

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Wednesday 9th January 2013 at
The Limes, High Street 8.15pm

PRESENT: Mr Robinson (Chairman), Mrs Mead-Blandford, Mr Hallett, Mr Freeman, Mrs Vigus, Mr Clarke, Mrs Pidgeon, Mrs Cooper, Mr Goater, Mr Sappol, Mr Webb

County Cllr Mrs Oliver, District Cllr Cathcart, District Cllr McCraith

Members of Public 2

1. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mrs Hirtzel

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 4th December 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Church Close/Fortune Way Trees

The trees had been cut back by a resident.

4.2 F.O.I. Request Appeal

The Clerk was waiting to hear from the Information Commission regarding information they required.

4.3 Proposals for Gypsy and Traveller site at Mettle Hill

The County Council had accepted a bid from Meldreth Parish Council for the land at Mettle Hill and South Cambridgeshire District Council had now pulled out.

5. CORRESPONDENCE

5.1 High Street Congestion

Correspondence had been received from two parishioners. Mr Hallett read the e-mails to the meeting. Suggestions for a solution were made which included the installation of bollards, which would help protect pedestrians, and also the installation of traffic lights. The parishioners were in attendance and invited to join in the discussion.

Mr Hallett advised that traffic issues on the High Street had been handled at a meeting with County Councillor Mrs Oliver in November 2012 and stated points discussed were agreed afterwards at the Parish Council meeting. These included the implementation of a 20mph from Brook Road to The Causeway restrictions in front of entrances. Mrs Oliver added that there was a meeting arranged for the 15th January 2013 at the primary school to try and find ways of preventing parents, when dropping and collecting from school, from using the High Street.

Mrs Mead-Blandford advised that the On-Set vehicles often travelled through the village during the peak hours and suggested that they be asked if they could stagger their times. She also suggested a weight restriction be put on the High Street and asked the Clerk to circulate details of how this could be approached. The Clerk then explained that there was problem in Litlington with Heavy Goods Vehicles using the route through the village and also Bassingbourn to get to the major roads. This was because of a problem with the positioning of signage on the A505 which made it hard for the lorries to turn out onto that road.

Mr Freeman advised that the footpath opposite the SPAR shop was breaking up due to vehicles parking there. The Chairman added that co-operation from the police was needed and added that the village needed to come to a compromise of what protects pedestrians and eases the traffic congestion.

5.2 The Rouses Lease

Following a report made by Mrs Oliver at a previous meeting a letter had now been received from Christian Wilson, the County Council Principle Management Surveyor. He stated that the finding of the asbestos cement was unexpected and the County Council's asbestos and legionella co-ordinator believed that it was from the asbestos factory in Whaddon when farmers in the 1960's and 1970's were paid to take asbestos cement off-cuts and dispose of them on the land. Mr

-Clerk

Wilson stated that the land did not now seem to be suitable for the proposed BMX park or football pitch as both uses involved an element of digging down which was likely to bring asbestos up to the surface. A surface clean involving hand picking and removal with a second sweep would cost just over £2,000 plus VAT. Covering the site with topsoil to effectively bury the existing topsoil was likely to cost almost £40,000 plus VAT and this cost could increase if a temporary haul road was needed. The County Council view was that at minimum the asbestos needed to be removed and the land left to revert to its former state as an overgrown area. Mr Wilson concluded his letter by stating that as the land appeared to be unsuitable for recreational uses he suggested that both parties agreed that the lease be surrendered once the Parish had removed the asbestos from the surface.

*-Mrs
Oliver &
Mr Webb*

Mr Webb stated that the implication that the Parish Council spend over £2,000 to do a surface clean was ludicrous. There was nothing in the contract that said the land needed to be made good. The asbestos cement was there when the land was taken over. A significant amount of money had now been wasted erecting a fence and preparing the ground. Mrs Mead-Blandford suggested the advice of Trading Standards be sought as the land should have been fit for purpose before it was let. Mrs Oliver agreed that this was very disappointing and suggested that she set up a meeting with the County Council officers and specialist. This was agreed. Mr Webb would liaise with Mrs Oliver.

6. OPEN FORUM

There were no points raised.

7. FINANCE

7.1 Payment of Accounts

BUCHANS LANDSCAPES		
Grounds Mtce November 2012 ((inc. £276.53VAT)	£1659.19	
The Rouses Fencing and installation (inc. £755.58VAT)	£4534.66	£6193.85
GLASDON UK LTD		
Litter bin for bus shelter (inc. £8.85VAT)		£ 53.14
CAMBRIDGESHIRE ACRE		
Renewal of membership 2013		£ 30.00
INFORMATION COMMISSIONER		
Renewal of data protection registration		£ 35.00
HALES PRINTERS		
Newsletters		£ 749.00
SOCIETY OF LOCAL COUNCIL CLERKS		
Membership 2013		£ 127.00
THE ROYAL BRITISH LEGION POPPY APPEAL		
Balance of payment for poppy wreath		£ 1.50
BASSINGBOURN URC		
Hire of meeting room April –December 2012 5@£10		£ 50.00
THE LIMES COMMUNITY FUND		
Hire of meeting room August –December 2012 8@£10		£ 80.00
MRS S WALMESLEY		
Clerks salary and expenses 1/12/12 –31/12/12		£778.61
HMRC		
PAYE 1/7/12 -31/12/12		
Tax	£31.40	
NI	£77.01 (Employer ££43.11)	£108.41
BUCHANS LANDSCAPES		
Grounds Mtce December 2012 (inc. £276.53VAT)		£1659.19
TOTAL		£9865.70

The invoices were checked by the Chairman and Mr Hallett. PROPOSED Mrs Mead-Blandford, SECONDED Mr Geraghty. Agreed.

7.2 Budget/Precept 2013/2014

The Chairman advised that he was still to finalise a draft and asked for requirements as soon as possible. The draft would be prepared and circulated to Councillors. An additional Finance and General Purposes committee meeting would be held on the 22nd January 2012 to discuss and finalise the draft so that the precept requirement could be formally agreed at the Parish Council meeting later that evening.

*-Mr
Robinson*

8. VILLAGE MAINTENANCE

8.1 Street Signs

The Clerk to urge the installation of the replacement nameplates for The Causeway and the sign on South End. *-Clerk*

8.2 Guise Lane Notice Board

Mr Goater confirmed that he had completed the refurbishment and reinstated the notice board. The Chairman thanked him for his work. Expenses incurred would be forwarded to the Clerk for reimbursement. *-Mr Goater*

8.3 The Causeway Traffic Calming Gate

Mr Hallett had taken some photographs of gates in other villages which he thought would be suitable. Mrs Oliver confirmed that they had been forwarded to the County Council Highway Engineer for comment.

8.4 Refurbishment of Village Benches

Mr Webb advised that he had received three quotations for the work. These were £700, £1200 and £500 and all contractors were local. It was agreed that contract would go to the contractor that had provided the lowest quotation of £500, Stewart Littlefair.

8.5 Purchase of Litter Bin for Bus Stop

The Clerk confirmed that the bin had been purchased. The Chairman agreed to find the best position to install the bin. *-Mr Robinson*

8.6 Request for Grit Bin Fen Road/North End

A request had been received for a bin by the small bridge on Fen Road. It was believed that the grit would be used for the road. It was stated that the order of grit bins earlier in the year were to enable parishioners to grit footpaths not roads. Councillors agreed not to grant the request in this location. Clerk to advise. *-Clerk*

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

9.1 Replacement street lighting

The Chairman advised that he had received a complaint about one of the replacement streetlights in Park View. Mr Hallett reminded Councillors that they were shown the plans which needed to be checked. Mr Cathcart added that he had also received complaints. It was suggested that an item be placed in the Village Voice so that all problems could be addressed together by the contractors. The Parish Council would collate the comments.

9.2 Village Voice

Mr Sappol advised that he was going to be away quite a lot of the time during the next two months and asked for all content for the next Village Voice by the 18th January. He added that the March edition was likely to be late. Councillors agreed that they were happy with the timetable and thanked Mr Sappol for continuing as Editor.

9.3 Litter on High Street

Mr Freeman reported an increase in the amount of litter, particularly early morning outside the SPAR shop. The Chairman volunteered to speak to the SPAR staff. *-Mr Robinson*

9.4 County Council Issues

Mrs Oliver reported that there was a huge push by the County Council to find foster carers as they needed more.

There was due to be a major announcement on the 18th January 2013 regarding the future of Bassingbourn Barracks. A huge amount of work was going on to try and ensure that the existing clubs and associations remained on the site.

9.5 High Street Bunting

Mr Webb and the Chairman would try and remove the bunting, using a cherry picker, at a quiet time. They would liaise. *-Mr Webb & Mr Robinson*

9.6 Timings on agenda

Mr Webb asked for timings on the agenda to be adjusted to take into account the amount of business for discussion at each meeting. This would happen for future meetings.

9.7 Response time for emergency services

Mr Geraghty expressed concern over response times for two incidents on the 18th December 2012. Both involved the delay in an ambulance arriving and in one case the patient had to be transported to hospital by car. Mrs Oliver was asked find out why this had happened. *-Mrs Oliver*

10. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday 5th February 2013

The Chairman closed the Meeting at 9.15 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 22nd January 2013 at
The Limes, High Street 7.00pm

PRESENT: Mr Robinson (Chairman), Mr Hallett, Mrs Pidgeon, Mrs Cooper, Mr Goater, Mr Sappol, Mr Webb, Mr Pidgeon

District Cllr Cathcart, District Cllr McCraith

Members of Public 0

1. APOLOGIES FOR ABSENCE

Mr Clarke, Mr Freeman, Mrs Mead-Blandford, Mr Geraghty, Mrs Hirtzel, County Cllr Mrs Oliver

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. BUDGET/PRECEPT 2013/14

The Chairman had circulated a draft budget to Councillors prior to the meeting.

Councillors were made aware of changes to council tax and benefits. Next year the parishes were likely to see a reduction to their council tax base. This was because the granting of discounts would be treated as a reduction to the amount chargeable as opposed to council tax benefit which was treated as a reduction to the amount payable by the claimant. For 2013/14 the Government would give the District Council a fixed grant equivalent to 90% of the cost of the current benefit scheme. At this time the amount of grant requested was not decided by the Parish Council. A discussion took place on whether the precept should be increased this year to cover future years but, as there were healthy reserves, it was felt this would be difficult to justify. As long as the grant element was below 7.8% of what was needed this would be met.

Councillors discussed the precept and tweaked the figures where agreed. It was then proposed by the Chairman, seconded by Mr Hallett that the committee recommend that the precept requirement for 2013/14 be £63,000. This was agreed by Councillors and would be ratified at the following Parish Council meeting.

-Clerk

The Chairman asked that the accounts spreadsheets be forwarded to Councillors on a monthly basis. The Clerk agreed to send out with the monthly bank reconciliation.

The Clerk then brought Councillors attention to an e-mail from NALC, relating to the changes to the council tax and benefits, asking for a letter to be sent to Eric Pickles supporting their campaign about the changes. The view of NALC was that it was a retrograde step for parish and town councils.

Not all Councillors had seen the communication. They agreed to read it and if the majority felt a letter should be sent the Clerk would be instructed.

The Chairman closed the Meeting at 7.30 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th February 2013 at
The Limes, High Street 8.00pm

PRESENT: Mr Robinson (Chairman), Mrs Mead-Blandford, Mr Hallett, Mr Freeman, Mrs Vigus, Mr Clarke, Mrs Pidgeon, Mrs Cooper, Mr Goater, Mrs Hirtzel

County Cllr Mrs Oliver, District Cllr Cathcart, District Cllr McCraith

Mr Deas (Cambridgeshire ACRE) Mrs Ali (South Cambridgeshire District Council)

1. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mr Webb, Mr Sappol, Mr Geraghty

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETINGS

3.1 9th January 2013

Minutes of the meeting held on Wednesday 9th January 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

3.2 22nd January 2013

Minutes of the meeting held on Tuesday 22nd January 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.2 F.O.I. Request Appeal

The Clerk was waiting to hear from the Information Commission regarding information they required.

4.2 High Street Traffic Issue

Mrs Oliver advised that the access protection markings were due to be installed soon. As soon as they were in place she would speak to the businesses on the High Street. Highways had advised that the wider extension of the 20mph from the primary school to The Causeway would add a considerable additional cost to the signage and was likely to take this beyond the budget allocated for the Minor Highway Improvement bid. Costs were being sought. Mrs Mead-Blandford stated that the High Street was in a conservation area and this needed to be protected. Mrs Oliver advised that this was why the County Council needed to take any restrictions a step at a time.

