

## **Bassingbourn-cum-Kneesworth Parish Council**

### **PARISH COUNCIL MEETING**

**Minutes of Meeting held on Tuesday 24<sup>th</sup> January 2012 at**

**The Limes, High Street 7.30pm.**

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mrs Mead-Blandford, Mr Webb, Mrs Vigus, Mr Robinson, Mr Saggars, Mr Sappol, Mrs Cooper  
District Cllr Cathcart, District Cllr McCraith  
Members of Public –1

**01. APOLOGIES FOR ABSENCE**

Mr Goater, Mr Pidgeon, Mrs Pidgeon, County Cllr Mrs Oliver

**02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

Mrs Mead-Blandford declared an interest under Item 14 and 15.

**03. MINUTES OF LAST MEETING**

It was agreed the minutes of the Parish Council Meeting held on Tuesday 15<sup>th</sup> November 2011, copies previously distributed, were a true record and signed by the Chairman.

**04. MATTERS ARISING**

**CHURCHYARD WALL** –The Chairman advised that there was now a hole in the wall where the brickwork had fallen out. Mr Bunton confirmed that he had spoken to an architect who agreed to look at the specification. He would then hopefully help to progress this.

Mr Clarke expressed his concern over the delay in carrying out the repair which was due to the process required by the District Council Conservation Officer. Mr Bunton reminded him that the wall was grade 1 listed and the process had to be adhered to. He added that the Parish Council must do as much as possible to preserve historic buildings and walls. The Chairman advised that Meldreth Parish Council had secured a grant for the repair to their Church wall from the District Council.

**WINDMILL CLOSE FOOTPATH** –Mrs Oliver had chased the completion work.

**HIRE OF ROOM FOR MEETINGS** –The Clerk confirmed that she had thanked the URC for the use of the Chapel Room over the years. The Chairman asked for a thank you to The Limes, for the use of the meetings from now on, to be recorded. Mr Webb confirmed that the Chapel Room would continue to be used for the Recreation Ground Committee meetings.

*-Clerk*

**TRAFFIC CALMING GATES** –The Clerk to find out the position with the Highway Engineer.

*-Clerk*

**SHARING THE HIGH STREET LEAFLET/WAITING RESTRICTIONS** –The Chairman reported that Mr Simpson was going to revise the leaflet and County Highways had offered to help. The Chairman then advised that five objections had been made to Highways regarding the proposed waiting restrictions. Mrs Oliver had also expressed her concern and the proposal now needed to go to a county meeting. The Chairman had agreed to push ahead with the leaflet to see if it was effective whilst issues with the objections were resolved. Mr Bunton and Mr Robinson both expressed concern over the five objections, and also the view of Mrs Oliver, adding that the village was very much in favour of the restrictions shown through the village survey. A discussion then took place on the proposal which was produced by County Highways and only slightly reduced the number of parking spaces. All Councillors then agreed that the decision to go ahead with the parking restrictions was made by the Parish Council with the backing of the village and the Parish Council would not be manipulated. It was agreed that the Chairman would relay the comments to Mrs Oliver and ask her to explain her reasons for the objection to the restrictions at the next meeting.

*-Mr Hallett*

**REMEMBRANCE SERVICE** –A notice had recently been circulated stating that the police will no longer stop traffic for remembrance services. A new system was in place whereby an application to close a road could be made but qualified people would need to be employed to stop the traffic and put signage up. Mr Webb reminded the meeting that following the service in November 2011 there was a lot of feedback from parishioners about closing the road. Mr Bunton suggested that this should be investigated further with costs obtained. Mrs Cooper agreed to speak to the police.

*-Mrs Cooper*

**DIAMOND JUBILEE** –This item was now on the agenda for the Finance and General Purposes committee meetings. Mr Webb advised that the Village College had offered their grounds for the celebration if needed.

**VILLAGE COLLEGE PATH** –Mr Bunton advised that the path was open for people to access the bus car park, at peak times, but there was a condition that they stuck to the times agreed. It was difficult for the school to enforce. Mr Webb and Mrs Mead-Blandford agreed to bring this up at the next village college liaison meeting and ask that the path be made safe.

*-Mrs Mead-Blandford & Mr Webb*

**05. CORRESPONDENCE**

STANDARDS COMMITTEE NEWSLETTER -The newsletter had been copied to Councillors. The Localism Act received Royal Assent in November 2011 and there were no significant changes to the standards regime which the District Council and Parish Councils must address. The Code of Conduct would not be optional and all authorities were required to have one. The Head of Legal Services at Cambridgeshire County, District and CPALC recommended that all Cambridgeshire authorities adopt the same Code of Conduct, and the same procedures, to ensure consistency across all tiers of local Government. The wording of the new code was still being considered and once agreed would be sent out to each council for approval in the next few weeks.

**06. OPEN FORUM (items for Parish Council comment)**

The meeting was closed between 7.40pm and 7.45pm for public discussion.

VILLAGE VOICE CONTACT DETAILS –A contact address was not advertised in the publication. It was advised that correspondence could be passed on through the parish Clerk or the Book Cafe. It was stated that names and addresses of Councillors used to be published in the newsletter and this helped parishioners identify who they could contact. Mr Sappol agreed to investigate a contact address being included in future.

**-Mr  
Sappol**

**07. PAYMENT OF ACCOUNTS****MRS D ARTUS**

Reimbursement for canes and guards for clunch pit trees (inc. £32.20VAT) £193.20

**SLCC**

Membership 2012 £ 97.00

**TOTAL** £290.20

Agreed. PROPOSED Mrs Mead-Blandford, SECONDED Mrs Cooper

**The following payments were made at the Finance & General Purposes committee meetings on 6<sup>TH</sup> December 2011 and 11<sup>th</sup> January 2012**

**BUCHANS LANDSCAPES**

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

**HALES PRINTERS**

Newsletters £ 562.00

**MRS S WALMESLEY**

Clerks salary 1/11/11 –30/11/11

Salary SCP25 £705.22

Post etc. £ 10.18

Telephone £ 4.00

I Tune Voucher £ 25.00 £744.40

Less Tax £16.40 NI £12.39 (Employer £16.03) £715.61

**MR R WORBOYS**

Half year rent for allotment land (invoice not yet received) £150.00

**LIMBACH BANHAM**

Huckle Trust resolution (inc. £50 VAT) £300.00

**BUCHANS LANDSCAPES**

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

**HALES PRINTERS**

Newsletters £ 563.00

**CAMBRIDGESHIRE COUNTY COUNCIL**

Street lamp energy 2011 + mtce charges April –June 2011 £1958.04

**BASSINGBOURN URC**

Hire of Chapel room July –December 2011 20 hrs @£10 £200.00

**ASHTON GRAHAM**

Preparation and completion of Allotment Agreement (inc. £186.00VAT) £1116.00

**INFORMATION COMMISSIONER**

Renewal of Data Protection £ 35.00

**CAMBRIDGESHIRE ACRE**

Membership 2012 £ 40.00

**E-ON**

Pavilion electricity (inc. £4.11 VAT) £ 86.40

**MRS S WALMESLEY**

Clerks salary 1/12/11 –31/12/11

Salary SCP25 £705.22

Post etc.	£ 4.68	
Telephone	£ 2.00	
Mileage July-Dec 2011 142 miles @50.5	£ 71.71	£783.61
Less Tax £16.40 NI £12.39 (Employer £16.03)		£754.82
HMRC		
PAYE Oct –December 2011 Tax £49.20 NI £85.26		£134.46

#### 08. APPROVAL OF BUDGET AND PRECEPT 2012/13

The budget had been discussed by the Finance and General Purposes committee at their December 2011 and January 2012 meetings. The Chairman proposed that Item 16 be discussed before a decision was made regarding the precept amount.

