

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 25th January 2011 at The Chapel, South End 7.30pm.

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mr Robinson, Mr Goater, Mr Pidgeon,
Mr Webb, Mr Geraghty
District Cllr McCraith
Members of Public –4

01. APOLOGIES FOR ABSENCE

Mr Nicholls, Mr Sappol, Mrs Pidgeon, Mrs Vigus, Mr Saggars, District Cllr Cathcart, County Cllr Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 23rd November 2010, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

CEMETERY RATE –The letter querying the rates paid on the Chapels was to be sent by the Clerk. -Clerk

BROADBAND –The Chairman advised that he had received e-mail correspondence expressing concern over the slow progress in service improvement. He had since checked on the BT Open Reach website where it was now stated that updates would be delayed until March 2012 at the Royston exchange. It was still not known how the updates would affect Bassingbourn.

VILLAGE MAP –Mrs Oliver was going to send a link to the County Council website for Mr Saggars.

BLUE REFUSE BINS –Mr McCraith confirmed that he had spoken to the portfolio holder asking for the operators to be more careful with the placing of the bins after the refuse collection.

CHURCHYARD WALL –The Chairman confirmed that a specification had been drafted and passed to Mr Bunton for comment. -Mr
Bunton

VILLAGE VOICE –The Editorship was now back on track. Profiles of parish councillors would be included in future editions. Mr Webb still had an action to find out whether the British Library should be forwarded a copy of the newsletter. -Mr Webb

THE CAUSEWAY POTHOLES –The Chairman advised that the potholes reported the previous week had been repaired. He was aware that a lot more had appeared. Councillors were asked to monitor. -Cllrs

05. CORRESPONDENCE

There was no correspondence for discussion at this meeting.

06. OPEN FORUM (items for Parish Council comment)

The meeting was closed between 8.05pm and 8.15pm for public discussion.
Items raised were for information.

07. PAYMENT OF ACCOUNTS

There were no payments.

The following payments were made at the Finance & General Purposes committee meetings on 7th December 2010 and 12th January 2011

BUCHANS LANDSCAPES

Grounds mtce November 2010 (inc. £231.61VAT)	£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)	£ 188.89	£1744.01

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate		£109.00
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MRS S WALMESLEY

Clerks salary 1/11/10 –30/11/10

Salary SCP25	£705.22	
Post etc.	£ 10.24	
Telephone	£ 2.60	£718.06
Less Tax £33.00 NI £25.21 (Employer £29.34)		£659.85

BUCHANS LANDSCAPES		
Grounds mtce December 2010 (inc. £231.61VAT)	£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)	£ 188.89	1744.01
WHADDON PARISH COUNCIL		
Parish Councillor Training 30.10.10		£33.33
WEBCENTRIC LTD		
Website hosting 1/10/10 -30/9/11 (inc. £13.13VAT)		£ 88.13
INFORMATION COMMISSIONER		
Renewal of data protection registration		£35.00
HALES PRINTERS		
Newsletters		£447.00
VIKING DIRECT		
Stationery		£ 28.35
HERON SELF HELP SCHEME		
Donation agreed at F&GP meeting 7/12/10		£ 25.00
CAMBRIDGESHIRE ACRE		
Renewal of membership 2011		£ 35.00
BASSINGBOURN URC		
Hire of meeting room August –December 2010 10@£9.00		£ 90.00
SLCC		
Membership 2011/12		£ 82.00
MRS S WALMESLEY		
Clerks salary 1/12/10 –31/12/10		
Salary SCP25	£705.22	
Arns from October 2010 (PAYE paid)	£ 4.13	
Post etc.	£ 0.96	
Telephone	£ 2.60	
Mileage 1/7/10-31/12/10 156 miles	£ 78.78	£791.69
Less Tax £33.00 NI £25.21 (Employer £29.34)		£733.48
HMRC		
PAYE October –December 2010 Tax £99.00 NI £163.65		£262.65

08. AGREEMENT OF PRECEPT 2011/12

The budget and precept had been discussed at the December 2010 and January 2011 Finance and General Purposes committee meetings. It was proposed by Mr Clarke, seconded by Mr Goater that the budget be approved with a precept of £60,000 for 2011/12. Clerk to advise the District Council.

-Clerk

09. COMMITTEE REPORTS

PLANNING –Mr Bunton reported that recent applications had been mainly related to garages and conservatories. The committee had recommended approval for all but one. A site meeting had taken place at the Wireless Station and there was now a possibility of a path being installed from the site towards Kneesworth. The path from Windmill Close was in progress and the committee had suggested names of Howes Close or Butterfield Way for the new Causeway development. Mr Bunton reminded the meeting that the planning committee were not trained professionals and only made a non biased recommendation. He welcomed any parishioner to make their views on applications known as once a recommendation had been made it could not be changed.

FINANCE & GENERAL PURPOSES COMMITTEE – Mr Robinson advised that information on items discussed were in the minutes. Salt storage, the Gypsy and Traveller proposal and High Street parking had all been discussed. The Parish financial position was sound but some tasks, such as grasscutting, would have to be taken over by the Parish Council from the County and District Councils.

RECREATION GROUND – Mr Webb reported that the grasscutting contracts were up for renewal. The maintenance grant for cutting the verges was likely to be cut and the parish council would be expected to arrange for the cut three times per year rather than four. The Parish Council would have to decide whether to use parish funds to supplement the grant.

PAVILION MANAGEMENT COMMITTEE –Mr Webb reported that there was a plan to upgrade the showers but the costs were much higher than expected. Now that a working group were investigating a new build pavilion only critical maintenance would be carried out.

CEMETERY COMMITTEE –The Chairman reported that the committee had met twice since the last Parish Council meeting. Two authorised grave diggers had been approved and all other business carried out was routine.

10. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –Mrs Oliver had provided a written report which was read to the meeting. Included in the report Mrs Oliver confirmed that the faults reported on the streetlights had all been repaired.

Mrs Oliver also advised of the paint recycling initiative, the My Cambridgeshire mapping facility and the cessation of the Cambridgeshire door to door magazine due to budget cuts.

DISTRICT COUNCILLORS –Mr McCraith advised that the District Council were meeting on the 27th January. The budget was likely to dominate the next couple of meetings. The Localism Bill needed to be passed on by the Government so that the District Council could decide how to respond.

11. WORKING GROUPS

BASSINGBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP-A meeting was scheduled for February 2011.

QUALITY PARISH COUNCIL –The working group were yet to meet. The Chairman stated that there was a list of actions which he would look at to see if they could be started without a formal meeting.

KNEESWORTH HOUSE LIASON –There was nothing to report. Mr Bunton stated that the planned building was not going ahead due to the financial climate.

CONSERVATION –The Chairman advised that a report was not available. He confirmed that Denise Artus was acting as Chairman. Mr Goater reported that the group had met in November at the clunch pit and carried out some Ash tree planting. There was another session planned in February and Mr Goater welcomed anyone interested in helping. Mr Bunton suggested that the trees already planted should be maintained as they looked untidy. Mr Goater agreed there was a large area to look after and there should be more regular maintenance sessions. After further discussion Mr Goater agreed to contact Mrs Artus and invite her to a meeting.

*-Mr
Goater*

PAVILION PROJECT –Mr Webb advised that it had been his task to look for a project manager. He had approached one parishioner who agreed to put their name forward. He asked for recommendations of who else he could approach. He hoped to compile a list of at least three people for the Parish Council to select their preference. He added that he would like the appointment to be a local person. Mr Clarke expressed concern over the lack of progress and meetings of the working group. Mr Webb confirmed that there were a number of steps which the working group needed to go through.

12. PROVISION OF ALLOTMENTS

The Chairman advised that Mr Saggars had at first suggested that he would work out how many allotments would be able to fit on the land. He had now suggested that more details of costs be obtained from the landowner as a basis for discussion. The Clerk was asked to write to the landowner asking for details.

-Clerk

13. MINOR ROAD IMPROVEMENTS

The Chairman reported that there was still no further news from Highways. Mr Robinson advised that he had sent an e-mail to County Cllr Mrs Oliver, following the last meeting, querying the cost of the 20mph speed signs at the primary school. Mrs Oliver had agreed to find out how they could justify the 20 year maintenance costs in advance. The Clerk was also urged to write to the County Council asking the same question.