4.3 Replacement Street Lighting

Mr Clarke expressed his concern over the comment card supplied by Balfour Beatty regarding the new lamps. He and other parishioners had not received one. Mr Hallett confirmed that they were delivered in Tower Close at the end of 2012. A discussion took place on the new lamp columns and the verbal complaints received by Councillors. Mr Cathcart suggested a meeting be organised with Balfour Beatty as there were concerns that the village could end up with too much light in one place and not enough in another. Mr Hallett reminded Councillors that this issue had been on the Parish Council agenda for a long time. Balfour Beatty had sent detailed plans which had been forwarded to Councillors and interested parishioners. At the last meeting it was agreed that parishioner comments would be requested and then collated to send to Balfour Beatty. Most people were concerned about lamp columns outside their properties and the additional light. Balfour Beatty would fit shades if requested. The meeting was reminded that the lights, once the replacements were complete, would be dimmed at 10pm. Mrs Oliver suggested that a Parish Council member urgently analysed the plan and looked at the location for each lamp.

Mrs Vigus then queried the lights in Butterfield Drive and their brightness. It was suggested that, as the road had not been adopted, any request for modification should be made to the developer.

4.4 Bus Stop Litter Bin

This had been installed but now needed to be included on the District Council emptying schedule. Clerk to arrange.

-Clerk

5. CORRESPONDENCE

5.1 SCDC re -Refurbishment of The Causeway Pump

The Conservation Officer, Miss Smith, had received a communication from a local resident regarding changes that had taken place to the frost box on the pump during the refurbishment in 2012. Photographic evidence suggested that at the time of listing the frost box was constructed with horizontal boarding on the front and rear elevations and with a single wider plank on the two sides. Ms Smith suggested that this appeared to have been replaced with one or two vertical planks of timber with a crudely detailed flat felt roof. As the Parish Council assumed responsibility for the village pumps Miss Smith wanted to know why the changes had happened without Listed Building consent.

Mr Hallett advised that the specification provided to the contractor for refurbishment of the pumps stated that no modification was permitted. It was confirmed that the roof of the frost box was lead, as original, and not felt as implied by the resident. The lead was a direct replacement. Mr Hallett added that the new boards were wider. A discussion took place on how the frost box would have changed since it was installed, due to the availability of materials.

The Clerk was asked to advise Ms Smith of this.

-Clerk

6. OPEN FORUM

There were no points raised.

7. FINANCE

7.1 Payment of Accounts

BUCHANS LANDSCAPES

Grounds Mtce January 2013 ((inc. £276.53VAT) £1659.19

HALES PRINTERS

Newsletters £ 706.00

CANBRIDGESHIRE COUNTY COUNCIL

Grit bins (inc. £111.60VAT) £ 669.60

MR G GOATER

Reimbursement for notice board materials (inc.£22.20VAT) £ 133.14

MRS S WALMESLEY

Clerks salary 1/01/13 –31/01/13 £720.37

TOTAL £3888.30

The invoices were checked by Mr Hallett and the Chairman. PROPOSED Mr Hallett,
SECONDED Mr Freeman. Agreed.

8. VILLAGE MAINTENANCE

8.1 Street Signs

The Clerk to urge the installation of the replacement nameplates for The Causeway and South End.

-Clerk

8.2 The Causeway Traffic Calming Gate

The Clerk reported that Highways had advised that they did not have the time to source a gate in the style requested. Ms Lunn, the Highway Engineer, had agreed that the Parish Council could find or have a gate made but it must be no wider than two metres which included the posts. When sited the gate would need to be 450mm from the carriageway and the County Council would need to arrange the installation. It was agreed that this would be investigated.

8.3 Sites for Grit Bins

The Clerk advised that she had been contacted by a resident of Tower Close requesting that a grit bin be installed at the end by the redundant factory. Councillors had been asked to look at sites around the village to see where further bins could be installed. Some suggestions were discussed including the corner of Spring Lane and the High Street and Elm Tree Drive and The Causeway. These locations would assist those residents who walked along the Causeway. Other suggestions were for the junction of Tower Close and The Causeway, North End by Saddleback Lane and Park Close.

-Cllrs

It was agreed that this would be an agenda item for the May 2013 meeting so that a final order could be compiled to enable the bins to be installed by the winter.

9. PARISH FIREWORK DISPLAY

Mr Webb had requested this item which would be discussed at the next meeting when he was present.

10. HOUSING NEEDS SURVEY –PRESENTATION OF RESULTS

The Chairman invited Mark Deas, Cambridgeshire ACRE, and Uzma Ali, South Cambridgeshire District Council, to speak.

The results from the Housing Needs Survey had not been circulated to all Councillors and so Mr Deas briefly explained the results. He gave apologies for the representative of Jephson Housing Association who was unwell.

There had been 1335 surveys posted out to addresses in the village and 200 had been returned (15% response). Mr Deas believed that this low response rate was because the Barracks had been included in the circulation. Of those surveys returned 65% had supported the need for affordable housing and 25% were opposed. He added that there was a lot of support shown for housing for local people. The survey identified the need for 87 households. Mr Deas suggested that around 20 dwellings would be a scheme. Small properties, for young people, and bungalows were the majority requested mostly rented. Mr Deas advised Councillors that if this was to be progressed sites would need to be investigated.

Discussions took place on the Windmill Close affordable housing, eligibility, and the Local Development framework consultation.

The Chairman advised that the Parish Council had an 'affordable housing' working group who would be meeting within the next couple of weeks to discuss the survey and investigate possible sites. Once the group had met, and proposals discussed with the Parish Council, Mr Deas would be advised of the outcome. He offered to attend a further meeting to discuss any issues.

The Chairman thanked Mr Deas and Mrs Ali for the presentation.

*-Mr
Hallett*

11. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**11.1 Bassingbourn At Home**

Mrs Hirtzel advised that plans were going well for the village event which would be held on the 18th May 2013. There was a huge interest from the history group.

11.2 Fen Road mud

Mrs Mead-Blandford expressed concern over mud on the road as a result of the building work at a property.

11.3 127 Bus

Mr Freeman reported that Cozys were taking over the service from Mr Charter in April 2013. There would not be a break in the service.

11.4 County Council Report

Mrs Oliver reported that the County Council were considering becoming a developer. They owned so much land and were also thinking of building a care home. Mr Cathcart expressed his concern as he felt that there would be all sorts of implications bearing in mind the amount of land they owned.

No decision had yet been made on the future of the Barracks. There were big discussions going on.

Mrs Oliver asked for the go ahead from the people affected by the delay in an ambulance, reported at the last meeting. The Clerk to contact Mr Geraghty and ask him to follow this up with the residents.

-Clerk

A site meeting had taken place at The Rouses and the problem was not as huge as first thought. People would be trained as to how the surface was dealt with. Youngsters would not be allowed to dig BMX ramps, as originally agreed, but instead top soil would be brought in. Mrs Oliver suggested using funding donated by the Barracks for youth projects for this purpose.

Superfast Broadband was being rolled out by British Telecom in liaison with the County Council.

There was strong Government support for a new rail station at the Science park in Cambridge.

This would bring an economic benefit to the county.

12. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday 5th March 2013

The Chairman closed the Meeting at 9.35 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th March 2013 at
The Limes, High Street 8.15pm

PRESENT: Mr Robinson (Chairman), Mrs Mead-Blandford, Mr Hallett, Mr Freeman, Mr Clarke, Mrs Pidgeon, Mr Goater, Mr Pidgeon, Mr Webb

District Cllr Cathcart, District Cllr McCraith

Members of Public :1

1. APOLOGIES FOR ABSENCE

Mrs Cooper, Mrs Vigus, Mr Sappol, Mrs Hirtzel, County Cllr Mrs Oliver

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETINGS

3.1 5th February 2013

Minutes of the meeting held on Tuesday 5th February 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 F.O.I. Request Appeal

The Clerk was waiting to hear from the Information Commissioner's office regarding information they required.

4.2 High Street Traffic Issue

Mr Hallett confirmed that a meeting had been arranged the following week with the various parties.

4.3 Replacement Street Lighting

Mr Clarke expressed concern over the replacement light outside the cemetery which was on the opposite side of the road to the footpath. Mr Hallett advised that the new light was 6 metres tall, one metre taller than the old one. As a result it would be too close to a power cable if left in the original position. Mrs Mead-Blandford stated that Balfour Beatty were taking a long time to complete the work. There was limited footpath outside the Hoops forcing pedestrians to walk in the road. It was noted that very little work had taken place during the past week. Mr Hallett agreed to urge the completion of the work with Balfour Beatty.

*-Mr
Hallett*

4.4 Bus Stop Litter Bin

The bin emptying was now on the refuse collection schedule.

4.5 Refurbishment of The Causeway pump

The Clerk had replied to the letter discussed at the last meeting. She had since spoken to the Conservation Officer who advised that the pump looked completely different to the photographs taken when it was listed. The appearance may have been changed when the pumps were last refurbished. The Conservation department were going to make a site visit and would be in touch with their findings.

4.6 Bassingbourn At Home

Mr Webb advised that funding was being requested for Bassingbourn At Home and it was agreed that this would be placed on the agenda for the March Parish Council meeting.

-Clerk

5. CORRESPONDENCE

5.1 Replacement Street Lighting –Elm Tree Drive Residents

The residents had sent a letter to the County Council relating to the change in lighting in Elm Tree Drive. The Letter had been copied for information to the Parish Council.

It was stated that the plans for the replacement lights had been out a long while and the time to query them was at that stage.

6. OPEN FORUM

6.1 High Street Traffic

A parishioner, who had previously made suggestions regarding traffic calming measures from

-Mr

The Causeway into the High Street, asked if his suggestions for a flashing speed sign had been considered. Mr Hallett confirmed that he would seek advice from County Council Highways when they met and also try to get a current view on the flashing signage. The Chairman reiterated that everyone was aware that there was a problem in The Causeway and the High Street and over the years various attempts to address the problem had been made. The Parish Council would keep trying. *Hallett*

7. FINANCE

7.1 Payment of Accounts

BUCHANS LANDSCAPES

Grounds Mtce February 2013 (inc. £276.53VAT) £1659.19

ROYSIA GAS AND OIL

Repair the Cemetery Lodge boiler and service (inc. £78.44VAT) £ 470.64

MRS D ARTUS

Reimbursement for conservation tree and guard £ 26.98

MRS S WALMESLEY

Clerks salary & expenses 1/02/13 –28/02/13 £926.25

TOTAL £3083.06

It was noted that the computer virus protection was included in the Clerk's expenses. She was asked to charge a proportion of the costs to the other Parish Councils she worked for. It was agreed that this would be included in the next stationery contribution invoice.

The invoices were checked by Mr Hallett. Agreed. PROPOSED Mr Hallett SECONDED Mr Clarke.

7.2 Project Reserves 2012/13

These had been briefly discussed at the Recreation Ground committee meeting. They would be finalised at the next Parish Council meeting.

7.3 Open Space Maintenance

This allocation had been earmarked when Elbourn and Fortune Way were built with the intention that interest earned on the investment would pay for the maintenance. This had not been the case in recent years with the Parish precept paying the grasscutting charges due to the low bank interest rate. It was suggested that from now onwards the capital sum could be reduced to cover the costs over the coming years. The Clerk was asked to look at the Section 106 Agreements, to make sure that this was allowed, and this would be discussed again at the Parish Council meeting on the 19th March 2013. *-Clerk*

8. VILLAGE MAINTENANCE

8.1 Street Signs

The District Council Address Management Officer had thought that the signs had been installed. She would follow up with their contractor.

8.2 The Causeway Traffic Calming Gate

The Chairman agreed to see if he could source a suitable gate, as discussed at the last meeting. *-Mr Robinson*

8.3 Ditch Clearance

Mr Clarke expressed his concern over the condition of the ditches in the village. He advised that years ago there used to be a team that went around annually to the different villages clearing them. This did not happen anymore. Mr Cathcart advised that the District Council had a statutory obligation to clear the 'awarded' courses. In Bassingbourn there was only one which went from Wellhead through to Mill Lane. It was believed that some of the ditches belonged to the farmers. The Clerk would find out who was now responsible for the clearing and report back at the next meeting. *-Clerk*

9. PARISH FIREWORK DISPLAY

Mr Webb stated that as Bassingbourn Barracks was now closed and therefore no longer ran the bonfire night event, he thought it would be nice for the parish to hold a firework display. He estimated that the upfront costs would be £1500 -£2000 with the idea that the costs would be repaid through entrance charges and refreshments. Any excess raised could be donated to Bassingbourn charities. Mr Hallett agreed that it would be a good idea but advised that there was currently no provision in the budget. The Chairman agreed to see how the budget could be adjusted as the intention was for the expenditure and income to cancel each other out. The District Councillors suggested that the primary school and Village College be included in the preparation.