He then advised that Mr Nickson had suggested that an additional plaque be put on the war memorial to commemorate 11 service personnel from Bassingbourn killed in Afghanistan. It was stated that the war memorial was for the two world wars and all wars since. Mr Siggers suggested that if the war in Afghanistan was included, all wars since the two world wars should be. There was also the question of protocol and whether the names appeared on the war memorials in the places that the servicemen came from. It was agreed that there were a lot of questions to be asked. Mrs Cooper volunteered to liaise with Mr Nickson and report back at a future meeting when a decision would be made. It was agreed that a separate budget allocation would not be made at this time.

*-Mrs  
Cooper*

It was then proposed by Mr Clarke, seconded by Mr Webb, that £61,800 be requested as the Precept for 2012/13. All Councillors in agreement. The Clerk to advise the District Council.

*-Clerk*

#### 09. COMMITTEE REPORTS

A written report had been received from all the committee, which had been circulated. There were no questions raised.

Copies of the Report attached at the end of the minutes.

#### 10. COUNTY AND DISTRICT COUNCILLOR REPORTS

DISTRICT COUNCIL –Mr McCraith advised that there was a District Council meeting the following Thursday where the budgets would be discussed. Mr Cathcart reported that the report on Sheltered Housing was approaching finalisation. There were concerns that it future the nature of the scheme would be lost. The aim of the scheme was to allow parishioners to live and be part of the community with background support. The cuts in the County Council budget could force the aims to become much narrower and focused and Mr Cathcart was very concerned. A discussion took place on help that the Parish Council could give. It was agreed that Mr Cathcart and the Chairman would draft a letter expressing concern over the County Council cuts in funding stating that this could make residents more vulnerable.

*-Mr  
Cathcart  
& Mr  
Hallett*

COUNTY COUNCIL –A report was not available.

#### 11. WORKING GROUPS

BASSINGBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP-Mr Webb advised that the next meeting would be held in February 2012.

QUALITY PARISH COUNCIL –The Clerk would be meeting with the CPALC Quality Status Officer during the next month. She would let the working group know the details once confirmed. Mr Siggers asked the Chairman if there had been any progress on the discussion made at a previous meeting about mentoring. The Chairman agreed to investigate for discussion at a future meeting.

*-Mr  
Hallett*

KNEESWORTH HOUSE LIASON –There was nothing to report.

CONSERVATION –A provisional date for the planting of 105 trees at clunch pit wood was the 3<sup>rd</sup> March 2012.

PAVILION PROJECT –Mr Webb had asked Alan Lamb, who gave a talk on fundraising and project management, to provide a scale of fees for his services. These would be available for discussion at the next Recreation Ground committee meeting.

AFFORDABLE HOUSING –The Chairman reported that he had been contacted by District Council officer Ms Newstead who had volunteered to talk to the village about affordable housing. It was agreed that the chairman would arrange for her visit.

*-Mr  
Hallett*

ALLOTMENTS –The Chairman had an action to obtain quotations for fencing. This was in hand.

#### 12. UPDATE ON THE ROUSES

Planning permission for change of use had been received. The Clerk advised that she had received the paperwork relating to the lease, for signing. Mr Webb agreed to take one final look before the Clerk signed. He added that there were two quotations for the clearance work and a decision would need to be made on

*-Mr Webb  
& Clerk*

the contractor to use at a Parish Council meeting.

**13. REQUEST TO FUND DOG WASTE BIN PURCHASE AND COLLECTION OF WASTE FROM VILLAGE COLLEGE.**

Mrs Isherwood, Village College Premises Manager, had written to the Parish Council asking the council to fund the purchase of a dog waste bin, and the emptying of it, for the footpath through the college grounds. There was a problem with dog fouling and children treading it into the school. Mr Bunton stated that a bin would not necessarily solve the problem as responsible dog owners would clear up after their dogs anyway. It was stated that the intended position of a bin was on village college property and if the location was on the road edge or recreation ground it would be a different matter. A vote was then taken on whether to purchase a dog waste bin, and fund the emptying, with all Councillors refusing the request. Clerk to advise Mrs Isherwood.

-Clerk

**14. APPROVAL OF QUOTATION FOR CEMETERY LODGE REPAIRS**

A quotation had been received, from Mr Mead-Blandford, to carry out works to the staircase in The Lodge for a total cost of £179.00. On a proposal by Mr Robinson, seconded by Mr Bunton, this was agreed with all Councillors in agreement.

-Clerk

**15. APPROVAL OF QUOTATION FOR INSTALLATION OF LITTER BINS**

A quotation had also been received from Mr Mead-Blandford, to install the two litter bins for a total cost of £100.00. On a proposal by Mr Clarke, seconded by Mr Robinson this was agreed. Clerk to advise Mr Mead-Blandford.

Clerk

**16. REQUEST FOR THE COMMISSION OF A NEW COMMEMORATIVE PLAQUE FOR THE WAR MEMORIAL**

This was discussed under Item 08.

**17. ATTENDANCE AT MEETINGS**

It was advised that Mr Nicholls last attended a Parish Council meeting in July 2011. The six month period was nearly up where he would automatically cease to be a Councillor. The Chairman and Clerk both confirmed that they had tried to contact him by e-mail and telephone without success. Mr Webb volunteered to call at his home to explain what had happened.

-Mr Webb

Mr Bunton and Mr Saggars both stated that there were times when they had other commitments and could not attend meetings. The Clerk reminded Councillors that attendance was recorded in the minutes so could be looked up if need be.

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

**CEMETERY LITTER** –Mrs Mead-Blandford advised that there was a lot of litter at the back of the cemetery which had been blown through the railings.

**EVENING CLASSES AT VILLAGE COLLEGE** –Mrs Mead-Blandford expressed concern over the loss of evening classes at the Village College. Mr Clarke suggested that the cost of the classes could be a reason adding that a lot of parishioners were going to Melbourn. Mrs Mead-Blandford and Mr Webb were asked to raise this at the next liaison meeting.

-Mrs  
Mead-  
Blandford  
& Mr  
Webb

**TREE REQUEST** –Mrs Mead-Blandford asked whether the parishioners could ask for a tree, from the recent allocation from the Woodland Trust, to be planted outside their property. The Chairman confirmed that these trees were specifically for clunch pit wood.

**VILLAGE VOICE** –Mr Sappol asked for advice on his new role as editor of the newsletter and what he could and could not do. He acknowledged that advertising had to stay but suggested more content. Mr Saggars suggested updates on planning issues. It was agreed that this would be an agenda item at the next Parish Council meeting to see how the publication could be improved.

**USE OF THE LIMES** –The Chairman confirmed that The Limes committee had requested a donation for the use of the room. It was agreed that £10 per session be paid. Mr Cathcart added that it was nice to see the building used for other purposes.

**KEITH WOOD** –The Chairman had reported motorbikes in the wood to the police and Woodland Trust.

**MEETING OF CHAIRMEN** –A meeting had been held with Mrs Oliver and the Chairmen in her patch. It was identified that a representative from the District Council should have been invited for their input. It was a good networking event and the aim was to hold regular meetings.