-Clerk

14. UPDATE ON THE ROUSES AND ARCHAEOLOGICAL INVESTIGATION

Mr Webb reported that he had received written confirmation that an archaeological investigation was not required. He had asked County Farms if a wooden fence could be installed instead of the wire fence, as requested by the conservation officer. County Farms had refused. Mr Webb would now go back to the planners with the suggestion of a wire fence and hedge. He then advised that he was still waiting for the flood risk assessment. He had been chasing Mr Haigh, who had agreed to prepare the document. If it was not forthcoming he would approach someone else. Once planning permission was received, the contract with County Farms could be signed, and work started on the site.

*-Mr
Webb*

15. ANNUAL PARISH MEETING

The Chairman suggested that preparations be started for the meeting so that there was less chance that there would be a conflict of diary dates for attendees. Councillors agreed that the meeting needed to be made more interesting. A list of village groups to invite was agreed and they would be asked for a report lasting no more than five minutes each. The location of the meeting was then discussed and it was agreed that the Clerk book the Knutsford Road community room. It was also agreed to provide refreshments for the meeting. The Chairman agreed to find out the booking contact for the Clerk.

-Clerk

-Mr Hallett

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

CHILDRENS CENTRE –There had been an open afternoon at the centre which some councillors had attended. The centre was opened in November 2010 but there would be an official opening ceremony at the end of March 2011. The Chairman confirmed that there were details of the centre on the village website.

-Mr. McCraith

RECREATION GROUND BINS –Concern was raised over the grass surface where the refuse collection vehicle crossed to empty the bins. There were deep ruts appearing. Mr McCraith was asked to request that the District Council operative took more care and if possible collected the refuse on foot.

COUNCILLOR NON ATTENDANCE –The Chairman advised that Mr Dickerson had not attended a Parish Council or committee meeting since July 2010. He was therefore no longer a member of the Parish Council. The Clerk was asked to write to him advising of this and notify the District Council so that the process of co-option could commence.

-Clerk

POLICE PANEL MEETING –The Chairman reported that he had attended the recent meeting. The priorities of the local team were now road traffic offences and metal theft.

17. DATE OF NEXT MEETING

Tuesday 22nd March 2011

The Chairman closed the Meeting at 9.15 pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 25th January 2011

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

SALT BINS –Concern was expressed over the lack of salt bins in the village during the bad weather in December 2010. It was stated that this problem was raised during the last summer. Mr Robinson advised of the Finance and General Purposes committee decision not to purchase bins but to store salt for use. The committee were waiting for confirmation from the County Council on how they could provide it. Some Councillors had offered to spread the salt where needed. Mr Robinson added that if everyone cleared the paths in front of their properties there would not be a problem.

VILLAGE COLLEGE FENCING –It was advised that the fencing erected around the Village College grounds was to stop the problem with the rabbits.

**Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 1st March 2011
at The Chapel, South End- 7.30pm.**

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Bunton, Mr Pidgeon, Mr Nichols, Mr Robinson, Mr Goater, Mr Sagers, Mr Webb
Members of Public: 5

01. APOLOGIES FOR ABSENCE

Apologies were received from Mrs Pidgeon and Mr Sappol

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

All Parish Councillors declared an interest as they were Trustees of the Recreation Ground Charity.

03. APPROVAL OF RECREATION GROUND EXPENDITURE

The Chairman advised that the recreation ground committee had been trying to obtain costings for filling a dip on the football pitch for a couple of years without success. A quotation had now been received from Stewart Bullard for £3800.00 plus VAT to carry out the work. The recreation ground committee had recommended the quotation be agreed. The Chairman added that this came in below the budget for the work. A discussion took place on whether the work was guaranteed and whether the dip would happen again. It was stated that there was a ditch there originally, which had caused the dip, but everything should have rotted down by now. Mr Webb volunteered to monitor the works. After further discussion it was agreed that the quotation be approved. It was advised that timing for the work to be carried out would be between the end of the football season and beginning of the cricket season. Clerk to advise the contractors. *-Clerk*

The meeting closed at 7.40pm

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 22nd March 2011 at The Chapel, South End 7.30pm.

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mr Robinson, Mr Goater, Mr Geraghty, Mr Sappol, Mrs Vigus, Mrs Mead-Blandford, Mr Saggars, Mr Nicholls
District Cllr McCraith, District Cllr Cathcart
Members of Public –3

01. APOLOGIES FOR ABSENCE

Mrs Pidgeon, Mr Webb, County Cllr Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 25th January 2011, and Tuesday 1st March 2011, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

CEMETERY RATE –The letter querying the rates paid on the Chapels was to be sent by the Clerk. *-Clerk*

BROADBAND –The Chairman reported that Mrs Oliver had advised that there was £50million allocated from the Government but applications for funding were limited to large organisations to pursue. Mrs Oliver also advised that she was in contact with the BT Director for the area who was trying to set up a meeting for local Parish Councils. The Chairman added that there was the possibility of setting up a local group of people, to investigate options, but suggested waiting to see what the County Council came up with first.

CHURCHYARD WALL –Mr Bunton had made his comments on the specification which was now with Mr Simpson, the Church Warden.

VILLAGE VOICE –Mr Webb had been told that a copy of the newsletter should be sent to the British Library. This would meet legal requirements. The Chairman, as a distributor of the newsletter, would arrange for a copy to be sent. *-Mr Hallett*

ANNUAL PARISH MEETING –The Clerk confirmed that Knutsford Road Community Room had been booked for the 19th April 2011. Refreshments would be served before the meeting.

RECREATION GROUND BINS –Mr McCraith advised that he had asked for the contractor to pay attention to the condition of the grass, with regard to using their vehicles, when emptying the bins. The Clerk added that she had received confirmation that cover would be provided for the emptying when the regular contractor was on holiday.

CO-OPTION OF COUNCILLOR –The notice advertising for applicants was on the website and notice boards. Co-option would take place at an extra Parish Council meeting before the Annual Parish Meeting.

05. CORRESPONDENCE

BASSINGBOURN BARRACKS –The Chairman advised that the Barracks had lodged an appeal in response to the decision made by the County Council not to provide transport to the primary school. A copy of the County Council's intention had been discussed at the last Finance and General Purposes committee meeting. Major Irvine had asked for Parish Council support on the appeal. It was noted that if the school bus was withdrawn, this would add to the congestion on the High Street. There were around 50 children affected. One of the reasons for the appeal was the distance between the barracks and school. The County Council had measured this from the side gate in the barracks perimeter fence which was not always open. Manning shortfalls and competing security priorities often resulted in closure. The distance should be measured from the main entrance to the Barracks on Edinburgh Square, which was 2.8 miles. Councillors agreed that a letter of support for the appeal would be sent from the Parish Council. Clerk to arrange. *-Clerk*

VILLAGE GREEN HEDGE –The Parish Council were asked to cut the beech hedge by a few inches as it was difficult for neighbouring residents to see traffic when using their vehicles. The Chairman reported that he had looked at the hedge and it was the same height as the resident's hedge. He thought that a corner off of both would help. He agreed to look and notify the Clerk. *-Mr Hallett*

Councillors were reminded that there was usually a litter bin near the area in question. He suggested that when the new bin was installed it might need to be positioned further back.