The financing of the proposed event would be an agenda item for discussion again at the Parish Council meeting on the 19th March 2013.

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

10.1 Overgrown Shrubbery

Mrs Mead-Blandford advised that residents of The Limes were still concerned over the overhanging shrubbery from 65 High Street. The Clerk confirmed that a letter had been sent following the Parish Council meeting in January 2013. Mr Webb volunteered to speak to the residents at the property.

-Mr Webb

10.2 Dog Training Field

Mrs Mead-Blandford asked the position of the occupants of the field on The Causeway. Planning Permission for the dog training centre had been refused by the District Council. Mr Cathcart believed that the letter of notice had only been sent out recently and so there was six months to leave the site. He agreed to check the exact position with the District Council.

*-Mr
Cathcart*

10.3 Parish Councillor –Val Vigus

Mr Hallett advised that he had received apologies from the next few meetings as she was undergoing surgery. Councillors wished her a speedy recovery and asked the Clerk to pass on their best wishes in a get well card.

-Clerk

10.4 Meeting with Planning Officer, Paul Sexton

Mr Cathcart confirmed that he was urging a meeting with Mr Sexton to conclude various ongoing activities in the village. Mr Hallett had been advised that week commencing 25th March was a possibility.

11. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday 2nd April 2013

The Chairman closed the Meeting at 9.05 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd April 2013 at
The Limes, High Street 7.45pm

PRESENT: Mr Robinson (Chairman), Mrs Mead-Blandford, Mr Hallett, Mr Clarke, Mr Webb, Mrs Cooper

District Cllr Cathcart

Members of Public :6

1. APOLOGIES FOR ABSENCE

Mrs Vigus, Mr Sappol, Mr Goater, Mrs Pidgeon, Mr Pidgeon, Mr Geraghty, Mr Freeman, County Cllr Mrs Oliver, District Cllr Mr McCraith

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETINGS

3.1 5th March 2013

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4. MATTERS ARISING

4.1 F.O.I. Request Appeal

The Clerk was waiting to hear from the Information Commissioner's office regarding information they required.

4.2 High Street Traffic Issue

Mr Hallett, Parish Council Chairman, gave an update as reported at the Parish Council meeting on the 19th March 2013. He advised that the Highway Engineer had confirmed that reduction in speed limit to 20mph at the primary school would cost around £1400. The County Council had agreed that this cost be covered by the successful bid made in the 2011/12 round of County Minor Highway improvements. The cost of extending the 20mph speed limit along the High Street to The Causeway would cost an additional £3000. This was because the side roads would need signage to advise of the change of speed.

The Chairman reported that County Councillor Mrs Oliver had advised that Ms Lunn was going to meet with High Street residents directly to discuss the proposed change and their parking issues. An updated plan was needed from her in order to push any scheme ahead. Mrs Oliver had chased Ms Lunn for this.

Mr Cathcart raised concern over signage in the High Street which was within the conservation area. He suggested that the Parish Council should pursue speed tables at each end of the High Street as discussed previously. Mr Hallett confirmed that Ms Lunn and Mrs Oliver did not think that speed tables would be necessary with a reduction in the speed limit.

The Chairman stated that Councillors needed to be mindful of spending a lot of money that could be used elsewhere in the village. This would be discussed again once an update from Ms Lunn was available.

4.3 Replacement Street Lighting

Mrs Oliver had reported that the residents in the Tanyard had been told that a column could be reinstated at the end of the road on the bend but an alternative street light needed to be identified for removal. Councillors were asked for details of any they thought could be removed. Mrs Cooper and Mrs Mead-Blandford, both residents of the High Street, suggested removing a lamp from there. Mrs Cooper had reported problems with excessive light from a lamp outside of her property to the County Council.

4.4 Overgrown Shrubbery

Councillors were advised that there had been some action taken at the property at the junction of the High Street and The Limes.

5. CORRESPONDENCE

5.1 Guise Lane

Mr Hallett had received a letter from a resident of Guise Lane concerned over rumours relating to

the Barracks ski slope access from Guise Lane. The single track lane was in very poor condition with many pot holes and little tarmac. It was not suitable for a lot of traffic. If the slope was to get visitor access from Guise Lane it would be very intrusive to many of the residents as their properties were extremely close to the road. The resident concluded by stating that before any decisions were made regarding the access a discussion should take place with the residents.

The Chairman read an update from County Cllr Mrs Oliver which stated that discussions had continued with the DIO and MOD to ensure that all clubs, associations and the museum could continue to access the Barracks via the main gate. Various other access points had been discussed but to date none had found favour. Mrs Oliver added that she was quite sure that should the situation change there would be full and details discussions with residents, parish councillors and County Highways. She also reiterated that the Barracks was not on the list for closure and would remain very much part of the community.

FOR INFORMATION

LOCAL COUNCIL REVIEW –Spring 2013

LOCAL AUTHORITY BUILDING & MTCE –March 2013

CAME & COMPANY –Parish Matters March & April 2013

CAPALC –Invoice for 2013/14(to be paid in June 2013) & Benefits of membership

CCC –Introduction of Electronic Consultation for CCC Planning Applications

6. OPEN FORUM

6.1 Guise Lane

Residents from Guise Lane were in attendance. A discussion took place on past actions and intentions of access to the Barracks from Guise Lane. There was a feeling through social networking that the ski club had already been in discussion with the authorities on this access. Everyone agreed that it would be a shame for all the organisations and groups based at the Barracks if they had to leave. The Chairman stated that at the moment this was just speculation and felt that Councillors would not support any change in Guise Lane as a Parish Council.

Concern was then expressed over the parking at the junction of Guise Lane and North End. There was some work being carried out on one of the properties at the end of North End so there were extra vehicles. Residents were advised that if the parking was considered dangerous the car registration number should be taken and the police advised. Mr Webb added that residents were welcome to attend the Neighbourhood Police Panel Meeting where they could discuss the problem with the police officers in person. The next meeting was to be held on the 16th April 2013 at Melbourn Village College.

7. FINANCE

7.1 Payment of Accounts

BUCHANS LANDSCAPES

Grounds Mtce March 2013 ((inc. £276.53VAT)	£1659.19	
11 Additional cuts to Recreation Ground 2012/13 (inc. £196.35VAT)	£1178.10	£2837.29

THE LIMES COMMUNITY FUND

Use of The Limes for Parish Council meetings/working groups Jan-March 2013	£ 80.00	
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TOTAL		£2917.29
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The invoices were checked by the Chairman. PROPOSED Mr Webb, SECONDED Mrs Cooper.

Agreed.

7.2 Appointment of Internal Auditor 2012/13

It was agreed that LGS Services be asked to carry out the internal audit for 2012/13, as in previous years. Clerk to arrange.

-Clerk

8. VILLAGE MAINTENANCE

8.1 Street Signs

The District Council Address Management Officer had thought that the signs had been installed. She would follow up with their contractor.

8.2 The Causeway Traffic Calming Gate

The Chairman advised that he had hoped to have a picture of the proposed gate with a costing for this meeting. It would be available for the next meeting.

-Mr
Robinson

8.3 Ditch Clearance

Mr Hallett advised that there had been a flood on North End over the Easter weekend where the moat had flooded into Park Terrace. He had directed the residents to the police emergency

numbers and Highways had arranged for sandbags for the residents and directed some of the water down the sewerage drain. The Highway workers had returned on Bank Holiday Monday and dug a culvert in Mill Lane removing a massive amount of roots. This had relieved the flooding for the time being.

Councillors discussed the lack of routine clearance of the culvert entrance but Mr Hallett said that the problem was further down and not at the culvert entrance. He suggested that the Highway team be thanked for their action over the Bank Holiday Weekend which was agreed.

A discussion then took place on maintenance of ditches as a whole. As discussed at the last meeting the Clerk was to obtain guidelines on responsibilities from Highways and once these were known requests to clear the ditches could be made to the relevant people. -Clerk

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

10.1 Kneesworth and Causeway benches

Mr Webb asked the Clerk to confirm with the successful contractor the refurbishment work. The benches in Kneesworth and outside the Cemetery needed immediate attention. -Clerk

10.2 Highway works

Mrs Mead-Blandford expressed her concern over having to get the permission of the County and District Councils to carry out small highway works in the village. They were costing so much more than if the work was carried out locally. She was reminded that the land was not parish owned and that Cambridgeshire County Council had a statutory responsibility for construction, maintenance and resulting liability.

11. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday 7th May 2013

The Chairman closed the Meeting at 9.00 pm

Chairman

Date



Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 23rd April 2013 at
The Limes, High Street 7.00pm

PRESENT: Mr Robinson (Chairman), Mr Hallett, Mrs Pidgeon, Mr Pidgeon, Mr Clarke, Mrs Mead-Blandford

County Cllr Oliver

Members of Public 5

1. APOLOGIES FOR ABSENCE

Mr Freeman, Mr Geraghty, Mrs Cooper, Mr Sappol, District Cllr Cathcart

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. OPEN FORUM

3.1 High Street Lighting Column

Concern was expressed over the amount of light given off by one of the replacement lighting columns. The Chairman advised that the Parish Council had approached Balfour Beatty about the removal of the column but had been told that a certain amount of light must be given out. The parishioner stated that he had been advised that the lamp could be changed back to the original and a plate could then be put over to reduce the light across the road. The County and Parish Councils needed to support this option. Mrs Oliver advised that she would consult the County Council. Parish Councillors were in agreement that they would support the change.

*-Mrs
Oliver*

4. F.O.I. REQUEST APPEAL

The Chairman advised that the Information Commissioner's Officer had suggested that, as the information held on the document requested was formatted differently to the information previously supplied, the Commissioner would need to issue a decision notice which upheld the complainant's complaint resulting in the Parish Council having to supply a copy of the document. It was suggested that the Parish Council now give a copy of the document to the complainant and the Information Commissioner's Office would write and request that the complaint is withdrawn as the information has been provided.

-Clerk

Councillors agreed that the Clerk provide a copy of the invoice as originally requested and advise the Information Commissioner's Office.

5. Councillors items for information and requiring the urgent attention of the Clerk

There were no other points raised.

The Chairman closed the Meeting at 7.08 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th May 2013 at
The Limes, High Street 7.50pm

PRESENT: Mr Robinson (Chairman), Mrs Mead-Blandford, Mr Hallett, Mr Clarke, Mr Sappol, Mrs Cooper, Mr Geraghty, Mrs Pidgeon, Mr Pidgeon, Mrs Vigus, Mr Freeman

District Cllr Cathcart, District Cllr McCraith, County Cllr Dent

Members of Public :0

1. APOLOGIES FOR ABSENCE

Mr Webb

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETINGS

3.1 2nd April 2013

Minutes of the meeting held on Tuesday 2nd April 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

3.2 23rd April 2013

Minutes of the meeting held on Tuesday 23rd April 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 F.O.I. Request Appeal

As agreed at the meeting held on the 23rd April 2013 the Clerk had forwarded copies of the requested invoices to Mr Wright and advised the Information Commissioner's office that this had been done.

4.2 High Street Traffic Issue

Mr Hallett updated the meeting on what had happened to date and how the 20mph speed limit had been rejected and waiting restrictions were currently under consideration. County Highways were going to put some temporary markings in place to show where these would be. The Chairman expressed concern over the lack of progress on this issue stating that it seemed to be going backwards. He reiterated the two main issues, access and vehicles mounting the pavement. Mrs Mead-Blandford advised that the large vehicles from the wireless station did not appear to be travelling through the High Street now at peak times. Mr Dent advised that he had a meeting arranged with ex-County Cllr Mrs Oliver where he would get up to date on what was going on. He would keep Councillors updated.

5. CORRESPONDENCE

5.1 SCDC The Causeway Pump

A letter had been received from the Conservation Officer, Shona Smith, advising that there was evidence to suggest that the frost box was not repaired but replaced in a different style to the one which previously existed. Mrs Mead-Blandford advised that the contractor who had carried out the recent work had offered to separate the wooden case into sections so that it resembled the photograph supplied. A discussion took place on who owned the pumps which was unclear. Mr Dent offered to try and find out when he visited the County Council offices later in the week. His offer was accepted. It was also agreed that the Clerk reply to Ms Smith advising her of the contractors offer.

*-Mr Dent
& Clerk*

5.2 Councillor Resignation

A letter of resignation had been received from Mr Goater who was moving away from the village. This now meant that there were two vacancies. One was being advertised on the notice board and the Clerk would commence the procedure with the District Council for advertising the second.

-Clerk

5.3 Mill Lane Dog Fouling

A note had been left on the village website from a resident of Mill Lane. His children had put up some notices on the grass verge by their property asking owners of dogs not to let them foul. A dog walker had become very angry over this at which the resident agreed to take the notices

down. The dog walker then pulled the notices out of the ground himself and scattered the dog faeces around.