**19. DATE OF NEXT MEETING**  
TUESDAY 20<sup>TH</sup> MARCH 2012

The Chairman closed the Meeting at 9.50pm

.....  
(Chairman)

.....  
Date

**Bassingbourn-cum-Kneesworth Parish Council**

**PARISH COUNCIL MEETING 24<sup>TH</sup> January 2012**

*Comments made by the public during Open Forum*

(where no Councillor action had been agreed)

There were none made.

## **COMMITTEE REPORTS TO PARISH COUNCIL MEETING 24 JANUARY 2012**

### **PLANNING COMMITTEE REPORT**

We continue to discuss the path to the Wireless Station; we are waiting for the landowner to proceed further with this.

Also The Cedars has been on the Agenda for discussion (Planning permission has now been refused). I feel that the developer will still persevere with a development on this site.

Dog training on the causeway has also been discussed, with mixed feelings; however the owner has agreed to seek relevant planning permission.

A proposed development at 46 The Causeway for affordable housing came before the parish council for comment, some members of the parish raised concerns regarding over development and change to the street scene. The application was refused by SCDC; however there is still a need for affordable housing.

Fen Bridge Farm, 27 Fen Road had their application approved to demolish the existing dwelling and relocate a new dwelling within the plot, in my opinion improving safety and the street scene on Fen Bridge.

We have also had various other planning applications to comment on, mainly extensions and tree work most of which gain approval.

Danny Bunton

### **FINANCE AND GENERAL PURPOSES COMMITTEE REPORT**

Since our last report, the F and GP committee has discussed many topics.

We were pleased to get some feedback from the youth club on how our grant to them was spent, although the general feeling was dissatisfaction and has brought into question as to whether we continue to finance the scheme in its present form. I am sure much further debate will take place before a final decision is made.

The setting of our budget for next year has also taken up much time, both the committees and my own and we appear to have reached a final, fair and equitable budget for the coming year. An expected large expense will be repairs to the Church wall but we have budgeted for this and we realise that the work will have to go ahead, if not this year then within a reasonable period.

The Huckle Trust has finally been brought to fruition.

Village maintenance has proceeded with the repair to village pump casings.

We have decided to move our meetings from its present location in the Church Hall to the Limes. This will save us money and give us a more central location. It is to be hoped that more members of the public will now attend our meetings and have the opportunity to comment on our works.

Salt bins have been a constant agenda item and with yet another mild winter it would appear that our prudence on their purchase has been a saving. We rarely get prolonged periods of snow and with the problems noted from other villages over their use it has not been a high priority. Danny Bunton is though, still seeking potential sites for their installation in the future.

We have discussed the forthcoming Queens Jubilee and look forward to supporting the Bassingbourn Charities Group in sharing their facilities, following a village event on the Saturday of that weekend to be involved with a fun day for all the village. Our thanks go to Nigel of On Set for the provision of his "Field of Dreams" for the event.

With the spring on its way we look forward to the allotments coming into their own and to be able to get on with village maintenance to make the village look like we would all want it to.

Peter Robinson

### **RECREATION GROUND COMMITTEE REPORT**

A decision has been made not to trim back the trees behind the houses at Elbourn Way. It was felt that they were not high enough to be causing any problems to the residents.

I conducted a repair to the climbing net at the Elbourn Way recreation area. It appeared to have been vandalised.

I have checked all the swings for wear and tear on the chain couplings. There was nothing severe enough to warrant replacing.

A site visit by Playgrounds UK was made to the South End Rec area. They will be quoting for replacement matting for the swing areas and for a replacement metal fence surround. We have one other quote already for the metal fencing and I am seeking a secondary quote for the replacement matting. All quotes should be in time for the next Rec meeting.

The general condition of the rec is quote poor. It has not been treated in many years and so I am going to suggest to the committee at the next meeting that we employ a consultant to evaluate its condition and recommend a course of treatment. I will try and get quotes in time for this meeting.

Rupert Webb

CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

The December 2011 meeting of the Cemetery Committee could not take place as there was not a quorum.

Routine business was discussed at the meeting on 11 January 2012.

The request to CPALC for advice on the re-use of graves has been forwarded to NALC and a response from NALC is awaited.

The fence behind the war memorial awaits painting.

The quote for carpentry repairs to the stairway and front bedroom window at the lodge is being considered at the Parish Council meeting.

M W Hallett

## **Bassingbourn-cum-Kneesworth Parish Council**

### **PARISH COUNCIL MEETING**

#### **Minutes of Meeting held on Tuesday 20<sup>th</sup> March 2012 at The Limes, High Street 7.55pm.**

Mr Hallett (Chairman), Mr Bunton, Mr Clarke, Mrs Mead-Blandford, Mr Webb, Mrs Vigus, Mr Robinson, Mr Saggars, Mr Sappol, Mrs Cooper, Mr Goater, Mrs Pidgeon, Mr Pidgeon, Mr Geraghty  
County Cllr Mrs Oliver, District Cllr Cathcart, District Cllr McCraith  
Members of Public –0  
Mrs D Bayliss -CPALC

**01. APOLOGIES FOR ABSENCE**

All Councillors were in attendance.

**02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**03. APPLICATION FOR QUALITY STATUS (Diane Bayliss CPALC)**

The Chairman and Mr Webb had met with Mrs Bayliss to discuss the application in general in February. The Chairman welcomed Mrs Bayliss to the meeting and invited her to make the presentation.

She explained the background to Quality Status advising that there were ten tasks that the Parish Council needed to complete for the portfolio. Details of the tasks were distributed to all Councillors.

She confirmed that the portfolio needed to be a hard copy. Mr Saggars asked if there was a financial advantage to having the status. Mrs Bayliss answered that there was no hard evidence and to apply did cost money. With the localism bill there were discussions on having a fund for Quality Councils to apply for but at the present time this had not materialised.

*-Clerk*

The Chairman stated that in his mind he felt that there would be two levels of Parish Councils. To become a Quality Council was a way of demonstrating competence. Mr Saggars queried the communication aspect and felt that this needed to be addressed by the Parish Council. After further discussion it was proposed by Mr Webb, seconded by Mr Robinson that the Parish Council would proceed with compiling the portfolio which would be submitted for the panel meeting in October 2012. All Councillors in agreement. The Clerk to liaise with Mrs Bayliss.

**04. MINUTES OF LAST MEETING**

It was agreed the minutes of the Parish Council Meeting held on Tuesday 24<sup>th</sup> January 2012, copies previously distributed, were a true record and signed by the Chairman.

**05. MATTERS ARISING**

**CHURCHYARD WALL** –Mr Bunton advised that he was unable to find an architect willing to help. It was stated that the services of a Church architect had been discussed which the Chairman agreed to follow up with the Church Warden, Mr Simpson.

*-Mr Hallett*

**TRAFFIC CALMING GATES** –There was no further update. The Clerk to find out the position from Highways.

*-Clerk*

**SHARING THE HIGH STREET LEAFLET/WAITING RESTRICTIONS** –The Chairman stated that there was concern at the last meeting over the suggestion that the restrictions should not be implemented as requested by the village. The Chairman, Mrs Oliver and the Highway Engineer Karen Lunn had met to consider the objections raised during the County Council consultation. Everybody now knew the situation and it was very important that the outcome was right. Mrs Oliver advised that the general feeling was that the scheme put forward by the County Council at the time did not give enough consideration to residents and it was agreed to revisit with all parties present, and a large sketch plan. Mrs Oliver added that it was also felt that there was not enough concern for the businesses on the High Street.