06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

07. PAYMENT OF ACCOUNTS**HALES PRINTERS**

Newsletters £ 491.00

BUCHANS LANDSCAPES

Balance of invoice B169 (inc. £6.00VAT) £ 36.00

CPALC

Allotment workshop training 5/3/11 (Mr Hallett & Mrs Pidgeon) £110.00

LITLINGTON PARISH COUNCIL

CPALC Councillor training stage 2 (Mr Goater) £ 12.75

MRS S WALMESLEY

Clerks salary 1/3/11 –31/3/10

Salary SCP25 £705.22

Less Tax £33.00 NI £25.21 (Employer £29.34) £647.01

HMRC

PAYE January –March 2011 Tax £99.30 NI £163.65 £262.95

TOTAL £1559.71

Agreed. PROPOSED Mr Clarke, SECONDED Mr Robinson

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

February 2011 and 1st March 2011**BUCHANS LANDSCAPES**

Grounds mtce January 2011 (inc. £231.61VAT) £1555.12

Additional Recreation Ground Contract (inc. £28.13VAT) £ 188.89 £ 1744.01

MRS S WALMESLEY

Clerks salary 1/1/11 –31/1/11

Salary SCP25 £705.22

Post etc. £ 5.18

Telephone £ 2.20 £712.60

Less Tax £33.20 NI £25.21 (Employer £29.34) £654.19

BUCHANS LANDSCAPES

Grounds mtce February 2011 (inc. £264.70 VAT) £1588.21

Additional Recreation Ground Contract (inc. £32.15VAT) £ 192.91

Arrears of VAT January 2011 £ 37.11 £1818.23

HALES PRINTERS

Newsletters £ 447.00

CAMBRIDGESHIRE COUNTY COUNCIL

Street lighting energy & maintenance 2010/11 £3008.84

E-ON

Pavilion electricity (inc. £2.56VAT) £ 53.66

DENISE ARTUS

Reimb for conservation group purchase (inc. £17.31VAT) £ 103.88

MRS S WALMESLEY

Clerks salary 1/2/11 –28/2/11

Salary SCP25 £705.22

Post etc. £ 1.60

Telephone £ 3.20

Norton Internet Security £ 39.99 £750.01

Less Tax £33.10 NI £25.21 (Employer £29.34) £691.70

MR R CLARKE

Reimburse for cemetery manhole cover work (inc. £2.00VAT) £ 46.80

08. COMMITTEE REPORTS

PLANNING –Mr Bunton reported that there had been a steady flow of applications. The development on The Causeway was well under way and The Cedars planning application would be coming back to the Parish Council for consideration. A resident from The Causeway had thanked Councillors for their support in getting his dropped kerb access completed. Mrs Vigus expressed concern over the builder vehicles from The Causeway development parking on the verge making visibility difficult. She had spoken to the builders concerned but the vehicles returned. It was stated that this was a police issue. Mr Bunton agreed to look at

**-Mr
Bunton**

the planning consent to see if there were any conditions relating to contractor vehicles.

FINANCE & GENERAL PURPOSES COMMITTEE –Mr Robinson reported that there had been two meetings since the last Parish Council meeting. The budget had been completed, there had been discussions on the High Street parking and salt bins were also discussed. There was a problem reported about parking by the War Memorial but this had now been resolved.

RECREATION GROUND –The Clerk read a report prepared by Mr Webb which advised that a quotation of £3,800 had been approved by the Parish Council to carry out the work to the dip. It was intended this would take place in the last week of April or first week in May, once confirmation was received from the football teams of their last matches. All grasscutting contracts had been awarded to Buchans for the next three years. The recreation ground had taken a battering in the recent wet months due to the football. The grass was very resilient so should grow back completely given time and the right conditions. This would be monitored and if necessary would be treated towards the end of the Summer.

PAVILION MANAGEMENT COMMITTEE –This was covered under the Pavilion Working Group report.

CEMETERY COMMITTEE –The Chairman reported that there had been two meetings since the last Parish Council meeting. A third grave digger had been approved. Information relating to the non compliant graves and memorials was still outstanding.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –The Chairman had received nothing further, other than the update on Broadband which was advised under item 04, to report.

DISTRICT COUNCILLORS –Mr McCraith reported that the budget had been agreed and there would not be an increase in council tax or any further loss of jobs. He stated that if the District Council was compared to the County Council, where 450 people were being made redundant, the District was well run. Mr Cathcart stated that the Parish Council should not lose sight of an official opening of Windmill Close. It had been noted that the path from the development had not been completed. Mr Cathcart agreed to remind the District Council housing department.

-Cllr
Cathcart

He then asked whether the affordable housing working group should be resurrected. The Chairman reminded the meeting that the last housing needs survey identified a number of people needing housing, and Windmill Close had accommodated around a half of them. It was suggested that the Cedars and Causeway developments could provide the extra affordable housing. Mr Siggers suggested that the Parish Council should strengthen links with the Elbourn Memorial Housing Trust. A discussion took place on the Section 106 Agreement and financial provision. Mr Cathcart agreed to ask for a letter of clarification on the position. Mr Clarke then expressed concern over the allocation of the Windmill Close properties stating that people living there were not from the village. Both District Councillors confirmed that all tenants had a local connection although in some cases it was not the strongest.

-Cllr
Cathcart

Mr Cathcart concluded the District Council report by advising that the County Council would be publishing the needs assessment for the Gypsy and Traveller sites in May 2011. The consultation on the additional sites was expected in September. He added that the District Council were still waiting for Government guidelines.

10. WORKING GROUPS

BASSINGBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP–The Clerk read a report from Mr Webb that a meeting had been held the previous day. Mrs Mead-Blandford was also there. The County Council response relating to the traffic calming measures outside the primary school was discussed. Both schools were in favour of the scheme and agreed to apply pressure on removing the demand for 20 years maintenance in advance. Both Heads stated that the prime reason for looking to close the footpath across the school grounds was for the ‘safe guarding’ of their pupils. Safe guarding was now a key requirement that inspectors look for when examining a school and an institution could have its status downgraded, despite excellent performances elsewhere, if sufficient safe guarding was not present. The rabbit fencing was erected with the aid of the junior football club to help control rabbit holes on their playing fields as well trying to curb dogs from fouling the pitches. Mr Hudson was asked to see if a small skateboarding area could be converted on some of the waste ground. He agreed to present the idea to the Governors. Following a complaint made to the Parish Council regarding the dumping of waste by the recycling bins, Mrs Murray agreed that her site supervisor would monitor. The Heads were also advised that the District Council should be contacted requesting dog waste bins.

Mrs Mead-Blandford expressed concern over comments made at the meeting relating to the skateboarding area. She was under the impression that the Parish Council had agreed to fund this. She was advised that this had been suggested at the Recreation Ground committee meeting which some youngsters and the community youth worker had attended. Mr Robinson confirmed that there was nothing in the budget for a skate park.

Mr Siggers had been told that the Village College were going to block the back roadway entrance with a

bollard. Mr Bunton confirmed that the bollard was in place.

QUALITY PARISH COUNCIL –The Chairman now had a list of actions to commence the process.

KNEESWORTH HOUSE LIASON –There was nothing to report.

CONSERVATION – It was advised that a village tidy up would take place on the 9th April 2011. Mr Goater reported that a meeting had been held a couple of weeks ago with various topics discussed included a hedge survey and how to get people involved.

PAVILION PROJECT –Mr Webb had advised that the one person that had expressed an interest in project managing had withdrawn the offer due to a change in circumstances. To avoid further delay he would arrange a meeting of the working group in early April 2011 to decide upon the facilities required for a new pavilion. This would then provide a working document for Architects to quote against. Once this was in hand planning permission could be sought from the District Council and Charity Commission.

Mr Bunton expressed concern over the delay in arranging a meeting of the working group. The Chairman agreed to ask Mr Webb to commit to a date.

*-Mr
Hallett*

11. PROVISION OF ALLOTMENTS

The Chairman advised that this had also been discussed at the Finance and General Purposes committee meetings. Mr Siggers reported that as agreed he had spoken to Mr Howes about his private allotments on North End. He had 12 plots which all had tenants. He did not have a waiting list. The Chairman advised that Mrs Pidgeon and he had attended an allotment training session and he would discuss some of the issues raised with Mr Siggers. In future it was agreed that this item would be delegated to the Finance and General Purposes committee.

12. MINOR ROAD IMPROVEMENTS

The Chairman stated that this had also been discussed at the Finance and General Purposes committee meetings. There were a number of ongoing issues at the moment. Justification as to why the County Council wanted the maintenance costs upfront for the traffic calming outside the primary school had not been received, although it had been hinted that the County Council were changing their policy.