5.4 Elbourn Way Trees and Footpath

A request was made, by a resident through the website, for the trees from the footpath behind 45 and 50 Elbourn Way to be looked at as they needed some height taken off. There was also a tree trunk leaning across the footpath on the part of the path turning left from Elbourn Way.

Mr Hallett advised that this had been investigated previously about a year ago. The footpath in question did not belong to the Parish Council and, as the land was not registered, nobody knew who owned it. He added that the most dangerous tree was behind number 48 Elbourn Way. The County Council Rights of Way Officer and the District Council Tree Officer, Ms Richardson both agreed that the tree was dangerous and should be removed. As the tree backed onto District Council land (The Limes) Ms Richardson agreed to take this up with the District Council Housing Department but nothing happened. Mr Hallett then suggested that the District Councillors be asked to take the issue up with the Housing Officer as if the tree was to fall it would fall on District Council property. The topping off of the trees was also not within the remit of the Parish Council as they were not on their land. Mr Hallett confirmed that he would look at the tree trunk across the footpath to see if some could be removed as part of footpath maintenance. The Clerk to advise the resident.

-Clerk

FOR INFORMATION

GLASDON Advertisement

CLERKS & COUNCILS DIRECT May 2013

MAGPAS –Newsletter

NORSE -Advertisement

6. OPEN FORUM

There were no members of the public present

7. FINANCE

7.1 Payments to

7.1.1 Bassingbourn Youth Club

Ms Warren, the Youth Club Leader, had asked for half of the precepted youth club allocation to be made available so that she was able to plan. Mr Geraghty asked what the club was doing to support themselves. The Clerk advised that Ms Warren had submitted a written report for the Annual Parish meeting which would be copied to Councillors. Mr Sappol added that the club did a lot of fund raising being helped by other village organisations. Mrs Vigus expressed concern over the lack of control of youngsters signing in at the club and then spending the time at the recreation ground. It was stated that this was not a babysitting service. It was agreed that the half year donation of £1000 be paid. Ms Warren to be asked to keep the Parish Council updated on activities.

-Clerk

7.1.2 Bassingbourn Book Cafe

The Clerk advised that when the Book Cafe was set up the Parish Council agreed to an annual donation of £700 to assist with the running costs. It was suggested that the Book Cafe should also report back to the Parish Council to show how the grant money was spent. A report had been made by Mr Webb at the Annual Parish Meeting. It was agreed that the grant for 2013/14 of £700 be paid.

7.2 Payment of Accounts

WAR MEMORIALS TRUST

Membership 2013		£20.00
MR J H SUCH		
Mole control 5 visits @ £25		£ 125.00
PLAYSAFETY LTD		
RoSPA Inspections 2013 (inc. £39.00VAT)		£ 234.00
HALES PRINTERS		
Newsletters	£749.00	
BBCK At Home (inc.£3.00VAT)	£199.00	£ 948.00
THE POST OFFICE		
Emptying of litter bins (inc. £217.83VAT)	£1307.00	
Emptying of Cemetery bin	£ 168.00	£1475.00
T & J BIRD SIGNS		

Banners for BCK at Home (inc. £33.33VAT)	£ 200.00
NALC	
Annual Subscription of NALC	£ 16.00
CAMBRIDGSHIRE COUNTY COUNCIL	
Annual Rent for The Rouses	£ 55.00
WEBCENTRIC LTD	
Hosting of Bassingbourn.org (inc. £15.00VAT)	£ 90.00
BASSINGBOURN BOOK CAFE	
Donation 2013/14	£ 700.00
BASSINGBOURN YOUTH CLUB	
Half year donation 2013/14	£1000.00
E-ON	
Pavilion electricity (inc. £4.40VAT)	£ 92.38
MRS S WALMESLEY	
Clerks salary 1/04/13 –30/04/13	£732.61
BUCHANS LANDSCAPES	
Grounds maintenance April 2013 (inc. £283.44VAT)	£1700.66
TOTAL	£7388.65

The invoices were inspected by Mr Hallett. Agreed. PROPOSED Mr Hallett SECONDED Mrs Mead-Blandford.

7.3 Agreement of Expenditure for Elbourn Way Tree Work

It had been agreed at the Recreation Ground committee meeting that quotations to cut off the tops of trees would be sought and, due to the time of year, arrange for the work to be carried out as soon as possible before the leaves grew. As no quotations had been received to date this work would now need to be delayed until the Autumn.

8. VILLAGE MAINTENANCE

8.1 Street Signs

The signs on The Causeway and South End had still not been installed. The Clerk to urge with the District Council officer, Diane Duncan, and if she was unsuccessful ask the District Councillors to follow up. -Clerk

8.2 The Causeway Traffic Calming Gate

The Chairman advised that he had hoped to have a picture of the proposed gate with a costing for this meeting. It would be available for the next meeting. -Mr
Robinson

8.3 Ditch Clearance

Mr Hallett advised that this was also brought up at the Annual Parish meeting and needed to be followed up at the AGM (Matters Arising from Annual Parish Meeting). Mrs Mead-Blandford advised that she had seen someone emptying garden rubbish into the ditch on North End. She asked for a note to be put in the Village Voice. A letter would be sent to the Editor. -Clerk

8.4 Churchyard Wall

Councillors were advised that work should start on the repairs to the wall during the current week.

8.5 Provision of Grit Bins

The Clerk had been asked to put this on the agenda again so that a decision on grit bins could be made to enable any new bins to be in position before the next bad weather. Councillors were asked to look and see where additional bins could be located and report back at the next meeting. -Cllrs

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

9.1 Recreation Ground Rubbish

Mrs Cooper expressed concern over the amount of rubbish on the recreation ground caused by pupils of the Village College. She had helped an elderly resident clear some of it on a recent visit. Mr Dent suggested that this be reported to the Deputy Head as the youngsters could have their rights revoked to be allowed onto the Recreation Ground during the lunch break. Mrs Vigus agreed to follow this up with the Deputy Head. Mr Freeman advised that the football club also had the same problem when they needed to use the pitches. He added that there were plenty of bins. It was also agreed that a letter be sent to the Head Teacher expressing these concerns. Clerk to arrange. Mrs Mead-Blandford reminded Councillors that she and Mrs Hirtzel were on the Parish Council/School liaison working group and this could also be brought up at that meeting. It was agreed that all approaches to the Village College should be made. -Mrs
Vigus, Mrs
Mead-
Blandford
& Clerk

10. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday 4th June 2013

The Chairman closed the Meeting at 8.37 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th June 2013 at
The Limes, High Street 8.05pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Clarke, Cllr Cooper, Cllr Pidgeon, Cllr Mrs Pidgeon, Cllr Sappol, Cllr Geraghty, Cllr Freeman, Cllr Vigus

District Cllr Cathcart, District Cllr McCraith

Members of Public: 0

1. ELECTION OF CHAIRMAN

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

2. APOLOGIES FOR ABSENCE

County Cllr Dent.

3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

4. MINUTES OF LAST MEETINGS

4.1 7th May 2013

Minutes of the meeting held on Tuesday 7th May 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

5. MATTERS ARISING

5.1 F.O.I. Request Appeal

Two further communications had been received from the parishioner with the latest relating to the breakdown costs of the additional materials used to refurbish the pump. As these details were not held by the Parish Council, as they agreed the total cost, there was no further information that could be provided. Clerk to advise the parishioner.

-Clerk

5.2 High Street Traffic Issue

Cllr Hallett advised that the Highway Engineer had advised that temporary markings had been put on the High Street where the yellow lines were proposed. He urged Councillors to walk around and see where these were before the next meeting so that the permanent markings could be agreed.

-Cllrs

5.3 Causeway Pump

A letter had been received from the District Council asking that before work began on the frost box, as discussed at the last meeting, details of the roof needed to be agreed as it currently appeared to have been constructed from lead flashing with too many nails holding it together.

A discussion again took place on ownership which Cllr Dent had agreed to find out from the County Council at the last meeting. It was acknowledged that it had been the duty of the Parish Council in the past to keep the pumps maintained. Cllr Cathcart agreed that it was difficult to get a balance adding that the village needed to protect and preserve originality. After further discussion it was agreed that the Clerk would reply advising that there were currently no plans to re-roof the frost box, ask if there was any funding available and advise that there was a query as to the ownership of the pumps.

-Clerk

6. CORRESPONDENCE

Correspondence received was discussed under agenda items.

FOR INFORMATION

WAR MEMORIAL TRUST –Bulletin May 2013

LUMINUS NEWS –Spring 2013

AUTELA PAYROLL SERVICES –Advertisement

BANNARD –Advertisement

7. SKI CLUB PRESENTATION

There were no members of the Ski Club present.

8. OPEN FORUM

There were no members of the public present.

9. FINANCE9.1 Payment of Accounts**BUCHANS LANDSCAPES**

Grounds Mtce May 2013 (inc. £283.44VAT) £1700.66

GP ROGERS

Repair to Churchyard Wall £2959.00

HALES PRINTERS

BBCK At Home (inc.£3.72VAT) £325.82

WORBOYS FARM PARTNERS

Half year rent for allotment land 1/1-30/6/13 £150.00

MRS S WALMESLEY

Clerks salary 1/05/13 –31/05/13 £728.81

TOTAL

£5864.29

Cllr Hallett confirmed that he had inspected the work carried out on the Churchyard wall.

The invoices were checked by the Chairman. PROPOSED Cllr Clarke, SECONDED Cllr Mead-Blandford. Agreed.

10. VILLAGE MAINTENANCE10.1 Street Signs

Cllr Hallett confirmed that the sign on The Causeway was now in place. The District Council officer, Diane Duncan, had advised the Clerk that the contractor had asked a resident on Brook Road corner if the sign could be erected on his wall. The resident did not agree as he was concerned about the damage this may cause. Placing the sign further down would restrict the width and use of the path. Ms Duncan asked for suggestions.

10.2 The Causeway Traffic Calming Gate

The Chairman had a sketch of the proposed gate which he estimated would cost a total of £220 - £240. This would be forwarded to the Clerk who would then seek the view of the Highway Engineer.

*-Cllr
Robinson
& Clerk*

10.3 Ditch Clearance

Cllr Hallett reminded councillors that if a specific location was known problems could be followed up with the District Council as they had the Bylaws to make landowners deal. Cllr Clarke advised that the ditch which ran under the road beside the SPAR needed to be cleared. It was reiterated that a very specific location was needed to follow through. Cllr Cathcart offered to see if he could obtain a drainage map of the village to use. The Chairman suggested that the village conservation group, or village volunteers, could help with the ditch clearing. Cllr Mead-Blandford suggested that the community service people should be able to offer some help and offered to make contact. The Clerk advised that the Recreation Ground committee Chairman, Cllr Webb, was already investigating this option and suggested Cllr Mead-Blandford liaise with him.

*-Cllr
Cathcart,
Cllr Mead-
Blandford*

10.4 Churchyard Wall

Cllr Hallett suggested that, as it was getting on for three years since the wall was first inspected, an allocation should be put in the budget for 2014/15 for some work to prevent deterioration.

10.5 Provision of Grit Bins

Locations were requested for installing bins. Cllr Geraghty suggested that corner of Spring Lane and Knutsford Road. The Chairman asked Councillors to come to the next meeting with their proposals.

-Cllrs

10.6 Request for Dog Waste Bin –Chestnut Lane

A Kneesworth resident had asked the District Council to clear some dog mess from Chestnut Lane, which they did, and they suggested asking the Parish Council to request a dog waste bin. The Clerk advised that the District Council had been asked about this location in the past and they had refused at the time but said they would monitor the situation. It was agreed that the Clerk would try again.

-Clerk

11. REVIEW COMMITTEE TERMS OF REFERENCE

These had been circulated to Councillors. It was agreed that no changes needed to be made.

12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK12.1 Flowers for Mrs Oliver

Cllr Vigus advised that she had prepared and delivered a bouquet to Mrs Oliver as agreed at the Parish Council AGM. She had since received a telephone call to say thank you to the parish.

12.2 BT sunken cover

Cllr Mead-Blandford reported that the cover was by the village green. The Clerk was asked to report to BT Openreach as it was a safety issue.

-Clerk

12.3 Solar Panel Packaging

Cllr Pidgeon reported that the contractors installing solar panels in the District Council bungalows had left the packaging outside the properties making it difficult for some residents to leave their homes.

13. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday 2nd July 2013

The Chairman closed the Meeting at 8.45 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd July 2013 at
The Limes, High Street 8.50pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Clarke, Cllr Cooper, Cllr Sappol, Cllr Geraghty, Cllr Freeman, Cllr Vigus

District Cllr McCraith, County Cllr Dent

Members of Public: 4

1. APOLOGIES FOR ABSENCE

Cllr Mrs Pidgeon, Cllr Pidgeon, Cllr Sappol, Cllr Hirtzel, District Cllr Cathcart

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. BASSINGBOURN YOUTH CLUB

Candice Warren, the Youth Club Leader, had recently resigned from the club. Deborah Townsend was in attendance to update Councillors.

She advised that it was very unfortunate that Candice resigned but the organisation comprised of a number of volunteers and a small management committee who all still want the club to continue. It was understood that the community centre, where meetings were held, would be withdrawn from public use from the end of the year when building work at the village college started. Councillors were asked for help to find an alternative venue. There were over 75 youngsters as members with 14 volunteers. Cllr Geraghty suggested the Pavilion could be used although there was a concern over lighting and access. Ms Townsend advised that she was to have a meeting with the Village College Principal to find out more information.

Mrs Mead-Blandford asked if the club would continue its affiliation with 'Young Lives'. Ms Townsend confirmed that it would but the volunteers did not want to spend any more money until the future of the club was secure. She was then asked whether the club would continue running for 52 weeks of the year. Ms Townsend stated that she felt this had been misinterpreted and suggested it would be more feasible to run the club just during term time. She confirmed that the £1000 donation made by the Parish Council for 2013/14 was in the bank and had not yet been used. Ms Townsend agreed to find out as much information as possible about the use of the community room, and future of the club, and she would liaise with the Clerk for an update at the next meeting.

The Chairman thanked Ms Townsend for her presentation.

4. MINUTES OF LAST MEETINGS

4.1 4th June 2013

Minutes of the meeting held on Tuesday 4th June 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

5. MATTERS ARISING

5.1 High Street Traffic Issue

Councillors were asked their thoughts on the temporary markings. Cllr Dent advised that he had received a couple of comments from High Street residents who had suggested slight changes. Cllr Hallett advised that the temporary markings had not been made across the access for Playles Yard. He added that markings would not be put in front of Hattie's cafe. It was stated that whatever happened it would not please everybody. It was then proposed that the temporary markings, plus a line across Playles Yard access, be made permanent. All Councillors in agreement. Cllr Hallett would liaise with Cllr Dent and Ms Lunn.

*-Cllr
Hallett &
Cllr Dent*

6. CORRESPONDENCE

6.1 Minutes

A communication had been received from a parishioner asking for the website to be updated with copies of approved minutes and also the notice board. This would be acknowledged.

-Clerk

FOR INFORMATION

CLERKS AND COUNCILS DIRECT –July 2013
 LOCAL COUNCIL REVIEW –Summer 2013
 South Cambs Transport Directory 2013
 LOCAL AUTHORITY BUILDING & MTCE –June 2013
 HAG/SMP Advertisement

7. SKI CLUB PRESENTATION

Cllr Dent had requested a meeting with the Minister concerned, and the MP Andrew Lansley, to discuss the situation. A representative from the Ski Club, Mr Gray-Stephens, reported that they club were trying to work with the different bodies concerned. South Cambridgeshire District Council was very positive and Highways were looking at average traffic figures, which were not a large volume, but accepted that there would be an increase for Guise Lane residents. Mr Gray-Stephens stated that he hoped an agreement could be reached so that a planning application could be submitted. Highways were very positive about the use of the north gate off the A1198. There were no issues with access and suggested a lane could be added to the road. Cllr Dent advised that he had made an application for funding this. If access through the north gate was allowed the clubs could be responsible for a combination lock adding that the British cycling club were also keen to go onto the site. A decision still needed to be made regarding the future use of the Barracks and this was scheduled for September 2013. The Chairman thanked Mr Gray-Stephens for his update.

8. OPEN FORUM

There were no issues raised.

9. FINANCE

9.1 Payment of Accounts

HALES PRINTERS

Newsletters £ 789.00

MRS L PIDGEON

Paint for cemetery fence £ 11.98

MRS V VIGUS

Reimbursement for flowers (agreed at PC AGM) £2 over budget £ 32.00

MRS S WALMESLEY

Clerks salary and expenses 1/06/13 –30/06/13 £818.61

HMRC

PAYE 1/4/13 -30/6/13 Tax £2.80 NI £65.67 (Emp £36.09) £ 68.47

TOTAL £1720.06

The invoices were checked by the Chairman. PROPOSED Cllr Clarke, SECONDED Cllr Mead-Blandford. Agreed.

9.2 Approval of Expenditure –Play Area Repairs

A quotation had been received from Playdale for the repair to the bridge. Cllr Hallett had sought a second quotation. It was stated that the repair should be made as soon as possible. It was then agreed that Playdale be asked to go ahead with the repair at a cost of £266.06 plus VAT which was considered reasonable. Clerk to advise Playdale. -Clerk

9.3 Approval of Expenditure –Cemetery Lodge

Cllr Hallett had requested this item on the agenda in case the expenditure needed on the Lodge exceeded the remits allowed for the committee. From the quotation received so far it would not.

10. VILLAGE MAINTENANCE

10.1 Street Signs

It was confirmed that the signs were all now in place.

10.2 The Causeway Traffic Calming Gate

Cllr Robinson to forward the photograph, discussed at the last meeting, to the Clerk so that she could follow up with County Highways. -Cllr Robinson

10.3 Ditch Clearance

Cllr Mead-Blandford and Cllr Webb to liaise with the Community Service people to see if they could assist. -Cllr Webb

10.4 Provision of Grit Bins

Cllr Hallett advised that Cllr Hirtzel had some additional locations in mind for grit bins. She was currently trying to get the existing bins filled.

10.5 Request for Dog Waste Bin –Chestnut Lane

The District Council had advised that they did not feel a bin was needed at the present time but would monitor the area. The Clerk had received a further telephone call from the Kneesworth resident who was disappointed to hear of this decision. He had since made further contact with the District Council who said that they would revisit the request. He had provided photographs for the Clerk to send to them in support. Councillors agreed that the Clerk do this.

- Clerk

11. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK11.1 Melbourn Village Fair

Cllr Clarke advised that he had attended the Fair the previous weekend and was impressed by the presentation of plans for their community hub. A discussion took place on the comparison between Melbourn and Bassingbourn. It was stated that it was intended that the new Pavilion would contain a community room once built.

11.2 Water on A1198

Cllr Dent advised that this had been investigated and it was a spring from a garden which had appeared due to the high water table.

11.3 Potholes

Cllr Dent had been out with the County Surveyor to look at the potholes and he agreed that the repairs on the A1198 had been poorly done especially in the middle of the road. The County Council had agreed that they would repair the A1198 potholes and sides of the roads on The Causeway. There was a new highway officer, Stephanie Maloney, who would be responsible for arranging the repairs.

11.4 Pumps

Cllr Dent confirmed that he was still trying to find out who owned the pumps.

11.5 Bench Refurbishment

The Clerk was asked to urge the refurbishment with the contractor.

-Clerk

11.6 Path from Chestnut Lane

Cllr Mead-Blandford asked if there had been any further news on the path. Councillors were reminded that the proposed location was not on the Wireless Station landowners land so this was not straightforward.

11.7 Grasscutting

Cllr Mead-Blandford suggested that there should be less verge cutting around the village to help the environment and wildlife. Councillors agreed this would be considered when the grasscutting contracts came up for renewal in 2014.

12. DATE OF NEXT MEETING

Due to holidays it was agreed that the August meetings would be held on the same evening as the scheduled Recreation Ground committee meeting, 21st August 2013, with a shortened agenda. Clerk to arrange for all the meetings to be held in The Limes.

-Clerk

The Chairman closed the Meeting at 9.40 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Wednesday 21st August 2013 at
The Limes, High Street 7.50pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Cooper, Cllr Sappol, Cllr Freeman, Cllr Vigus, Cllr Webb, Cllr Hirtzel

District Cllr McCraith, District Cllr Cathcart

Members of Public: 0

In the absence of Cllr Robinson Cllr Hallett chaired the meeting.

1. APOLOGIES FOR ABSENCE

Cllr Robinson, Cllr Clarke, Cllr Pidgeon, Cllr Mrs Pidgeon, County Cllr Dent

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETINGS

3.1 2nd July 2013

Minutes of the meeting held on Tuesday 2nd July 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. CORRESPONDENCE

4.1 127 Bus Route

Concern had been expressed by a parishioner over the buses being used for the route. Examples of how they were not suitable were read out to the meeting. It was felt that any old bus would do and an appeal for a newer younger bus with more facilities was made.

It was agreed that the letter would be sent to Cozy's Bus Company for their comments.

-Clerk

5. OPEN FORUM

There were no members of the public present.

6. FINANCE

6.1 Payment of Accounts

BROKER NETWORK LTD

Additional Premium for Increase to Fidelity cover £ 31.31
 (Cheque approved and sent 31/7/13)

BUCHANS LANDSCAPES £1700.66

Grounds Mtce July 2013 (inc. £283.44VAT)

MR M HALLETT

Reimbursement for notice board keys £ 2.90

TOTAL £1734.87

The invoices were checked by the Chairman. Agreed. Proposed Cllr Cooper, Seconded Cllr Mead-Blandford.

Cllr Sappol advised that the cost of printing the Village Voice should now be reduced as he had requested fewer copies due to the change in the Barracks occupation.

6.2 Approval of Expenditure for Pavilion Project Engineer

The Chairman advised that the Recreation Ground committee had been looking for a Project Manager, to get the Pavilion project underway, and had agreed the appointment of Bridget Smith who was experienced in obtaining grants.

Cllr Webb explained that various meetings had been held with Ms Smith who was the leader of the recent Gamlingay Eco-Hub project. She had advised that to get the project off the ground her fee would be £1860 which was over the amount that the Recreation Ground committee were allowed to approve.

Cllr Webb was asked questions on the role of Project Manager and he explained that the Pavilion Working Group and sports clubs would be working alongside her. The Chairman advised that neither of the two applicants could manage the whole project but Ms Smith was preferred due to her fundraising experience. Cllr Mead-Blandford asked whether this position had been

advertised. Cllr Webb confirmed that it had been advertised in the Village Voice and by word of mouth. He added that the £1860 was to get the project underway. Further approval would need to be sought for the next stage.

It was then proposed by Cllr Sappol seconded by Cllr Hirtzel that the expenditure of £1860 be approved. A vote was taken with four Councillors in agreement and three abstentions. Carried. Cllr Webb would report back to the Recreation Ground committee.

7. VILLAGE MAINTENANCE

7.1 Provision of Grit Bins

The Chairman and Cllr Hirtzel had looked at possible locations for additional bins as the bins installed in 2012 had been well used and there had been very few complaints. The locations were:-

- North End near Church Close
- High Street on the grass verge outside the old bakery (ownership of land to be confirmed)
- High Street/Spring Lane corner
- The Causeway
- Elbourn Way corner (The Causeway/Elm Tree Drive corner had been suggested but it was thought more likely to attract anti-social behaviour in that location)
- The Causeway outside the Cemetery
- The Causeway near Nightingale Avenue
- Old North Road Yuva Car Park (permission to be sought)
- South End near the Village College

A discussion took place on the responsibilities of gritting and Councillors were reminded that the grit was there for parishioners to use themselves. Cllr Hirtzel suggested highlighting this in the Village Voice and ask for parishioners to grit in bad weather. She also expressed concern over the bins blowing around when they were empty at the end of the season. It had been suggested by Highways that bricks be put in them to weigh them down. Cllr Freeman suggested that the Parish Council could buy some bags of rock salt which would be a better option.

-Clerk

Due to the time the Clerk offered to prepare a list of the proposed locations, in consultation with the Chairman and Cllr Hirtzel, for finalisation at the meeting on the 3rd September 2013.

7.2 Repair of village benches

Cllr Webb advised that he had tried to get a date for the repair work to be carried out from the contractor, Stewart Littlefair, but he was non committal. The Clerk also confirmed that she had e-mailed him. Cllr Webb then proposed that as there was no sign of the work being carried out the contract be awarded to the next lowest bidder who had quoted £700. This was agreed. Whitmead Services would be asked to carry out the work and the Clerk would advise Mr Littlefair of this decision.

-Clerk

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

8.1 Footpath 6 and Park View

A problem had been reported to the District Council about the footpath and steps which were breaking up. This had been acknowledged and it was confirmed the repair work would be carried out as a matter of urgency.

8.2 Village College Facilities

Cllr Mead-Blandford reported that she had been approached by parishioners about changes to the facilities and had tried unsuccessfully to find out what was happening. This would be an agenda item for discussion at the next meeting.

8.3 Litter in High Street

Mrs Mead-Blandford advised that there was a lot of rubbish accumulating in the High Street and suggested a letter be sent to local businesses asking them to keep the area outside of their premises clear. This would be discussed at the next meeting.

