As this was included in the budget, the request was agreed. The Chairman added that the group did appear to be running smoothly with a caretaker leader.

PAVILION EXTENSION –Mr Webb had prepared a presentation based on the findings of the working group. He advised that there were three options which were to extend existing, build upwards or aim for a new build nearer the road. Plans were distributed to the meeting. Estimated costs for the three options were £120,000 for the first, £150,000 for the second and £210,000 for the new build. There would also be other related costs for professional fees. Mr Webb then advised that representatives of the group had met with Bridget Smith, the fundraiser for a similar project in Gamlingay, who estimated that 15% of the costs would be needed up front. A paid project manager would need to be appointed to oversee the project and spearhead fundraising. This would take time and a large sum of money. The working group asked the Parish Council which option they would like to progress.

Mr Robinson thanked Mr Webb for an excellent presentation. Mr Goater asked if the existing pavilion could be updated in its present form. Mr Webb replied that it could but the problems would still need to be addressed at sometime in the near future. Some interim work on the showers had been carried out but other work was currently on hold. After further discussion it was proposed by Mr Robinson, seconded by Mr Siggers that the working group investigate a new build. All Councillors in agreement. The Chairman confirmed that there was recognition that there would be some funds made available. Once further information was known this could be agreed. Mr Siggers volunteered to join the working group.

12. PROVISION OF ALLOTMENTS

Following the last meeting a letter had been sent to Mr Worboys as agreed. The Chairman advised that he had since met him and they had talked about the proposed plot of land north east of the Church. Mr Worboys had spoken to a Solicitor who advised that legal costs would be around £1,000 for the Parish Council to lease the land. The Chairman stressed that his discussion had been very preliminary and before anything was discussed in detail he wanted the approval of Councillors. It was agreed that some firm costings and detail be sought from Mr Worboys. Mr Saggars advised that the Transition Village Gardening Club would be interested in being involved with the allotment project. The Chairman and Mr Saggars to arrange a meeting with Mr Worboys.

*-Mr
Hallett &
Mr
Saggars*

Mr Bunton advised that he had been made aware that there were vacant allotments on the private site at the bottom of North End. The Clerk would pass on the details of that landowner if she received any enquiries.

13. MINOR ROAD IMPROVEMENTS

The Chairman reminded Councillors that originally the Parish Council were advised that the 20mph speed signs by the primary school would cost around £3,000. An updated costing had now been received from the County Council stating that the current cost would be £4859.60 plus 20 years maintenance costs would amount to a total of £10,859.60. The Chairman then advised that costings for chicanes at The Hoops junction were not yet available.

A discussion took place on the breakdown of the costings and it was suggested that the Parish Council could try and get the signs manufactured themselves. Mr McCraith suggested the Parish Council approach the primary school for financial assistance as they might be able to get some funding from the Safer Routes to School scheme. After further discussion it was agreed that a letter be sent to the County Council expressing concern over the 20 year maintenance payment in advance and ask for an explanation on the change of policy relating to this.

-Clerk

14. REPAIRS TO CHURCHYARD WALL

This was an outstanding action for the Chairman and Mr Bunton.

*-Mr
Hallett &
Mr
Bunton*

15. UPDATE ON THE ROUSES AND ARCHAEOLOGICAL INVESTIGATION

The Chairman advised that the proposal made by Mr Saggars at the last meeting was not as simple as it looked. There might still be the requirement to carry out an investigation even on a simpler application. Mr Webb then advised that he had spoken to the County Council officer at length and had assured him that nothing would be disturbed at the Rouses. As a result it was agreed that, if Mr Webb was to put this assurance in writing, he would be prepared to lift the restriction. The Parish Council now needed to get the flood risk assessment finalised and obtain agreement that the chain link fence could be changed to a wooden fence, so that the planning consent could be approved by the District Council. The County Council lease could then be signed. Mr Webb was thanked for dealing with this.

*-Mr
Webb*

16. VILLAGE VOICE –PARISH COUNCILLOR PROFILES

The Chairman advised that the newly appointed editor was now not in a position to carry out the duties required. Mr Sappol, who had handed over the advertising, advised that he was aware there was a problem. It was agreed that the Chairman and Mr Sappol would find out how the production of the newsletter could continue.

*-Mr Hallett
& Mr
Sappol*

The Chairman then advised that Mrs Pidgeon had suggested a profile of a Parish Councillor be included in the newsletter each month as not every parishioner knew the Councillors. It was agreed that once the newsletter production problem had been resolved this would be organised.

The Chairman questioned whether a copy of the newsletter should be submitted to the British library. Mr Webb did not believe so but agreed to check.

-Mr Webb

17. AGREEMENT OF 2011 MEETING DATES

The Chairman advised that to try to avoid meetings within a short space of time, and the need for additional planning meetings, the proposed dates for 2011 had been reviewed. He distributed a draft list of dates. It was proposed by Mrs Mead-Blandford, seconded by Mr Clarke that the dates be agreed. Clerk to arrange to book the meeting room.

-Clerk

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

REMEMBRANCE SERVICE –The Chairman reported that he had received representations regarding traffic movements during the two minute silence on the 14th November. There had been a discussion with the PCSO regarding closing the road but this had not happened. A discussion took place on closure orders

where it was thought that in future an order could be arranged for a group of closures.

YOUTH CLUB DONATION –Mr Goater advised that following the presentation made at the Parish Council by the youth workers, he had passed the information to the WI who had since agreed to donate the proceeds from a fund raiser to the club. Mr Saggars and Mrs Mead-Blandford then expressed concern that the decision made by the Parish Council on a donation was made at a Finance and General Purposes committee meeting. They believed the matter was to be discussed again at this meeting. Mr Robinson stated that the item for discussion for the Finance and General Purposes committee was on the published agenda for the meeting on the 5th October 2010.

THE CAUSEWAY –Mr Clarke advised that parts of the road were breaking up. The Chairman to report to Highways.

-Mr Hallett?

19. DATE OF NEXT MEETING
Tuesday 25th January 2010

The Chairman closed the Meeting at 9.50pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 23rd November 2010

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

REMEMBRANCE SERVICE –Major Irvine thanked the organisers of the remembrance service which was held in the village on the 14th November 2010.

BARRACKS INSPECTION –Major Irvine advised that a recent OFSTED inspection had taken place and Bassingbourn Barracks had been rated amongst the top three training establishments in the country.