At the last Finance and General Purposes committee meeting a presentation had been made regarding High Street parking. A meeting had also been held with the County Highway Engineer. Following on from that the Chairman had been asked to draw up a plan of short sections of waiting restrictions in order to produce passing spaces. If these didn't work with police enforcement, bollards would be installed opposite the SPAR shop. The plan had been circulated to Councillors before the meeting. The Chairman advised that before approval was given by the County Council, they would want confirmation that a consultation had been carried out in the village. This could be done via the website and newsletter.

A discussion took place on bollards in a conservation area and Mr Cathcart suggested that other villages should be consulted on their experience with bollards. It was then proposed by Mr Siggers, seconded by Mr Bunton, that the Parish Council would go out to consultation for both yellow lines and bollards. The Chairman would arrange.

*-Mr
Hallett*

Mr Siggers advised that there would be a presentation made at the next meeting on a leaflet 'sharing the High Street' which had been prepared by Mr Simpson in consultation with the PCSO's.

13. UPDATE ON THE ROUSES

The Clerk read an update prepared by Mr Webb which advised that the flood risk assessment had been forwarded to the planning department. There did not seem anything contentious contained in it. There was only the matter of fencing to be cleared up now and planning approval should then be forthcoming. Once this was received agreement of the lease could proceed.

14. ELBOURN MEMORIAL HOUSING TRUST

A request had been made by the Trustees of the Housing Trust for the Parish Council to approve an eighth Trustee. It was recommended that Mr Andrew Lambley be appointed. On a proposition by Mr Siggers, seconded by Mr Robinson this was agreed by all Councillors. Clerk to advise Trustees.

-Clerk

15. APPROVAL OF INTERNAL AUDITORS

It was agreed that LGS act as internal auditors for 2010/11.

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

There were no points raised.

17. DATE OF NEXT MEETING
AGM Tuesday 17TH May 2011

The Chairman closed the Meeting at 9.45 pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 22nd March 2011

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 26th July 2011 at The Chapel, South End 7.30pm.

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mr Robinson, Mrs Mead-Blandford, Mr
Nicholls, Mrs Cooper
District Cllr Cathcart
Members of Public –3

CO OPTION OF COUNCILLOR

Mr Hallett, the Parish Council Chairman, opened the meeting and explained the meeting procedure. He advised that following the last meeting two volunteers had come forward for co-option. He explained both applicants' reasons. A vote was then taken with the majority of votes in favour of the co-option of Maxine Cooper. She signed the Declaration of Acceptance of Office and joined the planning meeting. The Parish Council meeting was resumed at 8.20pm

01. APOLOGIES FOR ABSENCE

Mr Sappol, Mr Webb, Mr Geraghty, Mr Sagers, Mr Goater, County Cllr Mrs Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 17th May 2011, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

BROADBAND –A meeting had been held with British Telecom who had advised that there would be improvements made in September.

CHURCHYARD WALL –Two quotations had been received, awaiting a third. A decision would be made at the next Parish Council meeting.

WINDMILL CLOSE FOOTPATH –There were still concerns over the path. The Chairman advised that he had spoken to the contractors who confirmed that the additional digging on the path was due to blocked conduit. Mr Cathcart agreed to arrange a mini meeting with the Housing Association, District Council and Councillors to look at outstanding issues.

*-Mr
Cathcart*

HIGH STREET TRAFFIC –The Clerk confirmed that she had formally requested the waiting restrictions with the County Council.

KNUTSFORD ROAD CAR PARK LIGHTS –The Clerk advised that the lights did not appear on any lists for maintenance. They were installed after the other columns in Knutsford Road, so it was believed they were forgotten when the Parish Council took over responsibility of the District Council lighting. After discussion, and as the location of the lights was by the sheltered housing, it was agreed that the lights should be added to the parish list. Clerk to arrange.

-Clerk

ON SET VEHICLES –Following the comments made at the last meeting, the owner of On-Set had sent a letter to clarify their position regarding the operator's licence and to confirm that a letter had been sent to all their drivers to ensure that they adhere to the speed limits and enter the village one at a time to avoid congestion. This had been circulated to Councillors.

05. CORRESPONDENCE

HIGH STREET PARKING –The Chairman advised that correspondence had been received from two residents of the High Street, numbers 17 and 25, who proposed that parking from number 15 to 27 was allocated residential parking. Many of these residents did not have off street parking.

It was stated that there was always going to be a parking problem in the High Street. There were concerns raised over this setting a precedent if allowed. The Clerk reported that the Highway Engineer had advised that residential parking would need to be instigated and supported by the Parish Council. A need would have to be proven with evidence collected. After further discussion a vote was taken with four Councillors in favour, of supporting the residential parking, in principle and two against. The Chairman stated that data would need to be collected and this would be revisited.

06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

07. PAYMENT OF ACCOUNTS**HALES PRINTERS**

Newsletters £ 491.00

E-ON

Pavilion Electricity invoice (inc. £1.71 VAT) £ 35.87

TOTAL £ 526.87

Agreed. PROPOSED Mr Clarke SECONDED Mr Robinson

The following payments were made at the Finance & General Purposes committee meetings on 7th

June 2011 and 5th July 2011

BUCHANS LANDSCAPES

Grounds Mtce June 2011 (new contract) (inc. £307.48VAT) £1844.87

THE POST OFFICE

Chapel rate £ 80.00

PLAYSAFETY LTD

RoSPA Inspection 2011 (inc. £37.80VAT) £226.80

HALES PRINTERS

Newsletters £690.00

BASSINGBOURN URC

Hire of Chapel room Jan –June 2011 (11@ £10) £ 110.00

MRS S WALMESLEY

Clerks salary 1/6/11 –30/6/11

Salary SCP25 £705.22

Post etc. £ 4.42

Telephone £ 2.00

Mileage 1/1/11-30/6/11 (205 [miles@50.5](#)) £103.52 £815.16

Less Tax £16.40 NI £12.39 (Employer £16.03) £786.37

HMRC

PAYE Jan-June 2011 Tax £49.00 NI £85.26 £134.26

BUCHANS LANDSCAPES

Grounds Mtce June 2011 (new contract) (inc. £307.48VAT) £1844.87

THE POST OFFICE

Chapel rate £ 80.00

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RoSPA Inspection 2011 (inc. £37.80VAT) £226.80

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Post etc. £ 4.42

Telephone £ 2.00

Mileage 1/1/11-30/6/11 (205 [miles@50.5](#)) £103.52 £815.16

Less Tax £16.40 NI £12.39 (Employer £16.03) £786.37

HMRC

PAYE Jan-June 2011 Tax £49.00 NI £85.26 £134.26

08. COMMITTEE REPORTS

The Chairman suggested that in future the committee Chairmen prepare a short written report to be sent out with the agenda for the Parish Council meeting. This would save time during the meeting presenting the report. Any questions regarding the report would then be discussed. The committee Chairmen present agreed with this proposal.

PLANNING –MR Bunton reported that there had been a steady flow of applications. Concerns were expressed over On Set vehicles but these had now been addressed by the owner. He added that the Parish Council did not have any influence over operator licences. The gypsy and traveller issue was ongoing and the new Causeway development well under way.

FINANCE & GENERAL PURPOSES COMMITTEE –Mr Robinson reported that allotments and finance had been discussed at the last two meetings.

RECREATION GROUND –Mr Webb had provided a report which the Clerk read. The repairs to the dip seemed to have survived the recent rain and the new turf continued to thrive. Quotes had been sought for work to clear the stream at the back of the Fortune Way play area and small rec. Quotes for a sign warning of the water hazard had also been sought. These quotes would be presented to the Recreation Ground committee at their next meeting. Similarly quotes had been sought to clear the ditch running behind the houses bordering the Elbourn Way play area. The letter requesting residents to either clear the section behind their house or if they would prefer pay £30 to the Parish Council as a contribution to the overall cost would be sent out soon.

PAVILION MANAGEMENT –This was covered under the Pavilion Working Group report.

CEMETERY COMMITTEE –The Chairman advised that the committee had met twice since the AGM discussion re-use of graves and other routine matters.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –County Cllr Mrs Oliver was not in attendance.

DISTRICT COUNCILLORS –Mr Cathcart reported that there had been a full District Council meeting the previous week which went on for a long time discussion budget motions. He also advised that he was the Chairman of a group looking into sheltered housing and how the quality could be retained with reduced funding.