8.4 Speedwatch Scheme

The Chairman advised that he had been contacted by Vic Nickson regarding the Speedwatch scheme. He wanted to talk to Councillors about the latest situation. The Chairman would invite him to the next meeting.

-Chairman

9. DATE OF NEXT MEETING

3rd September 2013

The Chairman closed the Meeting at 8.35 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 3rd September 2013 at
The Limes, High Street 7.50pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Hallett, Cllr Clarke, Cllr Freeman, Cllr Vigus, Cllr Hirtzel, Cllr Pidgeon, Cllr Mrs Pidgeon

District Cllr McCraith, District Cllr Cathcart, County Cllr Dent

Members of Public: 1

1. APOLOGIES FOR ABSENCE

Cllr Cooper, Cllr Sappol, Cllr Webb, Cllr Geraghty

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. SPEEDWATCH SCHEME

Mr Nickson, village Speedwatch volunteer, was introduced.

He advised that there was now a new Police emphasis on Community Speedwatch whereby a business support unit had been set up and local policing schemes would provide a direct link with the community and help set up schemes if needed. A major concern with the previous Speedwatch scheme was the withdrawal of volunteers.

In 2009 Bassingbourn-cum-Kneesworth Parish Council agreed that the scheme be initiated in the village and highlighted spots with problems. Mr Nickson explained how the process worked.

Now there was a re-emphasis on guidelines. The County road safety manager had joined in on supporting villages. Requests had been made for notices to go on signs at the entry to the villages. Bassingbourn had five entry points. Mr Nickson suggested that the sign may help. He then stated that he wanted the endorsement from each Parish Council who ran a Speedwatch scheme and where they wanted the focus. He added that the volunteers were a lot happier with the police support.

The Chairman stated that he applauded the work the volunteers did but would like to see the police take some action on problem areas. Mr Nickson stated that the police had to be high visibility. Cllr Vigus asked the problem with Kneesworth. Mr Nickson advised that there was a concern at the roundabouts. Some private monitoring had been carried out and there were speeds of over 59mph recorded. It was acknowledged that when there was heavy traffic the speeds were much lower.

Cllr Clarke then expressed his concern over speeding motorbikes riding on The Causeway at the weekend. Mr Nickson suggested that if this was a continuous problem to ring the police who, if their priorities were low at the time, would send a car.

It was then proposed by Cllr Hirtzel, seconded by Cllr Clarke that the Parish Council endorse the Speedwatch Scheme in the village. All Councillors in agreement. It was agreed that Speedwatch signs would be considered at a future meeting.

The Chairman thanked Mr Nickson for his update.

4. MINUTES OF LAST MEETING

4.1 21st August 2013

Minutes of the meeting held on Wednesday 21st August 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

5. MATTERS ARISING

5.1 High Street Traffic Issue

The County Council were still to paint the permanent lines. Cllr Dent would follow up with the officers. He added that he hoped the signage would have been in place for the start of the new school term.

-Cllr Dent

5.2 Bassingbourn Youth Club

The Clerk read a response from the Youth Club organisers following on from the last meeting. The Parish Council were reassured that the money allocated to them this financial year was still in the bank. The Club aimed to hold an AGM in September and the Parish Council would be advised

of the date. The Village College Headteacher had been asked if the club could reopen at the community centre for September but a decision was not known.

Cllr Mead-Blandford reported that there were a lot of members of the community concerned over the loss of facilities at the Village College. She had tried to contact the Village College office informally but was told that she would need an appointment. She suggested writing to the Village College Governors to see if anything could be done. Cllr Vigus advised that the Village College was independent of the village. A discussion took place on how the Headteacher could be made aware of the concerns. It was then agreed that a diplomatic approach would be taken as a first step. Cllr Hirtzel would arrange a meeting with the Headteacher to discuss the concerns. If this had no affect a strong letter would be sent to the Village College Governors pointing out that the school should be part of the community and not split apart. Cllr Hirtzel added that at the last liaison meeting the changes to the community services were not mentioned. The only discussion that took place was on the fencing request.

-Cllr
Hirtzel

6. CORRESPONDENCE

6.1 Connecting Cambridgeshire

The Clerk advised that she had received a copy of the new Connecting Cambridgeshire guide which she would circulate to Councillors. She wanted to make them aware that it was in the circulation pack.

Cllr Dent advised that there would be an interactive map put on the Connecting Cambridgeshire website over the next few weeks so progress could then be followed.

6.2 Request for a Dog Waste Bin -Guise Lane

The request had been made by a resident concerned over bags being left along the sides of the lane. It was stated that there was a dog bin already installed at the junction with North End. The Chairman would reply to the resident.

-Cllr
Hallett

FOR INFORMATION

CAMBRIDGESHIRE ACRE –Details of access to members area on website. (User Name and Password details with Clerk)

SOVERIGN PLAYGROUNDS –Advertisement

WAR MEMORIAL TRUST BULLETIN –August 2013

LOCAL AUTHORITY BUILDING AND MAINTENANCE –August & September 2013

7. OPEN FORUM

There were no issues raised.

8. FINANCE

8.1 Payment of Accounts

MRS S WALMESLEY

Clerks salary & expenses 1/08/13 –31/08/13	£734.81
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TOTAL	£734.81
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The invoice was checked by Cllr Hallett. Agreed, PROPOSED Cllr Hallett SECONDED Cllr Freeman.

8.2 SLCC Pay Review

The Pay review took effect from the 1st April 2013. The Clerk asked if her pay could be kept on scale (SCP26). This was agreed.

9. BASSINGBOURN VILLAGE COLLEGE/SPORTS CENTRE FACILITIES

This had been covered in discussion under Item 5.2.

10. VILLAGE MAINTENANCE

10.1 The Causeway Traffic Calming Gate

Cllr Robinson to forward the photograph, discussed at the last meeting, to the Clerk so that she could follow up with County Highways.

10.2 Ditch Clearance

It was noted that no specific location had been reported. The Chairman suggested that once everything died back in the Autumn the problems would be seen. Councillors could then take responsibility for walking along a village ditch to see where these problems were.

10.3 Provision of Grit Bins

A list of proposed locations had been copied to Councillors based on discussions at previous

-Cllr
Robinson

meetings. After further discussion the final locations were agreed:-

- Yuva car park (subject to permission)
- Junction of Nightingale Avenue/The Causeway
- Elbourn Way Corner
- North End near the Pear Tree
- South End by the recreation ground
- Corner of Spring Lane
- High Street outside old taxi office (subject to permission)

It was proposed by Cllr Hirtzel, seconded by Cllr Pidgeon that seven bins be ordered. All Councillors in agreement. The Chairman added that from experience the bins served their purpose and did a very good job in the bad weather. Clerk to order the bins. Cllr Hirtzel to seek permission for the locations not on the highway.

*-Cllr
Hirtzel &
Clerk*

10.4 Request for Dog Waste Bin –Chestnut Lane

As agreed at the July meeting the Clerk had forwarded some photographs taken by a Kneesworth resident to the District Council Health and Environmental Services Supervisor. She had reiterated her response that she would continue to monitor the area over the next three months. The resident had been advised.

10.5 High Street Litter

Cllr Mead-Blandford advised that there was a lot of straw and litter in the High Street. She suggested sending a letter to the businesses in the High Street and also to the farmers asking for the straw to be covered when coming through the village. She added that the fallen straw was blocking the drains. A discussion took place on the issue which Councillors felt was not a big problem. Most shop owners kept the fronts of their shops clear and were often seen sweeping. The felt that this should be praised. A letter may be seen as a criticism.

-Cllr Dent

10.6 Village Pump - North End

Cllr Hallett advised that residents had reported that the pump was loose on its mountings. He then spoke to the residents of 98 North End, who confirmed the pump was on their deeds, and had fixed the pump. Cllr Hallett queried whether other pumps in the village could be on the deed of other residents.

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

11.1 Spring Lane entrance to Ford Wood

It was advised that the entrance was covered with nettles almost to waist height. Cllr Cathcart and Cllr Pidgeon volunteered to cut them back.

*-Cllr
Pidgeon &
Cllr
Cathcart*

11.2 Refurbishment of benches

Cllr Mead-Blandford advised that the contractor agreed at the last meeting was awaiting a formal letter to ask him to carry out the work. This was provided by the Clerk.

12. DATE OF NEXT MEETING

The next meeting would be held on the 1st October 2013

The Chairman closed the Meeting at 9.08pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st October 2013 at
The Limes, High Street 8.05pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Clarke, Cllr Freeman, Cllr Vigus, Cllr Cooper, Cllr Webb, Cllr Geraghty

District Cllr McCraith, County Cllr Dent

Members of Public: 3

In the absence of Cllr Robinson Cllr Hallett chaired the meeting.

1. APOLOGIES FOR ABSENCE

Cllr Sappol, Cllr Hirtzel, Cllr Mrs Pidgeon, Cllr Pidgeon, Cllr Robinson, District Cllr Cathcart

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 3rd September 2013

Minutes of the meeting held on Tuesday 3rd September 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

There was no further update. Cllr Dent stated that he hoped the permanent marking would go ahead soon.

4.2 Bassingbourn Youth Club

An update had been received from Deborah Townsend advising that the club had not been able to recruit a Chairman at the recent AGM. The venue for the club, although not confirmed, was likely to be on the Village College site in either the drama suite or sports hall. The club was likely to be run by volunteers but it was unclear who these would be. The County Council were looking into supplying a youth worker and this could be a way of keeping the club running. The funds donated by the Parish Council earlier in the year were safe and Councillors were asked if these could be used to pay the youth worker who would work around 2.5 hours per week.

Cllr Mead-Blandford stated that she felt too much money was being spent on trips and suggested that there needed to be a clear set of topics for the club. She asked to know the age range of the youngsters concerned. The Chairman confirmed that spending money on an appropriate youth worker was what the money was for. The Parish Council had funded these over the years. A discussion took place on the club and venue. It was then agreed that the Clerk would reply to Ms Townsend advising that before a commitment to spend money on a youth worker was made the venue for the youth club must be confirmed. The Clerk would also request a copy of the youth club accounts. -Clerk

4.3 Cozys Bus Service

A reply had been received in response to the parishioner letter discussed at the last meeting from Mr Powell, Cozys Director. The Clerk read the response to the meeting and it was agreed that a copy of the response be forwarded to the parishioner. Cllr Dent advised that he had also been talking to Cozys to try and get them to recognise that there were people with mobility difficulties needing disabled facilities. He had also asked the County Council officers if the Morrisons roundabout in Royston could be included in the bus route. Cllr Mead-Blandford added that she had been made aware that some of the buses had not been running to time. One 3.15pm bus did not turn up and passengers had to wait for the 5.15pm bus. -Clerk

5. CORRESPONDENCE

5.1 Victim Support

A letter asking for a donation had been received. Even though this was a national organisation the money would benefit people in the local community. £50 had been donated the past years. Cllr Clarke then proposed that £50 be donated again. This was seconded by Cllr Cooper with all Councillors in agreement.

FOR INFORMATION

SOVERIGN PLAY EQUIPMENT –Advertisement

CAMBRIDGESHIRE POLICE & CRIME COMMISSIONER –Police update from Sir Graham Bright

CLERKS & COUNCILS DIRECT –September 2013

LOCAL COUNCIL REVIEW –Autumn 2013

6. OPEN FORUM**6.1 Bassingbourn Out of School Club.**

Representatives from the club advised that the County Council had given the club four weeks notice to vacate the Children's Centre. Ms Linzi Rolfe advised of the history of the club and that they had moved into the building after being promised a 20 year lease although no paperwork had ever been received. The club was previously held in mobile units, owned by the club, on the Village College ground. Ms Rolfe explained the set up of the club management status. A while ago the club were asked if their area could be used for Pre –School two year olds when not in use as an out of school club. This was agreed but there had since been issues with the groups sharing. Now the club had been told that the area in the Children's Centre was needed solely for the two year old Pre-School and the Out of School club had been offered a classroom to relocate to. The County Council or representatives from the Children's Centre would not enter into any discussion with the club. The Headteachers of the Village College and Primary School were very supportive and Ms Rolfe asked for the support of the Parish Council to help them stay in the Children's Centre.

Cllr Dent advised that he had made some investigations and a letter would be sent to Ms Rolfe this week. The Chairman advised that the Parish Council were concerned over the loss of services in the village including the Barracks, Community Centre, sports centre and now the After School Club. He added that the Parish Council did not have the powers to take any action and suggested that the club work with the County Councillor Adrian Dent to try and find a solution.

Cllr Mead-Blandford suggested that the Church room or Chapel might be able to help with accommodating the club. Mr Geraghty suggested the community room at Knutsford Road.