*-Mrs Oliver  
& Clerk*

Mr Saggars suggested that the Parish Council ask for copies of the representations made to the County Council which the Clerk was asked to do. The Chairman reiterated that the local consultation through the Village Voice showed that parishioners were very much in favour of restrictions. Mr Robinson, Mr Sappol and Mrs Mead-Blandford both expressed their concern over the lack of support at this stage from the County Council. It was agreed that a meeting would be arranged with residents, the County Council and Parish Council. Mrs Oliver to arrange.

**REMEMBRANCE SERVICE** –The Chairman now had details of contractors who were able to close the roads.



VILLAGE COLLEGE PATH –Mr Webb confirmed that he had raised this issue at the recent Liaison meeting. Concerns were expressed over the danger to children with the new arrangements and the College were going to ask if the PCSO's could speak to some of the more anti-social drivers.

VILLAGE VOICE CONTACT DETAILS –Mr Sappol, the Editor, had now included his address. The Chairman advised that the CPACLC QS officer had confirmed that the address shown should be that of the Clerk.

SHELTERED HOUSING LETTER –The Chairman confirmed that the letter had been sent to the County Council. Mrs Oliver stated that the cuts in funding were stemmed from a review which showed that South Cambridgeshire District Council were the most expensive provider in the County.

#### 06. CORRESPONDENCE

BASSINGBOURN OVER 60'S CLUB –Request for a donation to celebrate their 60<sup>th</sup> anniversary. On a proposition by Mr Webb, seconded by Mr Saggars, it was agreed that £60 be donated. All Councillors in agreement.

A1198/THE CAUSEWAY Roundabout –Concern over traffic had been raised at the junction. Drivers travelling along the A1198 towards the roundabout seemed to ignore it and carry straight across. Mrs Oliver asked for the communication to be forwarded to her. She would ask the Highway Supervisor to arrange for the markings to be refreshed.

-Mrs Oliver

SCDC –Standards Committee Newsletter March 2012. This had been copied to all Councillors.

#### 07. OPEN FORUM (items for Parish Council comment)

There were no items raised.

#### 08. PAYMENT OF ACCOUNTS

##### THE LIMES COMMUNITY FUND

Hire of The Limes January –March 2012

7 occasions @ £10.00 £ 70.00

##### BASSINGBOURN URC

Hire of schoolroom 3/1/12 & 15/2/12 (3 hours) £ 30.00

##### MRS S WALMESLEY

Clerks salary 1/3/12 –31/3/12

Salary SCP25 £705.22

Less Tax £16.40 NI £12.39 (Employer £16.03) £676.43

##### HMRC

PAYE January –March 2012 Tax £49.20 NI £85.26 £134.46

TOTAL £910.89

Agreed. PROPOSED Mr Webb SECONDED Mr Pidgeon

The following payments were made at the Finance & General Purposes committee meetings on 7<sup>TH</sup>

##### February 2012 and 6<sup>th</sup> March 2012

##### BUCHANS LANDSCAPES

Grounds Mtce January 2012 (new contract) (inc. £307.48VAT) £1844.87

##### MR MEAD-BLANDFORD

Refurbishment of High Street and Causeway pumps £303.00

Installation of litter bins £100.00

Repair to stairs at Cemetery Lodge £170.00 £573.00

##### HALES PRINTERS

Newsletters £563.00

##### MRS S WALMESLEY

Clerks salary 1/01/12 –31/01/12

Salary SCP25 £705.22

Post etc. £ 10.23

Telephone £ 3.00 £718.45

Less Tax £16.40 NI £12.39 (Employer £16.03) £689.66

##### BUCHANS LANDSCAPES

Grounds Mtce February 2012 (less war grave payment) (inc. £268.48VAT) £1610.87

##### MRS S WALMESLEY

Clerks salary 1/02/12 –29/02/12

Salary SCP25 £705.22

Post etc. £ 3.34

Telephone £ 4.00 £712.56

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

£683.77

**09. INTERNAL AUDIT 2011/12**

It was agreed that LGS Services be asked to carry out the internal audit for 2011/12, as in previous years. *-Clerk*  
Clerk to arrange.

**10. COMMITTEE REPORTS**

A written report had been received from all the committee, which had been circulated. There were no questions raised.

Copies of the Report attached at the end of the minutes.

**11. COUNTY AND DISTRICT COUNCILLOR REPORTS**

**DISTRICT COUNCIL** –Mr McCraith confirmed that the District Council were the only authority to freeze the council tax for 2012/13 as it was decided that they could work with the Government offer. There were plans for new council houses and a program for environmentally friendly solar panels to be installed on some District Council properties.

A new Local Development Plan had been started which would cover the next few years. This was a very important process and would take some time. A workshop for Parish Councillors was being held on the 29<sup>th</sup> March 2012 and Councillors were urged to attend.

Mr Cathcart then added that housing rents had increased significantly. He had been told that there was no alternative. The District Council were also borrowing as they had to take on a share of the housing debt.

**COUNTY COUNCIL** –Mrs Oliver stated that the 127 bus report which was in the local press was wrong. The bus was not being stopped, the funding structure was changing,

She then confirmed that the County Council council tax for 2012/13 would increase by 2.95%. The offer from Central Government was not sufficient. 25% of revenue funding had been lost over the past two years. 40% went to older people and childrens services. There would be £43m cuts this year with a loss of 150 more staff.

Members allowances were to be debated and there was a recommendation of no increase from the allowances last reviewed in 2003. However members could now claim mileage for attendance at Parish Council meetings.

The County Council had a live database of approved traders, in association with Trading Standards.

Mrs Oliver concluded her report by confirming that the Olympic torch would be travelling through Cambridgeshire on the 7<sup>th</sup> July 2012.

Mrs Oliver then asked the position regarding the proposal for 20mph advisory signs on Brook Road. The Chairman confirmed that this had fallen through due to the excessive cost.

Mrs Oliver advised that County Farms had confirmed that they would not sell the triangular piece of land at Wellhead because of its archaeological interest. Mr Sagers asked her to clarify with County Farms whether there was any land in the village that they would consider letting.

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

**12. WORKING GROUPS**

**BASSINGBOURN VILLAGE COLLEGE/PRIMARY SCHOOL LIAISON GROUP**–Mr Webb reported that the meeting had been held on the 9<sup>th</sup> March 2012. In addition to the Brook Road car park, a request for more details on evening classes being held at the College was forwarded. This would be passed on to the Parish Council.

**QUALITY PARISH COUNCIL** –This was discussed under Item 03.

**KNEESWORTH HOUSE LIASON** –There was nothing to report.

**CONSERVATION** –It was reported that trees had been successfully planted at the Clunch Pit. There was to be a village tidy at the end of the month.

**PAVILION PROJECT** –Mr Webb advised that the plans had now been seen by the senior football team and the cricket club with no major changes suggested. A response from the junior football club still to be received. The next step was to liaise with the local villagers to get feedback on the plans.

**AFFORDABLE HOUSING** –The Chairman reported that he had been contacted by District Council officer Ms Newstead who had volunteered to talk to the village about affordable housing. This would be progressed.

**ALLOTMENTS** –The Chairman advised that out of the 24 allotments created, 23 ½ were currently allocated. There was room at the site for another four which had been marked out. There was a waiting list of two people. The Chairman then advised that he was trying to get some quotations for fencing. Three companies had been approached so far with only one response to date. Mr Robinson asked for a copy of the fence specification and agreed to try and get further quotations. Mr Cathcart congratulated the Parish

*-Mr  
Robinson*

Council on the speed at which this project had been implemented. Mr McCraith reminded Councillors that the District Council had asked for a sign to be displayed asking people not to park in Park Close. Both the Chairman and Mr Bunton stated that they did not think the erection of a sign was the responsibility of the Parish Council. The Chairman added that all allotment holders were aware.