10. WORKING GROUPS

BASSINGBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP- Mr Webb advised that the next meeting was scheduled for September 2011. He added that he had heard that the request to use some of the Village College land to create a skateboard and scooter park had been turned down by the Governors. Mrs Mead-Blandford expressed her concern over the issue of a skate park which Mr Webb brought up at the last meeting. She was not aware that the Parish Council had agreed to pursue with the Village College. She added that this was not the only time decisions had been made, without her knowledge and she was concerned that not all Councillors were involved in e-mail discussions.

Mrs Mead-Blandford was advised that the skate park request was a result of a request by the Community Youth Worker and youngsters made at a Recreation Ground committee meeting. Mr Webb, as Chairman, agreed to ask the Village College if it would be possible to use some of their land. It was agreed that there should have been more communication between the Parish Council representatives on the liaison group.

Mrs Mead-Blandford then reiterated her concerns over Parish Councillors without e-mail access missing out. The Clerk advised that the majority of correspondence from the County and District councils now came through e-mail, often many pages of information. She was unable to distribute paper copies of everything. The agenda and minutes for meetings were printed and sent to those Councillors without an e-mail facility.

QUALITY PARISH COUNCIL –There was no further update.

KNEESWORTH HOUSE LIASON –There was nothing to report.

CONSERVATION –There was nothing to report.

PAVILION PROJECT –The Clerk read a report prepared by Mr Webb. Minutes of the meeting held earlier in the year had been distributed to attendees as well as members of the Parish Council. No feedback had been received. Some preliminary plans had been prepared and circulated for the new Pavilion and Mr Webb asked for comments.

11. FUTURE OF THE PEAR TREE

Mr Cathcart reported that he had carried out a small survey in the village about the future of the Pear Tree Public House. The results showed very strong support for it to be kept as a pub as without it there would only be one left in the village. He asked for Parish Council support to go the the District Council and ask that the building be retained for this purpose. He added that this should be done now rather than wait for a planning application for change of use from a developer. After further discussion it was agreed that the Clerk would send a letter expressing the concern of the village over the prospect of losing another pub.

-Clerk

12. UPDATE ON THE ROUSES

Mr Webb had advised that the flood risk assessment had been approved by the District Council and also the hedge to grow alongside the chain link fence. There was one complaint concerning increased noise and this needed to be addressed but planning consent was expected to be issued in the next fortnight. The Clerk was asking contractors if they would be interested in quoting for the clearance work. The Parish Council had only received one quote to date and due to the amount of expenditure more quotes were needed.

The Chairman advised that County Cllr Mrs Oliver was also chasing on the position.

13. UPDATE ON ALLOTMENT SITE

An updated agreement, including changes discussed at the Finance and General Purposes committee meeting had been circulated to Councillors. It was agreed that the Clerk should sign the agreement on behalf of the Parish Council. A discussion then took place on access and parking. The Chairman stated that the Parish Council had an obligation to provide allotments not vehicle access. He then asked for volunteers to form a working party to mark out the plots. Mr Nicholls and Mrs Cooper offered to help.

-Clerk

14. CHANGES AT BASSINGBOURN BARRACKS

The Chairman reported that he had put this on the agenda as a result of the statement made by Dr Liam Fox which stated that the MOD intended to use the Barracks for troops returning for Germany in 2015- 2016. There had been no further update. Mr Cathcart advised that he had asked the planning department to let the village know of any changes they became aware of as soon as possible. He added that this could have a significant or no impact on the village.

15. APPROVAL OF UPDATED ASSET REGISTER

The Chairman had updated the values on the register by 3% which was the same as the insurance increase. He had also changed the Elbourn Housing Trust Trustees and added Churchyard maintenance. It was then proposed by Mr Bunton, seconded by Mrs Mead-Blandford that the Asset Register be approved. All Councillors in agreement.

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

CHARITY COFFEE MORNING –Mrs Mead-Blandford advised that she was intending on holding a coffee morning and asked whether she could do this on behalf of the Parish Council. This would be discussed at the Finance and General Purposes committee meeting.

MISSING CATS –The meeting was advised that a number of cats in the village had gone missing. Mrs Mead-Blandford had recently found a cat with string tied around its neck. She was concerned that someone might have tried to strangle it. She was advised to report her concerns to the RSPCA and the police.

TOWER CLOSE POTHOLE –Mrs Cooper was advised on how potholes can be reported through the County Council website. The Chairman agreed to report on this occasion.

-Mr Hallett

VANDALISM –There had been a fire started on the old allotment site on The Causeway. The Chairman confirmed that this had been reported to the police.

HIGH STREET CAR PARK –Mrs Mead-Blandford reported that it had been suggested by parishioners that the old red cross hut land, owned by the Elbourn Memorial Trust, be used as a village car park. The Clerk advised that this had been suggested before but the Trustees felt there might be concerns raised by the cottage residents.

PATH BY WAR MEMORIAL –The path had been resurfaced, but following recent rain, had large puddles. This had been reported to the Highway Supervisor.

17. DATE OF NEXT MEETING

Tuesday 20th September 2011

The Chairman closed the Meeting at 9.35 pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 26th July 2011

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 20th September 2011 at The Chapel, South End 7.30pm.

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mrs Mead-Blandford, Mr Webb, Mrs Cooper,
Mr Siggers, Mr Geraghty, Mr Pidgeon, Mrs Pidgeon
District Cllr Cathcart, District Cllr McCraith
Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Sappol, Mr Goater

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 26th July 2011, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

BROADBAND –The Chairman stated that at a meeting earlier in the year, held in Whaddon, British Telecom had advised that an exchange upgrade would be carried out in September 2011. This had now been changed to Spring 2012.

CHURCHYARD WALL –A grant application had been submitted to South Cambridgeshire District Council.

WINDMILL CLOSE FOOTPATH –Mr Cathcart had some provisional dates for a meeting which he would circulate. It was suggested that the meeting be held during the first week in October 2011. Mr Clarke and Mrs Mead-Blandford expressed an interest in attending. It was agreed that once the date was finalised Councillors would be notified.

HIGH STREET TRAFFIC –It had been agreed in principle at the last meeting to support residents parking. This had been discussed further at the Finance and General Purposes committee where there was nobody able to carry out the survey required by the County Council to support the request. The Chairman was concerned that the residents would be under the impression that this was progressing. It was agreed that the Clerk would notify them that there was nobody available to carry out the survey needed. -Clerk

FUTURE OF THE PEAR TREE –The Clerk had written to the District Council as agreed.

TOWER CLOSE POTHOLES –The Chairman confirmed that he had reported the potholes.

WAR MEMORIAL PATH –The path repair had been rectified.

05. CORRESPONDENCE

PCSO JAMES LYNCH –An update had been received which confirmed that six letters had been handed out to drivers for excess speeding on The High Street, one ticket had been issued for illegal parking on the pavement adjacent to the SPAR shop and one ticket for mobile phone use. The Chairman advised that residents had approached PCOSO Lynch about the vehicles parking on the grass by the war memorial. It was suggested that another bollard be installed but it would need to be carefully positioned to enable residents to access their driveways/garages. Mr Bunton advised that a resident of the High Street had offered some bollards which could be used. In the meantime PCSO Lynch would monitor the area and if necessary move any vehicles off the grass.

06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

07. PAYMENT OF ACCOUNTS

HALES PRINTERS

Newsletters £ 520.00

MOORE STEPHENS

External Audit 2011/12 (inc. £80.00 VAT) £ 480.00

TOTAL £ 1000.00

Agreed. PROPOSED Mr Clarke SECONDED Mrs Cooper

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

August and 6th September 2011**BUCHANS LANDSCAPES**

Grounds Mtce July 2011 (new contract) (inc. £307.48VAT)	£1844.87
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MRS S WALMESLEY

Clerks salary 1/7/11 –31/7/11

Salary SCP25	£705.22
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Post etc.	£ 6.22
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Telephone	£ 2.50
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Ink Cartridge (inc. £1.27VAT)	£ 11.19
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Flowers for newsletter distributor (inc. £4.00VAT)	£ 24.00	£749.13
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Less Tax £16.40 NI £12.39 (Employer £16.03)	£720.34
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BUCHANS LANDSCAPES

Grounds Mtce August 2011 (new contract) (inc. £307.48VAT)	£1844.87
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MRS S WALMESLEY

Clerks salary 1/8/11 –31/8/11

Salary SCP25	£705.22
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Post etc.	£ 3.32
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Telephone	£ 1.50	£710.04
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Less Tax £16.40 NI £12.39 (Employer £16.03)	£681.62
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The Clerk advised that the External Audit had been concluded with no comments made. This would be advertised.