7. FINANCE**7.1 Payment of Accounts****BUCHANS LANDSCAPES**

Grounds Mtce September 2013 (inc. £283.44VAT)		£1700.66
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HALES PRINTERS

Payment in lieu of cheque 103523 19/3/13	£706.00	
Newsletters	£689.00	£1395.00

MRS D ARTUS

Conservation group reimbursement for bulbs		£ 100.00
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THE LIMES COMMUNITY FUND

Donation for use of The Limes April –September 2013 (10@£10)		£ 100.00
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MRS S WALMESLEY

Clerks salary and expenses 1/09/13 –30/09/13		£754.11
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MR A MEAD-BLANDFORD

Decorating of the Lodge exterior		£1200.00
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TOTAL		£5249.77
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The invoice was checked by Cllr Webb. Agreed, PROPOSED Cllr Freeman SECONDED Cllr Geraghty.

7.2 Play Area Fencing

At the September Parish Council meeting it was agreed to go ahead with the cheapest quotation for play area fencing. When the Clerk placed the order the company advised that the price quoted was for galvanised fencing and not green galvanised fencing. The additional cost of this would be £2300.00 plus VAT. Cllr Webb advised that this was still the cheapest out of the three quotations received. He proposed that the additional expenditure be approved which was seconded by Cllr Cooper with all Councillors in agreement. Clerk to follow up on the order.

-Clerk

8. BASSINGBOURN VILLAGE COLLEGE/SPORTS CENTRE FACILITIES

Cllr Mead-Blandford reported that she had attended a meeting with the Head Teacher, Mr Cooper, who confirmed that although he had displaced the youth club from the community centre

he had offered them alternative accommodation. Classrooms were still being kept open for evening classes but no tutors had come forward. It was stated that the reason for this was that the rooms were too expensive to hire. Most people were going to Melbourn Village College for classes. Cllr Dent advised that the village clubs who used to use the community centre had not been offered an alternative venue. He added that because Bassingbourn Village College was a free enterprise school the County Council had no involvement with education for a number of years. It was suggested that the School Governors be approached. Cllr Dent agreed to make the initial contact and then he suggested that maybe two-three Parish Councillors could meet them to discuss the issues. This was agreed.

-Cllr
Dent

9. VILLAGE MAINTENANCE

9.1 The Causeway Traffic Calming Gate

The Clerk confirmed that details of the gate had been forwarded to the County Council for their comments on how next to proceed.

9.2 Grit Bins

Cllr Hirtzel was seeking permission from the landowners for a bin to be positioned at Yuva on Old North Road and also outside the old taxi office on the High Street.

9.3 Entrance to Ford Wood

The Chairman advised that the nettles had been cleared by Cllr Pidgeon.

9.4 Blocked Drains

Cllr Dent confirmed that he had asked the County Council to arrange for the loose straw to be cleared from the drains through the village.

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

10.1 District Council Housing

Cllr McCraith advised of a formation of a Company (South Cambridgeshire Homes) who would be buying and selling District Council housing. They would be selling properties where bringing them up to standard was not feasible. The District Council were to build new housing as well which was rare in this area.

10.2 Vehicles for Sale on A1198

Cllr Freeman expressed concern over the number of vehicles in lay-bys for sale. He asked if this was legal. It was confirmed that as long as the vehicles were taxed and had a current MOT, and the seller was not a car dealer, then it was.

10.3 Bassingbourn Barracks

Cllr Freeman asked for any update on the Barracks and the activities on the site. Cllr Dent confirmed that the army would not let anyone on the site whilst the Libyan army were training there. This would be reviewed after two tranches. Anything civilian had been taken off. Concerns were raised over the security fences and access which was discussed.

10.4 Village College Dog Fouling

Cllr Vigus advised that the Village College Headteacher had asked her to express his concerns over the amount of dog mess left on the ground at the College. Councillors agreed that there was no answer There were regular items in the Village Voice about this problem and health hazard.

10.5 Allotment Society

The Chairman advised that a first meeting of the Allotment Holder Society had been held on the 30th September 2013 and about 15 allotment holders attended. There was a question over whether bonfires were allowed on the site. The tenancy agreement stated that they were only allowed with the permission of the Parish Council. The Chairman advised that there were guidelines on the District Council website. A discussion took place on bonfires and the effect on neighbouring residents. It was then agreed that permission be granted at this time and reviewed at the November Parish Council meeting. The Chairman to advise the allotment holders.

-Cllr
Hallett

10.6 Ditches

Cllr Clarke asked who was responsible for cutting the sides of the village ditches. Cllr Dent advised that the owners on each side had the responsibility and this should be included in the Deeds to their property.

10.7 Resignation of Councillor

Cllr Cooper then tendered her resignation as Councillor. The Chairman thanked her for her contribution to the village during her term. The Clerk to advise the District Council and start the process for her replacement. It was noted that there were now three current Parish Council

-Clerk

vacancies.

11. DATE OF NEXT MEETING

The next meeting would be held on the 5th November 2013

The Chairman closed the Meeting at 9.30pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th November 2013 at
The Limes, High Street 8.05pm

PRESENT: Cllr Robinson (Chairman), Cllr Mead-Blandford, Cllr Clarke, Cllr Freeman, Cllr Hallett, Cllr Pidgeon, Cllr Mrs Pidgeon, Cllr Hirtzel, Cllr Cooper

District Cllr McCraith, District Cllr Cathcart

Members of Public: 2

1. APOLOGIES FOR ABSENCE

Cllr Sappol, Cllr Webb, Cllr Vigus, County Cllr Dent

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 1st October 2013

Minutes of the meeting held on Tuesday 1st October 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

There was no further update as Cllr Dent was away. Cllr Hallett had been advised by the County Officer, Karen Lunn, that the proposal had been put before the County Council committee in the 17th October 2013. He would urge an update.

*-Cllr
Hallett*

4.2 Bassingbourn Youth Club

Cllr Mead-Blandford reported that she had been contacted by Cambridgeshire County Council to see if she was prepared to Chair the Youth Club and give advice to get the club running again. She had agreed and was now waiting for the volunteer leaders to make contact.

4.3 Bus Service 127

There had been representations made to the District and County Councillors, copied to the Parish Council, regarding the bus no longer stopping at Morrisons in Royston as reported by Cllr Dent at the last meeting. The Clerk advised that Litlington Parish Council had received a letter from the County Council, following representations made by their parishioners, which stated that they had been in discussion with the bus operator and this had resulted in a change to the route to include Morrisons. The Clerk agreed to forward a copy of the letter to Bassingbourn Councillors.

-Clerk

5. CORRESPONDENCE

5.1 Local Highway Improvements Initiative 2014/15

Information on the initiative had been received with a closing date for applications being the 9th December 2013. Schemes would be jointly funded by the County Council and the applicant. Requests for schemes could be submitted by any local community groups who could seek up to a maximum of £10,000 from the County Council as a contribution. The applicant was expected to provide a contribution towards each project of at least 10% of the scheme cost.

-Cllrs

The Chairman urged Councillors to consider projects to submit for discussion at the Parish Council meeting on the 19th November 2013.

5.2 Book Cafe – Invitation to 10th Anniversary Celebration

Councillors were invited to attend the celebration on the 23rd November 2013 between 11am and 1pm. The Clerk was asked to send a letter of congratulations to the Book Cafe organisers.

-Clerk

5.3 Parking on village greens

A letter of concern over the parking, especially in Knutsford Road between the houses and bungalows, had been received. Cllr Cathcart advised that as this was District council land he had spoken to the housing officer about the issue. He had offered to put up a No Parking sign and suggested that the best way to stop the parking was to find out who the vehicles belonged to. Cllr Hallett suggested that vehicles parking on the highway could cause a visibility problem as there was a bend in the road. He added that he was aware that in winter the grass became damaged. After further discussion it was agreed that the letter would be acknowledged and forwarded to the

-Clerk

Housing Officer.

FOR INFORMATION

MAGPAS –Newsletter

K & M Lighting Service –Advertisement

CLERKS & COUNCILS DIRECT –November 2013

LOCAL AUTHORITY BUILDING & MAINTENANCE –October & November 2013

6. OPEN FORUM

6.1 The Pear Tree (The Belle)

The owners of the property, Mr Howard and Mr Chamberlain, advised that the project was progressing well. They had set an opening date of the 6th December 2013 and changed the name from The Pear Tree to The Belle. Mr Chamberlain stated that they wanted to keep the history of the village within the name but as this was a new project, needed to move on from the Pear Tree. There was a website for The Belle and to date over 200 bookings had been received for the restaurant during December 2013. Mr Chamberlain then advised that as there was not a village Christmas tree they were planning to erect one at the front of the building and asked if the Parish Council would be interested in making a contribution towards it. Mr Howard and Mr Chamberlain were congratulated for their work to date and agreed that a Christmas tree would be a good idea.

Mr Chamberlain then advised that there had been a meeting with the District Councillors to discuss building some small houses on the site. They were confused with the response that they had received from the District Council Planners and asked for the help of the District Councillors. Cllr Mead-Blandford asked about the memorabilia that was in the Pear Tree previously. The new owners were aware that someone in the village had this, and believed they would hand it back, but did not know their current location. It was suggested that an appeal be put in the Village Voice.

Mr Howard and Mr Chamberlain were thanked for the update.

7. FINANCE

7.1 Payment of Accounts

HMRC

PAYE July-September 2013 Tax £11.80 NI £76.98 (Employer £42.14) £ 88.78

E-ON

Pavilion electricity (inc.£3.49VAT) £ 73.30

T & H BIRD (SIGNS)

Banners for bonfire celebration (inc.£65.00 VAT) £ 390.00

VICTIM SUPPORT

Donation (agreed at meeting 1/10.13) £ 50.00

CAMBRIDGE WATER COMPANY

Cemetery water rate 1/5-31/10/13 £ 17.85

Recreation Ground water rate £ 63.99 £ 81.84

C JACKSON & SONS (BEDFORD) LTD

Asbestos removal works (inc. £198.00 VAT) £1188.00

MRS S WALMESLEY £728.34

TOTAL £2600.26

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

8. BASSINGBOURN VILLAGE COLLEGE

8.1 College Sports Centre Facilities

As Cllr Hirtzel was absent from the meeting where the hire fees were discussed this was revisited. She stated that Mr Cooper, the Headteacher, had explained that the Sports Centre was costing the college £55,000 a year to run which they could not afford. She was also aware that the Youth Club had been offered an alternative class room to meet in within the school. She had asked Mr Cooper to advertise the classroom hire in the Village Voice but this had not yet happened. She added that the contract for the Academy, which the college was, stated that 'it was at the heart of the community' which Councillors thought it was not at this time. After further discussion Cllr Hirtzel suggested that she arrange another meeting with Mr Cooper and a couple of the College Governors. The District Councillors stated that the County Council and District Council had both

-Cllr
Hirtzel

put a lot of money into the Sports Centre and at the time it was built when it was stressed that it was for the whole community to use. Cllr Cathcart agreed to investigate with the District Council and Cllr Dent would be asked to do the same with the County Council regarding current ownership. This would be an agenda item for the Parish Council meeting on the 19th November 2013.

*Cllr
Cathcart
& Dent*

8.2 Safer Routes to School –Path from Village College –Primary School

Cllr Hallett reported that he had been approached for help by the joint Headteachers of the primary school over the development in the village college which would fence off the route the primary school pupils use for the ‘Safer Route to School’. Concern had also been raised by a parishioner who advised that the access had been used for over 20 years for child safety. It was suggested that the Parish Council should take a long term view and consider applying to have the route designated as a public footpath.

Cllr Hallett had investigated and if a Right of Way was to be applied for it needed to be proved that the route had been used for 20 plus years uninterrupted by the public. Cllr Hirtzel stated that she was aware the Mr Cooper did not want the general public to use the route through, for child safety reasons, but suggested the access could be limited for Safer Route to School only. A discussion then took place on the recent planning application approval which did not include the fencing but it was stated that the college should be mindful of any fencing, in relation to the safe route, during construction of the development and thereafter.

*-Cllr
Hallett*

It was agreed that Cllr Hallett advise the Primary School that they would be the best body to make an application for a Right of Way as they would be able to gather information about the use. The Parish Council would support the application.

9. VILLAGE MAINTENANCE

9.1 The Causeway Traffic Calming Gate

There was no further update from the County Council. The Clerk was asked to urge a response.

-Clerk

9.2 Map of Sites for Grit Bins

Cllr Hirtzel was seeking permission from the landowners for a bin to be positioned at Yuva on Old North Road and also outside the old taxi office on the High Street. Once this had been obtained a map would be drawn up and a purchase order issued.