**13. APPROVAL FOR EXPENDITURE FOR GROUNDSWORK –THE ROUSES**

The Recreation Ground committee had considered quotations for the groundwork and recommended that the quotation from Buchans Landscapes be approved. The figures were unavailable for this meeting. To get the project underway it was proposed by Mr Geraghty, seconded by Mr Sagggers that approval be given up to a maximum cost of £9000 plus VAT. This was agreed by all Councillors. Mr Webb would ask Buchans to proceed.

*-Mr Webb  
& Clerk*

The Clerk advised that she was waiting for a revised contract from the County Council which would not include the need for a seal. She had urged and agreed to urge again so that the contract could be finalised.

**14. VILLAGE VOICE –REVIEW OF NEWSLETTER AND PRINTING**

The Chairman stated that there had been a few enhancements since Mr Sappol took over as Editor, Mr Goater felt that the newsletter in its existing form was good. Mr Webb stated that if all the Parish Council news and advertising were taken out there would be very little left. Suggestions were made for articles including a Diamond Jubilee committee update, inclusion of a bus timetable and update on the Barracks. Mrs Oliver offered to provide information on the barracks users and county issues.

A discussion then took place on the printing of the newsletter which was currently being carried out by Hales in Royston. The Chairman advised that he had received a telephone call from another contractor who could do the printing cheaper. Mr Robinson advised that there was a printing business at Low Farm and agreed to find out their charges. Mr Webb stated that he would like to see a colour cover on the newsletter and asked for any quotations to take this into account. This would be discussed again at the next meeting.

*-Mr  
Robinson*

**15. REQUEST FOR THE COMMISSION OF A NEW COMMEMORATIVE PLAQUE FOR THE WAR MEMORIAL**

A response had been received from Mr Nickson who after discussion with the conservation officer, suggested that a village contribution to a similar small memorial at the Barracks might be more appropriate, perhaps taking the form of a tribute to the ATR as an army unit based at the Barracks rather than covering specific names.

Mr Bunton advised that he had also had people approach him who did not think that it was appropriate to include the names on the village war memorial as the soldiers would have been commemorated in their home town/village.

This would be discussed again at the next meeting.

**16. ANNUAL PARISH MEETING 17<sup>TH</sup> APRIL 2012**

The Chairman reminded Councillors that the Annual Parish Meeting was for the people of the village and was a legal requirement. Discussions took place on how the format of the meeting could be changed to make it more exciting but it was agreed that it was too late for this meeting. The Clerk was asked to invite local groups to attend the meeting and give their reports which should be no longer than five minutes. Mr Webb suggested that refreshments could be served by the Book Cafe. Councillors would investigate how the meeting could be more inviting and put into place for the 2013 date.

*-Clerk*

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

**STREET LIGHTS** –Mrs Mead-Blandford asked if individual street lights could be turned off. Mrs Oliver advised that a number of lights were being replaced across the County and the new lights would be more controllable.

**A1198 STRUCTURE** –The structure had appeared by the ‘Paintball’ business on the A1198. It was believed to be part of the enterprise.

**FLYPOSTING** –Mr Goater stated that he had seen a number of notices pinned to lamp posts relating to the Litlington Wind Farm protest. It was stated that it was the responsibility of the people putting up the notices to take them down again following an event.

**PROPOSAL FOR BOUNDARY CHANGE** –Mr Sagggers had asked the Clerk for details on the representation made on behalf of the Parish Council to the proposal late 2011. She advised that the representation were not viewable on the website but there was to be a further consultation soon.

**18. DATE OF NEXT MEETING**  
TUESDAY 15<sup>th</sup> MAY 2012

The Chairman closed the Meeting at 9.45 pm

.....  
(Chairman)

.....  
Date

**Bassingbourn-cum-Kneesworth Parish Council**

**PARISH COUNCIL MEETING 20<sup>TH</sup> March 2012**

*Comments made by the public during Open Forum*

(where no Councillor action had been agreed)

There were none made.

CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

20 March 2012

The Cemetery Committee has met twice, on 07 February and 06 March 2012.

The business discussed was mostly of a routine nature.

It has been agreed to assess how much space remains in the cemetery and then start to investigate whether more land is available in the village for cemetery use.

M W Hallett

PLANNING COMMITTEE REPORT TO PARISH COUNCIL

20<sup>th</sup> March 2012

The planning Committee has met on four occasions since the last report, apart from application (S/1708/10) all where recommended for approval.

Wireless Station

We are waiting for the landowner to proceed further with this.

The Cedars

The developer has asked for a meeting to discuss possible ways forward, so residents and parish councillor's can recommend what might be acceptable

Dog training

It has been reported that an application has now been submitted, however details are as yet not known.

D.Bunton (Planning Chairman)

FINANCE AND GENERAL PURPOSES COMMITTEE REPORT TO PARISH COUNCIL

Since our last report the F&GP committee has discussed various topics and made progress.

The salt bins have been ordered and will be in position by next winter. The final positioning is still under discussion but near to fruition.

The allotments are now being worked and fencing will soon be installed to secure the plots from animal attack and perhaps the odd vandal. This has been a very worthwhile project, providing an invaluable service to the village and great enjoyment to holders of plots.

Much discussion has gone into youth facilities and it was decided, though by no means unanimously, to continue short term funding of the youth club. It has also been revealed that an anonymous benefactor has come forward to provide some funding to assist in the provision of basketball/volleyball. Mark Sappol has offered to help with the running of this pursuit and we thank him greatly.

In association with the Bassingbourn Charities group, we will be celebrating Her Royal Highness's jubilee. More to come on that as the time approaches.

The rest of the time at our meetings has been taken up with the normal village maintenance duties and the other mundane, though important work that keeps our village running smoothly and looking good.

Peter Robinson  
Chairman F&GP

RECREATION GROUND COMMITTEE REPORT TO PARISH COUNCIL

I still await prices for railing and matting work on the play area. These are being chased and I hope to have them for the next rec meeting.

The benches in the rec are looking well used and I have asked for a quote for a repair and repaint in time for the better weather.

An issue of parking on the rec was raised by a member of the public. At the last meeting it was stressed to the sports clubs that cars are only allowed to park on the rec provided the ground is hard enough to take them.

Investigations are ongoing concerning identifying exactly where a leak in the Pavilion water supply is.

The Parish Council is no longer responsible for looking after the war graves in the cemetery. The funding for this was taken away from us as the War Graves Commission said they wished to do it themselves.

Rupert Webb  
Chairman Recreation Ground

## **COMMITTEE REPORTS TO PARISH COUNCIL MEETING 24 JANUARY 2012**

### PLANNING COMMITTEE REPORT

We continue to discuss the path to the Wireless Station; we are waiting for the landowner to proceed further with this.

Also The Cedars has been on the Agenda for discussion (Planning permission has now been refused). I feel that the developer will still persevere with a development on this site.

Dog training on the causeway has also been discussed, with mixed feelings; however the owner has agreed to seek relevant planning permission.

A proposed development at 46 The Causeway for affordable housing came before the parish council for comment, some members of the parish raised concerns regarding over development and change to the street scene. The application was refused by SCDC; however there is still a need for affordable housing.