08. COMMITTEE REPORTS

As agreed at the last meeting written reports from committee Chairmen were circulated.

PLANNING –Mr Bunton reported that Mr Hallett was chasing up the installation of a path from the Wireless Station. The planning application for The Cedars had been recommended for refusal by the Parish Council but Mr Bunton felt that it would be approved. If so then the Parish Council would need to look closely at the Section 106 Agreements. The offer of land for consideration as a gypsy and traveller site had been withdrawn by the landowner. The Windmill Close path was still incomplete. The Causeway development appeared to be near completion.

FINANCE & GENERAL PURPOSES COMMITTEE –A report was not available.

RECREATION GROUND –Mr Webb read his report. A quotation had been accepted for the stream clearance on Elbourn Way and Fortune Way. Some residents had contributed towards the work. Water hazard signs still needed to be sourced. There had been reports of vandalism at the Elbourn Way area and photographs had been taken of the damage. It was not major and would be approximately one hour's work for a handyman. There was an eyewitness to the vandalism and so the PCSO would be advised. The 2011 RoSPA report on the play areas did not reveal any urgent need for repairs. Mr Hallett had raised some problems with the parish path cutting with the contractor and the areas would now be cut regularly. The contractor also now had an up to date map of the all the paths.

PAVILION MANAGEMENT –This was covered under the Pavilion Working Group report.

CEMETERY COMMITTEE –Mr Hallett reported that the committee had met twice since the last Parish Council meeting. A further list of unstable memorials had been prepared and those graves not conforming to the cemetery regulations had been re-checked. Problems were being experienced with rabbits. Advice on the re-use of graves was still awaited from the Association of Burial Authorities. A broken seat had been noted and a price was being sought for a replacement. A defective step in the cemetery lodge had been examined and was found to be at the rear of the winder stair. It would require reasonably prompt repair but it was not an emergency.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –County Cllr Mrs Oliver was not in attendance.

DISTRICT COUNCILLORS –Mr McCraith reported that there was a District Council meeting the following week. He then advised of the Boundary Commission proposals for a new seat stretching to the southern part of Huntingdon. This was causing a lot of concern. The consultation went on until December 2011. The Chairman stated that if the Parish Council felt strongly about the change they should make a representation. This would be an agenda item for the Finance and General Purposes committee meeting on the 4th October 2011.

Mr Cathcart then advised that he was on a working group looking at sheltered housing, trying to retain the quality of service and the ability for residents to stay in their own bungalows. The care element was provided by the County Council who were cutting back on budgets so there was less money available for individual schemes. This may affect the way the warden schemes operate.

10. WORKING GROUPS

BASSINGBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP-A meeting to be arranged now that the new term had begun.

QUALITY PARISH COUNCIL –The Clerk advised that she had met with the CPALC representative, Diane Bayliss and obtained some information. She was meeting up with Mrs Bayliss again mid December and suggested that this might be a good time to begin the portfolio for submission. The Chairman agreed to scan the application paperwork and copy to Councillors.

*-Mr
Hallett*

KNEESWORTH HOUSE LIASON –There was nothing to report.

CONSERVATION –The Chairman advised that a village tidy up was planned for the 1st October 2011. Anyone interested in helping was welcome. Mr Clarke offered a walnut tree for planting in clunch pit wood. He was advised that the contact details were in the Village Voice.

PAVILION PROJECT –Mr Webb advised that he had not received any feedback regarding the draft plans put out. As agreed at the Recreation Ground committee meeting, a job specification for a project manager had been circulated. There had been some e-mail discussion on whether a project manager was needed but there was a lot of work required. Mr Bunton stated that there was a lot of work that could be carried out by Councillors themselves. Some Councillors were concerned that there were many residents not aware of what was going on. Mr Webb stated that it was intended a meeting of the village would be held once there was something concrete to discuss. Mr Saggars then urged a meeting of the working group to try and progress this. Mr Webb agreed to arrange, date to be advised.

*-Mr
Webb*

AFFORDABLE HOUSING –It was agreed at the AGM that the working group would continue. The Windmill Close estate had met around 50% of the requirement. The Chairman suggested that a meeting of the group be set up to start the process for further housing. It took a long time to get a project through to completion. It was agreed that a meeting would be held on the 5th October 2011.

ALLOTMENTS –The Chairman advised that the land had been cleared. He had taken a photograph which he showed to the meeting. He stated that the working group now needed to meet to list out what actions and procedures needed to be taken and followed. Mr Clarke suggested enlisting the help of Mr Howes who also held some allotments in North End. The Chairman and Mrs Pidgeon had also been on a training course. It was agreed that a meeting would be held on the 27th September 2011 in the Chapel Room. The Clerk was asked to book the room.

-Clerk

11. HIRE OF ROOM FOR MEETINGS

The Clerk had received notice from the United Reformed Church that the hire fee was £10 per hour and not per session. This would more than double the hire fees. A discussion took place on the role of the Village College when it was built and how there was a ‘village room’. Mr Cathcart advised that this had been investigated over the years with no success. The Chairman then advised of a reference in Section 134 of the Local Government Act 1972 relating to the use of a schoolroom or a room from the ‘rate’ if there was not a suitable room vested in the Parish Council. It was agreed that investigations should be made regarding the hire of a room in the Village College or sheltered scheme.

*-RW,
BMB,
NC
&Clerk*

The Village College liaison representatives agreed to take this up at the next meeting. Mr Cathcart and the Clerk to find out the position regarding the hire of The Limes. It was stated that the day of the meetings was flexible and did not have to be held on a Tuesday.

12. RATIFICATION OF RECREATION GROUND TERMS OF REFERENCE

The Chairman advised that the Terms of Reference now included a formal reference to the play areas. It was proposed by Mr Saggars, seconded by Mr Clarke that they be approved. All Councillors in agreement.

13. UPDATE ON THE ROUSES

A response had still not been received from the District Council planners even though there was nothing in dispute. All problems had been solved. Mr Webb asked the District Councillors to chase up the planning consent so that the County Council agreement could be signed and work could commence on clearing the site. The Chairman reminded Councillors that they still needed to formally agree to the signing of the lease. Advice had been sought from Limbach Banham and there were no problems identified. It was then proposed by Mr Clarke, seconded by Mrs Mead-Blandford that the lease could be signed once the planning consent was received. All Councillors in agreement.

*-Mr
Cathcart &
Mr
McCraith*

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

VILLAGE MARKET –Mrs Mead-Blandford stated that the recent market was enjoyed by a lot of people. She suggested that it would be nice to hold on a more regular basis. Mr Saggars agreed to pass on the comments to the Transition Village group.

-SS

NEWSLETTER –The Chairman reminded Councillors that Chris Holcroft had taken back the editorship on a temporary basis when the previous editor resigned. Mr Holcroft had now advised he was no longer in a position to continue. The Chairman was waiting to hear from Mr Nicholls as to whether he would be able to help as Mr Holcroft was pushing for a hand over date.

15. DATE OF NEXT MEETING
Tuesday 15th November 2011

The Chairman closed the Meeting at 9.10 pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 20th September 2011

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 15th November 2011 at The Chapel, South End 7.30pm.