*Cllr
Hirtzel*

9.3 Village Sign refurbishment

Cllr Clarke reported that the sign needed some attention. The Clerk was asked to contact Su Merton, who was involved with the sign originally, to see if she was interested in carrying out the refurbishment.

-Clerk

10. REMEMBRANCE SUNDAY –PARISH COUNCIL WREATH

The Clerk had collected the wreath and it was agreed that the Parish Council Chairman, Cllr Hallett, would represent the Parish Council at the remembrance service on the 10th November 2013.

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

11.1 Spring at Kneesworth

Cllr Clarke expressed concern over the water from the spring which was still running over the pavement in three places. It was noted that Highways were aware.

11.2 New Pavilion Report

Cllr Freeman advised that a report from the Project Manager, Bridget Smith, had been circulated to the working group. He felt that the process would be a waste of time. A discussion took place on fund raising where it was acknowledged that Ms Smith had raised a lot of money for Melbourn Parish Council. The report would be discussed at the Parish Council meeting on the 19th November 2013, when the Recreation Ground Chairman, Cllr Webb, would be present.

11.3 Parking in Lay-Bys

Cllr Freeman again expressed concern over the parking of vehicles for sale in the lay-bys stopping other vehicles using them. Cllr Dent had advised at a previous meeting that individuals could advertise. If it were a trader then a street trading licence would be needed. Cllr Cathcart added that repetitive sales would be considered as a business by the District Council Planners and suggested gathering evidence. The Chairman and Cllr Hallett would take details of the vehicles with photographs over the next few weeks and if there was enough evidence to suggest that they were not private sales refer to Trading Standards.

*-Cllr
Robinson,
Cllr
Hallett*

11.4 Signs at Junction of The Causeway/A1198

Cllr Mead-Blandford reported that there were a number of posters and banners on the railings at the junction. It was agreed that once the event they were advertising had passed they should be taken down. It was suggested that if they were not removed the organiser of the event could be asked to remove them.

11.5 91st Bomber Group Wreath

Cllr Hallett had received an initiation for a wreath laying service at Basingbourn Barracks on the 9th November 2013. This would be for the 91st Bomb Group who had managed to get access to the Barracks for the service. Cllr Clarke asked for details to be passed to him.

*-Cllr
Clarke*

12. DATE OF NEXT MEETING

The next meeting would be held on the 3rd December 2013

The Chairman closed the Meeting at 9.30pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 3rd December 2013 at
The Limes, High Street 8.05pm

PRESENT: Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Clarke, Cllr Freeman, Cllr Cooper, Cllr Sappol, Cllr Webb

District Cllr McCraith, District Cllr Cathcart

Members of Public: 0

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

1. APOLOGIES FOR ABSENCE

Cllr Robinson, Cllr Vigus, Cllr Mrs Pidgeon, Cllr Pidgeon, County Cllr Dent

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

3.1 5th November 2013

Minutes of the meeting held on Tuesday 5th November 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 High Street Traffic Issue

There was no further update on the painting of the lines.

4.2 Bassingbourn Youth Club

Cllr Mead-Blandford advised that the County officers were trying to contact the youth club representatives without success. Things needed to be put in place now so that the club could start up again in the new year. It was noted that the club was still being advertised as operating in the Village Voice and there was also notification of a meeting on the 10th December 2013, to find volunteers, in the current edition. The Chairman suggested that he could take down the youth club page from the website until its future was known. The Chairman thanked Cllr Mead-Blandford for pushing the issue.

*-Cllr
Hallett*

4.3 Local Highway Improvements Initiative 2014/15

County Cllr Dent was going to find out more about the proposal to widen the footpath at The Hoops. The Chairman explained the history advising that the Highway Engineer at the time was supportive and gave a reasonable costing. The officers then changed and the proposal was no longer within budget. He added that this was discussed for a long time but the County Council were unable to support the work. It was stated that there were other low value improvements needed in the village but they were not worth submitting a bid for.

It was agreed that the Clerk would contact Cllr Dent to see if he had found out anything about the previous proposal and if sufficient information was available a bid would be submitted.

-Clerk

4.4 Book Cafe Letter of Congratulations

The Clerk confirmed that she had sent a letter of congratulations to Lorna Bell, the Book Cafe Manager, but had since noticed that the e-mail had bounced back. Cllr Webb advised that the e-mail address on the invitation to the 10th anniversary celebration was incorrect. The Clerk would forward the letter to Cllr Webb for him to pass on.

-Clerk

5. CORRESPONDENCE

5.1 Farming Activity on South End

Concern was raised over the state of the road. Residents did understand that they lived amongst farming land but were concerned over the state of the road in South End. The Parish Council were asked to request the farmers and their contractors to clean up the road and keep it in a better condition.

The Chairman advised that he had sent a copy of the communication to farmers he had contact with. One of the farmers had advised that it had nothing to do with him and suggested that land further along South End which was farmed by contractors, believed to come from Arrington, be contacted. The Clerk would make enquiries.

-Clerk

5.2 The Causeway Pump

The District Council Conservation Officer, Miss Smith, had replied to the letter sent in late Summer 2013. Because the pump had not been repaired in a like for like manner listed building consent was required as the character and appearance of the pump had changed since September 2001 when a photograph was taken for the English heritage website. She noted that the Parish Council intended to replace the frost box but wanted to know how the vertical timber board could be changed without replacing the roof as the two were linked. She provided details of grant funding through the Community Chest and advised that the ownership of the pumps was dependent on whether they were used for a public water supply. She suggested the starting point to find this out was to look at the Enclosure Award to see if the pumps were indicated on the map or in the accompanying documents.

The Chairman stated that the Enclosure Award dated back to 1806 and the houses on The Causeway, where the pump was located, did not exist then. A discussion took place on whether to apply for listed building consent or have the pump put as it should be. After further discussion Cllr Cathcart agreed to speak to Ms Smith and find out whether the Parish Council were likely to get listed building consent if applied for.

-Cllr
Cathcart

5.3 Cambridgeshire Constabulary

The letter explained changes to the Panel process in South Cambridgeshire and was circulated with correspondence

FOR INFORMATION

LOCAL AUTHORITY BUILDING & MAINTENANCE –December 2013

INCLUSIVE PLAY/PROLUDIC/WICKSTEAD –Advertisement

VICTIM SUPPORT –Letter of thanks for donation

SCDC –Christmas waste and recycling collections –Notice on board

SLCC-Clerks Manual 2013

WAR MEMORIALS TRUST –Bulletin November 2013

6. OPEN FORUM

There were no members of the public in attendance.

7. FINANCE

7.1 Payment of Accounts

The invoices were checked by Cllr Webb. Agreed. PROPOSED Cllr Freman SECONDED Cllr Webb.

BUCHANS LANDSCAPES

Grounds Mtce November 2013 (inc. £283.44VAT) £1700.66

WORBOYS FARM PARTNERS

Half year allotment rent July-Dec 2013 £ 150.00

BASSINGBOURN URC

Hire of meeting room 2013 (5 @£10.00) £ 50.00

MRS S WALMESLEY

Clerks salary 1/11/13 –30/11/13 £ 734.34

A MEAD BLANDFORD

Refurbishment of village benches £ 700.00

TOTAL

£3335.00

It was advised that there was still some outstanding work needed on the benches. The payment was approved as there was not going to be another meeting until the new year. The cheque would be held until the Chairman and Cllr Webb confirmed that the work had been done. It was noted that there would also be an additional invoice for some wood to carry out the repairs. This was because when the quotation was first submitted, in early 2013, the benches were in a better condition than they were when the contractor was awarded the contract in September 2013.

-Cllr
Hallett &
Cllr
Webb

7.2 To consider donation towards village Christmas tree

It was suggested that a donation could be put towards the Christmas tree at The Belle as there was not a 'village' tree. The Chairman had received two e-mails with different views.

Councillors discussed the tree and generally agreed that to contribute to a tree, which would be on private land, would not be in the best interests of the village. Councillors were in favour of a tree which could be erected on the village green which was a Parish Council owned green. This could also be sponsored by village groups. After further discussion it was agreed that it was too late for Christmas 2013 but would be investigated for 2014. This would be an agenda item for the September 2014 meeting.

7.3 Approval of expenditure for The Rouses –hedging and matting

Buchans had provided two separate quotations. The first for the hedging £684.99 plus VAT and the second for the matting, £90.00 plus VAT. Cllr Webb explained that the hedging must be put in place as part of the planning consent for the site. The matting was to help walkers as it was now getting very muddy at the entrance/exit to the site. It was proposed by Cllr Webb that the quotations be accepted. This was seconded by Cllr Freeman with all Councillors in agreement. Clerk to advise Buchans.

-Clerk

7.4 Budget 2014/15

The Chairman reported that Cllr Robinson, the Finance and General Purposes Committee Chairman, had a copy of the spreadsheet in preparation for the budget. He urged Councillors to let Cllr Robinson know of anything that needed to be funded in 2014/15. The budget and precept amount would need to be finalised at the January 2014 Parish Council meeting. It was noted that the proposed village Christmas tree and decorations should be included in the budget.

8. BASSINGBOURN VILLAGE COLLEGE

8.1 College Sports Centre Facilities

A meeting was to be held with the Village College Headteacher on the 5th December 2013. Cllr Hirtzel and the Chairman would be attending.

8.2 Safer Routes to School –Path from Village College –Primary School

The Chairman was aware that a meeting had been held between the primary school and County Council Rights of Way to look at possibilities. He was aware that the current recommendation was that the primary school should try to make an arrangement with the village college over the path. The Chairman would let Councillors know if he heard anything further.

9. VILLAGE MAINTENANCE

9.1 The Causeway Traffic Calming Gate

The Clerk advised that Cllr Robinson had been asked to order the gate. She had since spoken to the County Highway Manager who advised that local contractors could be used for the installation as long as they held certain insurances.

-Cllr
Robinson

9.2 Grit Bins

The Clerk confirmed that a purchase order had been issued for the bins. Cllr Hirtzel had offered to liaise with the Highway officers regarding delivery.

-Cllr
Hirtzel

9.3 Village Sign refurbishment

The Clerk had contacted Mr & Mrs Merton regarding the refurbishment and been advised that the backing piece is only MDF covered in lead. Mr Merton had filled it as it was rotten but the sign needed to be taken apart and rebuilt. It was not the type of job he could do.

It was suggested that a sign maker might be able to help. Some names of local people were also provided. The Clerk to source some quotations.

-Clerk

9.4 Formation of a Ditch/Watercourse inspection Working Party

Cllr Robinson had suggested a working party be formed to identify areas needing attention. It was suggested that the village conservation group may be able to help but the Chairman advice there were now only three regular members. Cllr Webb agreed to help Cllr Robinson get the working party started.

-Cllr Webb
& Cllr
Robinson

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

10.1 The Causeway Litter Bin

Cllr Mead-Blandford advised that the bin at the junction with Nightingale Avenue had pushed over. It had been put back up but was not straight. Cllr Webb would look and see how it could be reinstated.

-Cllr Webb

10.2 Pavilion Report

Cllr Webb had circulated the report to Councillors. Cllr Mead-Blandford expressed concern over a letter in the Village Voice condemning the Parish Council over its involvement in the new project. Cllr Webb advised that the letter was aimed at the lack of support from the village as a whole. The Chairman would make a response in the next edition. Cllr Webb confirmed that the report would be discussed at the Recreation Ground committee meeting on the 11th December 2013 and would be an agenda item for discussion on parish funding and the way forward at the Parish Council meeting on the 21st January 2014.

10.3 Path to Wireless Station

The District Councillors were asked if there had been any further developments with the path. The confirmed that they had heard nothing further. The planning permission was given and a green travel plan requested but this was not specific enough to insist on a path. A discussion took place on other planning applications for the site but it was stated they could not be linked.

10.4 The Causeway/Elm Tree Drive

Cllr Cooper expressed concern over the length of the grass. The Chairman confirmed that this was part of the Parish Council grass verge cutting contract and was scheduled for five cuts a year. The Chairman advised that he was going to cut back some of the shrubbery on the grassed area opposite The Limes. He was uncertain of the ownership but had been told that it belonged to the Parish Council.

10.5 Memorial Services

Cllr Freeman reported that he had attended the 91st Bomb Group service to lay a wreath and had been invited back again on 2014. He had also attended the village remembrance service which was very well attended.

10.6 District Councillor Report

Cllr Cathcart advised of the proposed pilot scheme of the District Council to take on commercial letting which would not affect social housing. Cllr McCraith added that the District Council saw their funding being cut so had set this up as a way of blunting the impact of the cuts which would help with council taxes. The District Councillors would keep the Parish Council updated when this happened in 2014.

11. DATE OF NEXT MEETING

The next meeting would be held on the 7th January 2014

The Chairman closed the Meeting at 9.15pm

Chairman

Date