Fen Bridge Farm, 27 Fen Road had their application approved to demolish the existing dwelling and relocate a new dwelling within the plot, in my opinion improving safety and the street scene on Fen Bridge.

We have also had various other planning applications to comment on, mainly extensions and tree work most of which gain approval.

Danny Bunton

### FINANCE AND GENERAL PURPOSES COMMITTEE REPORT

Since our last report, the F and GP committee has discussed many topics.

We were pleased to get some feedback from the youth club on how our grant to them was spent, although the general feeling was dissatisfaction and has brought into question as to whether we continue to finance the scheme in its present form. I am sure much further debate will take place before a final decision is made.

The setting of our budget for next year has also taken up much time, both the committees and my own and we appear to have reached a final, fair and equitable budget for the coming year. An expected large expense will be repairs to the Church wall but we have budgeted for this and we realise that the work will have to go ahead, if not this year then within a reasonable period.

The Huckle Trust has finally been brought to fruition.

Village maintenance has proceeded with the repair to village pump casings.

We have decided to move our meetings from its present location in the Church Hall to the Limes. This will save us money and give us a more central location. It is to be hoped that more members of the public will now attend our meetings and have the opportunity to comment on our works.

Salt bins have been a constant agenda item and with yet another mild winter it would appear that our prudence on their purchase has been a saving. We rarely get prolonged periods of snow and with the problems noted from other villages over their use it has not been a high priority. Danny Bunton is though, still seeking potential sites for their installation in the future.

We have discussed the forthcoming Queens Jubilee and look forward to supporting the Bassingbourn Charities Group in sharing their facilities, following a village event on the Saturday of that weekend to be involved with a fun day for all the village. Our thanks go to Nigel of On Set for the provision of his "Field of Dreams" for the event.

With the spring on its way we look forward to the allotments coming into their own and to be able to get on with village maintenance to make the village look like we would all want it to.  
Peter Robinson

#### RECREATION GROUND COMMITTEE REPORT

A decision has been made not to trim back the trees behind the houses at Elbourn Way. It was felt that they were not high enough to be causing any problems to the residents.

I conducted a repair to the climbing net at the Elbourn Way recreation area. It appeared to have been vandalised.

I have checked all the swings for wear and tear on the chain couplings. There was nothing severe enough to warrant replacing.

A site visit by Playgrounds UK was made to the South End Rec area. They will be quoting for replacement matting for the swing areas and for a replacement metal fence surround. We have one other quote already for the metal fencing and I am seeking a secondary quote for the replacement matting. All quotes should be in time for the next Rec meeting.

The general condition of the rec is quote poor. It has not been treated in many years and so I am going to suggest to the committee at the next meeting that we employ a consultant to evaluate its condition and recommend a course of treatment. I will try and get quotes in time for this meeting.

Rupert Webb

#### CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

The December 2011 meeting of the Cemetery Committee could not take place as there was not a quorum.

Routine business was discussed at the meeting on 11 January 2012.

The request to CPALC for advice on the re-use of graves has been forwarded to NALC and a response from NALC is awaited.

The fence behind the war memorial awaits painting.

The quote for carpentry repairs to the stairway and front bedroom window at the lodge is being considered at the Parish Council meeting.

M W Hallett



**Bassingbourn-cum-Kneesworth Parish Council**  
**PARISH COUNCIL ANNUAL GENERAL MEETING**  
**Minutes of Meeting held on Tuesday 15<sup>th</sup> May 2012 at**  
**The Limes, High Street 7.30pm.**

Mr Hallett (Chairman), Mrs Pidgeon, Mr Webb, Mr Pidgeon, Mrs Vigus, Mr Bunton,  
 Mrs Mead Blandford, Mr Clarke, Mr Saggars, Mr Robinson, Mrs Cooper, Mr Saggars (part)  
 Ms Pemberton-Ford  
 District Cllr McCraith, District Cllr Cathcart  
 County Cllr Mrs Oliver  
 MOP -1

## PARISH COUNCIL MEETING

### 01. ELECTION OF CHAIRPERSON

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

### CO-OPTION OF COUNCILLOR

The Chairman advised that two people had come forward for co-option Ms Pemberton-Ford, who lived in the village, and Mr Freeman, who now lived in Royston but within the three mile limit. He explained a little of their background. A vote was then taken with Ms Pemberton-Ford receiving the majority vote. She signed the Declaration of Acceptance of Office and joined the meeting.

Mr Saggars stated that as there was someone else willing to be co-opted he would stand down as a Parish Councillor and resigned. The meeting was advised that there was a process that had to be followed, in the case of a resignation, and the Clerk would set this in motion. The Clerk to also advise Mr Freeman of the co-option outcome and see if he was willing to be considered again for the vacancy left by Mr Saggars when the District Council gave the go-ahead for co-option.

Mr Saggars was thanked for all the input he had made to the Parish Council over the years. He then left the meeting.

*-Clerk*

### 02. ELECTION OF VICE-CHAIRPERSON

The Chairman asked for nominations for vice-Chairman. Mrs Mead-Blandford proposed Mr Robinson, which was seconded by Mr Goater. Mr Robinson then proposed Mr Webb, which was seconded by Mrs Cooper. There were no other nominations. A vote was taken with Mr Webb receiving four votes and Mr Robinson six. Mr Robinson accepted the position of Vice-Chairman.

### 03. APOLOGIES FOR ABSENCE

Mr Geraghty

### 04. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

### 05. MINUTES OF LAST PARISH COUNCIL MEETING

Minutes of the meeting held on Tuesday 20<sup>th</sup> March 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

### 06. MATTERS ARISING

#### 6.1 Request for new commemorative plaque

There was no further update. Councillors had all agreed that it was right that people from Bassingbourn should be remembered. Ms Pemberton-Ford stated that the future of the Barracks may be uncertain and it would be good to remember their role in the shaping of Bassingbourn. Mr Goater suggested that a decision could be made on this if/when the Barracks did demobilise. A suggestion was made for a memento in the village that remembered people from the village and included a reference to the Barracks. Mr Webb suggested a plaque around the inside wall of the existing war memorial surrounds. Ms Pemberton-Ford added that some artwork might enhance the area. Mrs Cooper agreed to speak to Mr Nickson about the discussions.

*-Mrs  
Cooper*

### 6.2 Traffic Calming Gates

The Highway Engineer, Karen Lunn, had advised that the wording of the Section 106 Agreement for Windmill Close just stipulated the relocation of the 30mph signs. If the Parish were happy to meet the cost of the gate, approximately £500, then this could go ahead. Councillors had already agreed the expenditure at a previous meeting and re-iterated the decision. Clerk to advise the Highway Engineer.

**-Clerk**

### 6.3 High Street Waiting Restrictions

Mrs Oliver confirmed that she would commence the arrangements of a public meeting with all parties as discussed at the Annual Parish Meeting. It was confirmed that leaflets, compiled by Mr Simpson, were being distributed to properties now.

**-Mrs  
Oliver**

### 6.4 Churchyard Wall

The Chairman explained the history of the requirement for an Architect to be considered for a District Council grant. He had approached some and the responses were starting to come back in. He added that if the cost of the proposed work came to more than £3000, the Diocese would also need a professional specification. Mr Cathcart offered to go back to the District Council and ask for an indication on much the grant was likely to be and to see if there was any assistance they could give regarding a professional specification. Mrs Oliver also offered to ask the Bishop's team, who she was meeting, to see whether the Diocese could provide an Architect. Both offers were accepted.