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mrs Mead-Blandford, Mr Webb, Mr Pidgeon,
Mrs Pidgeon, Mrs Vigus, Mr Robinson
District Cllr Cathcart, District Cllr McCraith, County Cllr Mrs Oliver
Members of Public –3

01. APOLOGIES FOR ABSENCE

Mrs Cooper, Mr Sappol, Mr Goater, Mr Geraghty

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Mr Hallett, Mr Robinson and Mr Webb declared a personal interest under Item 10 Allotments.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 20th September 2011, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

BROADBAND –The plastic ducting for the upgrade in service was currently being laid,

CHURCHYARD WALL –The Chairman advised that the grant application for the District Council had been returned for a professional specification. Mr Bunton had agreed to seek an architect.

WINDMILL CLOSE FOOTPATH –The official opening of the development had taken place with a fair number of people attending. It had been advised that the delay to the footpath completion was due to County Highways changing the lighting specification. Mrs Oliver stated that she did not believe the long hold up was due to the County Council and agreed to investigate and come back with an update.

-Mrs Oliver

05. CORRESPONDENCE

COMMUNITY CHAMPIONS TO WORK ALONGSIDE CAMBRIDGESHIRE FIRE AND RESCUE – A Pilot scheme was being launched to encourage residents to carry out safety checks on their own homes. This would rely on volunteers liaising with the community on behalf of Cambridge Fire and Rescue Service (CFRS). Cambridgeshire ACRE were running the pilot and encouraged anyone looking for an opportunity to take on one or more active roles in the community to consider becoming a Community Champion. Councillors agreed that this should be forwarded to the Neighbourhood Watch coordinator, Vic Nickson. Clerk to arrange.

-Clerk

SAFE AT NIGHT FOR RESIDENTS –The Chairman had been asked to read out an e-mail from Mr Nickson relating to a concern over residents safety concerns raised at a previous meeting. The e-mail was read out. It explained how reports of incidents in the village were dealt with and satisfactorily concluded.

LEAF CLEARANCE –A request had been made by Mr Nickson for help clearing some leaves from the grass by the war memorial. Mr Robinson and Mr Bunton both agreed that there was not a big problem and it would be getting worse over the next few weeks as further leaves fall. It was agreed not to arrange the clearing of the leaves at this time.

COMMUNITY WARMTH CHAMPIONS –Cambridgeshire ACRE were working in partnership with Calor, National Energy Action Network and the Commission for Rural Communities to reduce levels of fuel poverty and carbon emissions in off-grid areas by delivering The Future of Rural Energy in Europe project. The project was particularly looking at Bassingbourn and Wisbech St Mary. Cambridgeshire Acre were looking for someone to champion the issue and would provide more information to anyone interested. It was agreed that the communication did not provide enough information on the scheme and the Chairman agreed to follow up with Cambridgeshire ACRE. He also agreed to pass on the details to the Transitional Village Group to see if they were interested.

-Mr Hallett

06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

07. PAYMENT OF ACCOUNTS

VICTIM SUPPORT

Donation agreed at F&GP meeting 4/10/11

£ 50.00

THE POST OFFICE

District Council additional Speed stickers		£ 40.80
VIKING DIRECT		
Stationery (Arrington, Litlington & Steeple Morden to be invoiced) inc.£6.49VAT)		
£38.95		
BUCHANS LANDSCAPES		
Ditch clearance Elbourn and Fortune Way (inc. £116.00VAT)		£696.00
TOTAL		£825.75
Agreed. PROPOSED Mr Clarke SECONDED Mr Robinson		
The following payments were made at the Finance & General Purposes committee meetings on 4th October and 1st November 2011		
BUCHANS LANDSCAPES		
Grounds Mtce September 2011 (new contract) (inc. £307.48VAT)		£1844.87
VIKING DIRECT		
Stationery (Arrington Litlington & Steeple Morden invoiced) inc. £22.94VAT		£ 137.63
MRS S WALMESLEY		
Clerks salary 1/9/11 –30/9/11		
Salary SCP25	£705.22	
Post etc.	£ 6.35	
Telephone	£ 1.20	
Less Overpayment of expenses Aug 11 £0.37		£712.40
Less Tax £16.40 NI £12.39 (Employer £16.03)		£683.61
HMRC		
PAYE 1/7/11 -30/9/11		
NI £85.26 Tax £49.20		£134.46
BUCHANS LANDSCAPES		
Grounds Mtce October 2011 (new contract) (inc. £307.48VAT)		£1844.87
HALES PRINTERS		
Newsletters		£ 563.00
CAMBRIDGE WATER COMPANY		
Cemetery water rate	£ 20.83	
Recreation Ground	£564.07	£584.90
HSBC INVOICE FINANCE (UK) LTD		
2 Litter bins (inc. £63.40VAT)		£380.40
E-ON		
Pavilion estimated electricity (inc. £4.31VAT)		£ 90.50
BRITISH LEGION POPPY FUND		
Poppy Wreath		£ 17.00
MRS S WALMESLEY		
Clerks salary 1/10/11 –31/10/11		
Salary SCP25	£705.22	
Post etc.	£ 2.21	
Telephone	£ 3.00	£710.43
Less Tax £16.40 NI £12.39 (Employer £16.03)		£681.64

08. COMMITTEE REPORTS

A written report had been received for the Cemetery Committee, which had been circulated, and the Recreation Ground committee. The committee Chairmen were asked to let the Clerk have their report a few days before the Parish Council meeting so that they could be forwarded to Councillors. The Clerk would provide written copies for members of the public at the Parish Council meetings.

PLANNING –A report was not available.

FINANCE & GENERAL PURPOSES COMMITTEE –A report was not available.

RECREATION GROUND –Mr Webb reported that work had been completed around the play areas at Elbourn Way and Fortune way to an excellent standard. Cambridge Water had confirmed that there was a leak between the meter and the Pavilion on the recreation ground. The committee were taking advice on the best option of repair to follow. The gate to the play area on the South End recreation ground had been vandalised and would need to be replaced. Two options were being looked at to prolong the life of the play area, replacement of the wooden fence and replacement of safety tiles. Quotes would be sought to see if this fitted in with budgetary constraints.

CEMETERY COMMITTEE –The written report which had been circulated advised that the committee had

met twice since the last Parish Council meeting. An item had been placed in the Village Voice regarding unstable memorials. Some had been repaired but this was an on-going activity. Advice on the re-use of graves was still awaited. It had been agreed that memorials in the garden of remembrance would not be permitted and it was decided to replace the broken seat. The fence behind the war memorial awaited painting. A quotation was being sought for carpentry repairs in the Cemetery Lodge.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –Mrs Oliver confirmed that the recycling centres in the county now accepted rigid plastic

E-books were now available to download in public libraries although they could not be downloaded onto a Kindle.

There was a lot going on with Trading Standards especially in relation to cold calling. Mrs Oliver was trying to remind people that if a contract had been agreed that there was a cooling off period.

The Regional Director of BT Broadband had advised that the update would be rolled out in the Spring of 2012.

The fire control centre in Huntingdon was now looking after Suffolk in addition to Cambridgeshire.

Cambridgeshire County Council and the National Health Service were working together on care packages and delivery levels. The cost was growing rapidly due to an increase in the ageing population.

Mrs Oliver concluded her report by advising that the County Council were carrying out a big push on adoption. There were currently 51 children to be adopted.

DISTRICT COUNCILLORS –Mr McCraith advised that the District Council were to meet the following week.

There had been some features in the local press about a wind farm in Litlington. Mr McCraith added that an application for planning permission had not yet been submitted. He advised that the District Council had not given consent for any wind farms in the area yet and there was a resolution not to allow them within two kilometres of residential housing. He added that if the permission was refused the applicant could go to appeal. Mrs Oliver advised that the County Council were asked to consider wind turbines on their land but declined.

Mr Cathcart then advised that he was Chair of a committee looking at sheltered housing schemes, trying to keep quality of service. The County Council had reduced their funding for the care element and this could have a big impact on the sheltered schemes. The decision to do this appeared to have been taken by a small body of officers with no member involvement. The District Council were challenging the decision. The Chairman asked if there was anything that the Parish Council could do to help. Mr Cathcart suggested that it might be helpful at a future date to relay its concerns to the County Council should this be needed. In the meantime Mrs Oliver agreed to see what she could do to help.