**-Mr  
Cathcart  
& Mrs  
Oliver**

### 6.5 The Causeway Roundabout

Mrs Oliver confirmed that the County Council were going to try and get the markings painted in a more permanent paint.

### 6.6 Village Voice

Mr Webb reported that he had obtained a quotation from Hales printers for a colour cover for the Village Voice at £159 extra. He felt that the extra expenditure could be recouped by advertisements. Councillors agreed that a premium price should be charged for these adverts. It was stated that since Mr Sappol had taken on the editorship there had been a lot more advertisers. Mr Robinson advised that the budget figure for advertising was extremely low. The Parish Council received a lot more money than budgeted for. The Chairman agreed to let Mr Sappol know about the colour cover.

**-Mr  
Hallett**

## **07. CORRESPONDENCE**

There was no correspondence for discussion.

## **08. OPEN FORUM**

### 8.1 Book Group

Mrs Lord thanked the Chairman for acknowledging the presentation made at the Annual Parish Meeting. She was aware that another village group also appreciated the feedback.

### 8.2 The Limes Clock

The Clock was still not working after a number of requests to the District Council.

### 8.3 Litlington Wind Farm Planning Application

Mrs Lord stated that it was very important that people considered alternative energy. She added that most people that she had spoken to in the village did not have an objection to the Wind Farm application. Ms Pemberton-Ford commented on the number of solar panels now being installed on roofs of houses. It was suggested that a meeting in the village could be held, through the Transition Village Group, to look at different forms of alternative energy. It was agreed that the Clerk would put the idea to the Transition Village Group.

**-Clerk**

## **09. 9.1 Payment of Accounts**

### BUCHANS LANDSCAPES

Grounds Mtce April 2012 (less war grave payment) (inc. £268.48VAT) £1610.87

### PLAYSAFETY LTD

Play are inspections 2012 (inc. £37.80VAT) £ 226.80

### CAMBRIDGE WATER COMPANY

Water rate 1/11/11 -30/4/12 Recreation Ground £183.06 Cemetery £21.98 £ 205.04

### CPALC

Membership 2011/12 £698.47

### WAR MEMORIALS TRUST

Membership 2012/13 £ 20.00

### HALES PRINTERS

Newsletters		£563.00
ALEXANDRA FRENCH		
Transition village grant towards website (£200 less £170 cont towards VV advert)		£ 30.00
MRS S WALMESLEY		
Clerks salary 1/4/12 –30/4/12		
Salary SCP25	£705.22	
Post 1/3/12-30/4/12	£ 15.46	
Telephone 1/3/12-30/4/12	£ 10.50	
Norton security renewal	£ 44.99	£776.17
Less Tax £5.80 NI £8.55 (Employer £11.21)		£761.82
TOTAL		£4116.00
Agreed. PROPOSED MR Clarke SECONDED Mrs Cooper		
<b>FOR INFORMATION –The following payments were agreed at the Finance and General Purposes committee meetings on 3<sup>rd</sup> April 2012 and 25<sup>th</sup> April 2012</b>		
BUCHANS LANDSCAPES		
Grounds Mtce March 2012 (less war grave payment) (inc. £268.48VAT)		£1610.87
POST OFFICE LTD		
Cemetery bin emptying 2012/13 (SCDC)		£ 178.33
WEBCENTRIC LTD		
Website hosting 1/10/11 -30/9/12 (inc £15.00VAT)		£ 90.00
NALC		
Local Council Review Subscription 2012/13		£ 15.50
MR M HALLETT		
Re-imburements for allotment stake wood (inc. £6.00 VAT)		£ 36.50
BASSINGBOURN OVER 60'S CLUB		
Donation agreed at Parish Council meeting 20/3/12		£ 60.00
LITLINGTON PARISH COUNCIL		
Contribution to stationery shared with Steeple Morden & Arrington		£ 14.39
E-ON		
Pavilion electricity (inc.£9.72VAT)		£204.02
BUCHANS LANDSCAPES		
Additional grasscutting 2011/12		
11 cuts recreation grounds @ £59.50	£654.50	
5 strims recreation ground @ £28.00	£ 140.00	
VAT	£158.90	£ 953.40
VIKING		
Brother mono printer & paper (inc. £15.60 VAT)		£ 93.58
HALES PRINTERS		
Newsletters April 2012	£563.00	
Newsletters March 2012	£515.00	£1078.00
BASSINGBOURN COMMUNITY BOOK CAFE		
Donation 2012/13		£ 700.00
HUCKLE TRUST		
Accumulated War Stock dividends (paid into PC account)		£ 78.28
MR HALLETT		
Printing of brochures (High Street agreed on 15/11/1) inc £24.37VAT)		£146.25

#### 9.2 Agreement of Accounts and Statement of Assurance 2012/13

A copy had been distributed to Councillors before the meeting. The Clerk advised that she had received a copy of a letter of complaint sent to the external auditor by a parishioner who was concerned over the way a payment had been made to a local contractor without an invoice. She had brought this to the attention of the Internal Auditor. The Clerk advised that the contractor had carried out three different jobs for the Parish Council and had e-mailed her to advise that the work had been completed. She had been made aware that the contractor was having difficulty with his printer at the time so was unable to print out the invoices. The work was discussed at the Parish Council Finance and General Purposes committee meeting where it was agreed it had been carried out to a good standard. The payment for the three jobs was included in the accounts to be paid that evening. The cheque was sent to the contractor. The complainant had asked to see the paperwork as a FOI request. The Clerk confirmed that three separate invoices had now been received from the contractor. She had also sent a record of the e-mail communication to the Internal Auditor.

*-Mr Webb  
& Clerk*

Councillors agreed that the payment to the contractor was made in good faith as the work had been carried out to a good standard as minuted. They were aware that payment should not have been made without an invoice and agreed that in future procedures would be put in place to make sure that this did not happen again. Mr Webb agreed to carry out a review of the effectiveness of the financial regulations.

The Statement of Accounts on the Annual Return had which been completed by the RFO was signed by the Chairman. Councillors completed the Annual Governance Statement and this was signed by the Chairman. The Clerk advised that the annual return was to be sent to the External Auditors for the beginning of June 2012. The Clerk would include a report on the complaint, and the measures taken, to the External Auditor.

## **10. ELECTION OF COMMITTEES FOR 2012/13**

10.1 Planning –All Councillors

10.2 Finance and General Purposes –All Councillors

10.3 Recreation Ground –Mr Webb, Mr Clarke, Mr Geraghty, Ms Pemberton Ford

The Chairman advised that the committee could also co-opt other members.

10.4 Cemetery –Ms Pemberton Ford, Mr Robinson, Mr Pidgeon, Mrs Pidgeon, Mr Clarke.

## **11. ELECTION OF WORKING GROUPS FOR 2012/13**

11.1 Village College/Primary School Liaison –Mrs Mead-Blandford & Ms Pemberton-Ford

11.2 Quality Council -Mr Webb, Mr Pidgeon & Mr Goater

11.3 Affordable Housing –Mr Robinson, Mr Clarke, Mr Pidgeon, District Cllr Cathcart.

11.4 Conservation –Mr Hallett, Mrs Cooper.

11.5 Kneesworth House –Mr Clarke, Mr Robinson, Mrs Mead-Blandford (reserve). Mr Robinson agreed to speak to the Kneesworth House committee Chairman, Mr Bond, to confirm that this change was acceptable.