*-Mrs
Oliver*

10. WORKING GROUPS

BASSINGBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP-Mr Webb advised that a meeting had taken place. The college had been granted Academy status on the 1st September 2011. The primary school were still concerned over the speed of traffic in Brook Road and through the village. The Head Teacher was going to approach the County Council to see if traffic calming discussions could be resurrected. The question of using a room had been raised and Mr Hudson could see no reason why a room in the community centre could not be made available.

QUALITY PARISH COUNCIL –The Chairman had circulated guidance papers. The CPALC Quality Status Officer, Diane Bayliss, had offered to meet with the Parish Council to discuss the way forward. Councillors agreed that they would like to progress this and the Clerk was asked to arrange a meeting with Ms Bayliss in the new year.

-Clerk

KNEESWORTH HOUSE LIASON –The recent meeting had been discussed at the last Finance and General Purposes committee meeting where concerns were raised over the change of ownership and level of patients. The action suggested was for a visit to be arranged at the hospital for those concerned to see how the security worked.

CONSERVATION –The Chairman advised that a working party would be at the clunch pit on the 19th November 2011 staking trees and clearing. At their last meeting the group discussed tree planting for the Jubilee. The Woodland Trust is offering free trees so more planting was suggested. The Chairman reminded Councillors that the clunch pit was owned by the Parish Council so there could be some future expenditure commitment on staking and guards. Councillors agreed the tree planting.

PAVILION PROJECT –Mr Webb reported that a meeting had been arranged for the 30th November 2011. A consultant specialising in project management, like this, would be attending to explain what services could be offered. The Chairman advised that a person interested in the village allotments had been involved in the past with fundraising for the Pavilion in Meldreth.

AFFORDABLE HOUSING –The Chairman advised that the scheduled meeting had to be deferred. Another date was to be set. He added that the working group needed to get up and running again.

ALLOTMENTS –The Chairman advised on the current position of the allotments. The working group had decided at their meeting not to form an allotment holders association just yet so individual tenancy agreements were direct with the Parish Council. Priority of allocation was for Bassingbourn residents. 24 plots had been marked out with space for three or four more. The Chairman then gave an update on the current status of the plots. There had been requests from allotment holders for fencing and a water supply, mostly fencing. The Chairman added that there were reports of muntjac in the area and felt that if the allotments were not fenced could result in the holders losing interest. The approximate cost of fencing would be around £2,000. Councillors agreed that some quotations for 1.2 metre fencing should be sought.

*-Mr
Hallett*

11. HIRE OF ROOM FOR MEETINGS

Mrs Mead-Blandford advised that The Limes was free on a Tuesday evening and could be used for a small donation. Mr Webb had also been advised that there was the possibility of a room in the Community Centre. Councillors discussed both the locations and agreed that the use of the Limes should be pursued first. The Clerk was asked to find out more information for discussion at the next Finance and General Purposes committee meeting. Mr Webb would also circulate some photographs of the facilities available in the community centre.

*-Mr
Webb &
Clerk*

12. CLARIFICATION OF PARISH COUNCIL MINUTES

Concerns were expressed by a member of the public over the Finance and General Purposes minutes from the meeting on the 27th April 2011 and their content. At that meeting there was a discussion under Open Forum on the High Street/The Causeway traffic calming and the parishioner believed the minutes were not specific enough about the minor works discussed, especially an investigation into traffic calming gates, which was not mentioned. The parishioner also recalled that the minutes were not available for approval at the next meeting on the 7th June 2011.

The Chairman advised that not every conversation should be recorded in the minutes. A copy of the minutes from the 27th April were circulated to Councillors to remind them of the meeting. The Chairman added that as far as the Parish Council were aware they had been approved and signed as a true record. The Clerk added that the possibility of traffic calming gates on the Causeway had been discussed a number of times over the years and that was probably why there was not a specific mention in the minutes of the 27th April 2011. The Chairman and Clerk were asked why this had not been brought to the attention of the Parish Council before. The Chairman advised that the minutes had been queried along with other matters relating to the traffic calming and he thought the issue had been resolved. After further discussion Mr Bunton stated that mistakes were made, which could not always be helped, and asked that the issue now be closed. He thanked the parishioner for bringing this to the Parish Council's attention.

Mrs Oliver added that not being kept updated was very frustrating for residents.

13. UPDATE ON THE ROUSES

The Clerk confirmed that following the recent Recreation Ground committee meeting she had sent a letter to the District Council Interim Head of Planning asking why there was a delay in the issue of the planning consent for change of use of the land. Mr Webb was also chasing up a response through the District Councillors. Mrs Oliver added that the County Council had closed the file thinking that the Parish Council no longer wanted to proceed with the lease. On her advice they had since re-opened it.

14. ASSET REGISTER –ADDITION OF ALLOTMENT LAND

Councillors agreed that the land rented from Mr Worboys used for the allotments should be included in the asset register.

15. TRAFFIC CALMING GATES –THE CAUSEWAY

The Chairman advised that originally the developers of Windmill Close were asked to include traffic calming gates in the planning permission. The Highway Engineer, Karen Lunn, had since advised that there was not enough room on the north side verge of the High Street. The other side of the road by Windmill Close was suitable. The approximate cost was £500 and Ms Lunn suggested that this could be met by the developer. There was a chance that if the Parish Council gave the go-ahead for the work now they could become liable for the cost. The gate would be in the same position as the relocated speed limit sign. The order for this relocation was advertised in the Cambridge Evening News on the 4th November 2011. It was proposed by Mr Webb, seconded by Mr Robinson that Ms Lunn be asked to proceed with the installation of the traffic calming gate on the south side of the verge. Clerk to advise.

-Clerk

16. SHARING OUR HIGH STREET LEAFLET

Mr Simpson, a High Street resident, had prepared a draft leaflet which was copied to Councillors. The idea was to try and educate drivers and Mr Simpson hoped that the Parish Council would support this. A discussion took place on the content of the leaflet. Mrs Oliver suggested that Mr Simpson share the idea with the County Highway Safety Officer and Mr Webb added that if agreed the police and County Council logo could be displayed on the leaflets. It was then agreed that the Parish Council would support the project and Mr Robinson proposed that 2000 copies be printed at a cost of £127.00. This was seconded by Mrs Pidgeon with all Councillors in agreement. The leaflets could then be distributed to every household. Mr Hallett agreed to work with Mr Simpson on getting the leaflet in the correct format for printing, once finalised.

-Mr Hallett

17. AGREEMENT OF 2012 MEETING DATES

Draft meeting dates had been circulated to Councillors. These were based on the dates for 2011. The dates were agreed subject to a meeting place.

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

REMEMBRANCE SERVICE –Mr Robinson suggested that the Parish Council should start the process as soon as possible to close the road for the service in 2012. There had been some disruption with traffic trying to get past at the service on the 13th November. The Chairman had also received comments. The Parish Council were usually asked around December/January time about road closures so would pursue at that time.

Mr Clarke then gave a vote of thanks to Mr Nickson who had organised the event. He added that there was good attendance with a lot of the village there.

DIAMOND JUBILEE –Mr Robinson had seen an advertisement for Jubilee beacons in a recent circulation and asked for the Queens Diamond Jubilee to be an item for the next F&GP agenda to see if parishioners wanted to arrange a celebration.

-Mrs Mead-Blandford & Mr Webb

SPORTS HALL –Concern was expressed over the lack of people using the sports hall. It was advised that the hall was run by the Village College. Mr Webb and Mrs Mead-Blandford to find out why there was a lack of support for the facility at the next Village College Liaison meeting.

BUS ACCESS TO VILLAGE COLLEGE –Mr Bunton expressed concern over a letter he had received as a resident of Brook Road. The letter from the Village College advised that the roadway to the bus car park was to be opened during college time to allow vehicles to park in the bus car park. Mr Bunton stated that this was dangerous and feared that a child could get run over. Mr Webb advised that this was mentioned at the recent liaison meeting and the car park was only going to be accessible for twenty minutes a day for primary school parents. Mr Bunton would express his concerns with the primary school Head Teacher.

-Mr Bunton

19. DATE OF NEXT MEETING
TUESDAY 24TH JANUARY 2012

The Chairman closed the Meeting at 9.40pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 15TH November 2011

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

There were none made.