11.6 Pavilion–Mr Clarke, Mr Webb, Mr Geraghty, Ms Pemberton-Ford.

11.7 Allotments The Chairman suggested that this working group was no longer needed as the allotment project was up and running satisfactorily. It was agreed that Mr Pidgeon, Mrs Pidgeon, Mrs Cooper and Mr Webb would be available to assist the Chairman if needed.

## **12. COMMITTEE REPORTS**

A written report had been received from the Cemetery, Finance & General Purposes and Recreation Ground committees, and they had been circulated. There were no questions raised. Copies of the reports attached at the end of the minutes.

## **13. COUNTY AND DISTRICT COUNCILLOR REPORTS**

13.1 County Council

Mrs Oliver reported that she had been in discussion with a BT technician about the Broadband cabinets in the village. The cabinets at the junction of Mill Lane/North End and The Causeway/Elm Tree Drive were up and running. The Spring Lane cabinet was still to be submitted to planning. The technician had agreed to find out further details and report back to Mrs Oliver. Mrs Pidgeon advised that she had also spoken to a BT engineer who confirmed that the wiring at the Spring Lane cabinet was in place but the Broadband service would not be provided unless the customer was with BT. Mrs Oliver added that she was very disappointed with the BT response.

13.2 District Council

Mr McCraith congratulated Mr Cathcart on his recent election victory. The results of the poll were discussed. The Annual General Meeting of the District Council would be held the following week and that was where the various committees would be agreed.

Mr Cathcart advised that the District Council were still waiting for definitive setup regarding the new Code of Conduct. The District Council were also hoping to preserve the existing sheltered housing as much as possible. Mrs Oliver added that South Cambridgeshire District Council had been very much included in the debate with County officers. Costs had to come down.

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

## **14. ALLOTMENT FENCING**

The Chairman advised that he had received three quotations for fencing which were £4549.00 plus VAT, £5913.36 plus VAT and £4700.00 plus VAT. He confirmed that this was for 5ft high stock proof fencing. Mrs Pidgeon stated that deer proof was 12 ft high. It had been noticed that

allotment holders had started putting up their own fencing around their plots. A discussion took place on the investment which would not be huge over five years. It was agreed that when the allotments were set up the aim was that they would be cost neutral. Mr Pidgeon suggested that the Parish Council could buy the fencing and posts and arrange for a working party from the allotment holders to put it up. The Chairman advised that he had made this suggestion before and only a few people volunteered to help. After further discussion it was proposed by Ms Pemberton-Ford that the allotment holders be approached to see if they would form a working party. This was seconded by Mrs Cooper with all Councillors in agreement. Mrs Pidgeon agreed to write to all the allotment holders. Mr Robinson stated that they would need to get someone who knew about fencing to oversee the project.

*-Mrs  
Pidgeon*

## **15. MATTERS ARISING FROM ANNUAL PARISH MEETING**

### 15.1 Recreation Ground Manhole Cover

The repair to the water pipe was being dealt with by the Recreation Ground committee.

### 15.2 Litlington Wind Farm/Local Development Plan

The Wind Farm planning application had been dealt with at the earlier meeting and the Chairman had prepared an item for the Village Voice in relation to the Local Development Plan.

### 15.3 Bassingbourn Barracks Liaison Group

Mrs Oliver agreed that she would follow the request for a liaison group up with her contacts at the Barracks.

*-Mrs  
Oliver*

## **16. REVIEW OF INSURANCE SCHEDULE/ASSET REGISTER**

The Chairman and Mr Webb agreed to carry out the review. Clerk to forward insurance schedule, once received, to them.

## **17. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**

### 17.1 Bus service

Mr Goater asked about the local bus service and rumoured cuts. Mrs Oliver had advised that there was no threat to the service and it would continue.

### 17.2 Allotment Water

Mr Goater asked if there were plans to install a standpipe on the allotment site as this was one of the initial requests from the tenants. The Chairman advised that he had not yet pursued that request as he had been concentrating on the fencing.

### 17.3 Play Equipment

Mr Goater asked if there were any plans to replace the play equipment on the South End play area. Mr Webb advised that to replace it would require substantial funding. There were plans to carry out some cosmetic work in the area which the Recreation Ground committee were waiting for quotes. The Section 106 money from Butterfield Close would also be earmarked for the area.

### 17.4 Tower Close Fence

Mrs Cooper expressed concern over the untidy state of a galvanised fence from the factory and the pile of bricks in front of it. It was suggested that this would belong to Parkers Farms who were believed to be the site owners.

### 17.5 Roadside Advertisements

Concern was raised over the number of signs on the Causeway junction especially the advertisement for The Hoops. This was a County highways matter.

### 17.6 Butterfield Drive

Mrs Vigus expressed concern over children entering the garden of one of the houses for sale on the development and throwing stones etc. She had spoken to the Developer without success. It was stated that this could be anti social behaviour and the PCSO could be asked to follow up. Mr Bunton advised that the property owner had a Duty of Care to make the property safe he suggested that Mrs Vigus should follow up with the District Council.

### 17.7 Bassingbourn 'At Home'

Ms Pemberton-Ford had visited Ashwell at Home the previous weekend and thought that a similar event could happen in Bassingbourn. She asked for this to be on the agenda for the next meeting.

## **18. DATE OF NEXT MEETING Wednesday 24<sup>th</sup> July 2012**

The Chairman closed the Meeting at 9.45pm

..... CHAIRMAN

.....DATE

## **COMMITTEE REPORTS 15<sup>TH</sup> MAY 2012**

### **RECREATION GROUND**

I still await prices for railing and matting work on the play area. These are being chased and I hope to have them for the next rec meeting.

Further investigations into exactly where a leak in the Pavilion water supply is were unfruitful. It was decided to go with the water board engineer's assessment that the leak is between the road and the pavilion. The Committee has decided to lay a new pipe and that the manpower and equipment can all be sourced locally thereby avoiding the expense of hiring in a contractor.

The RoSPA report on our three play areas has been received. There are no urgent repairs needed, but several items of medium risk will need to be investigated.

The Committee is sourcing road planings to resurface the footpath from North End to the allotments.  
Rupert Webb

### **CEMETERY**

The Cemetery Committee meeting on 3 April was cancelled for lack of a quorum.

The Committee met on 25 April and only routine business was discussed.

Mike Hallett

**Bassingbourn-cum-Kneesworth Parish Council**  
**PARISH COUNCIL MEETING**  
**Minutes of Meeting held on Tuesday 3<sup>rd</sup> July 2012**  
**at The Limes, High Street- 7.30pm.**

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mr Pidgeon, Mr Robinson, Mr Webb, Mrs Pidgeon, Mr Geraghty, Mrs Mead-Blandford, Mrs Cooper, Mrs Vigus  
County Cllr Mrs Oliver, District Cllr McCraith  
Members of Public: 10

**01. APOLOGIES FOR ABSENCE**

Apologies were received from Mr Sappol, Mr Goater, Ms Pemberton-Ford

**02. CO-OPTION OF COUNCILLOR**

The Chairman advised that there had been one application for co-option and this was from Mr Mick Freeman. It was proposed by Mr Geraghty, seconded by Mr Clarke that he be co-opted onto Bassingbourn-cum-Kneesworth Parish Council. All Councillors were in agreement. Clerk to advise Mr Freeman.

The meeting closed at 7.35pm

## **Bassingbourn-cum-Kneesworth Parish Council**

### **PARISH COUNCIL MEETING**

#### **Minutes of Meeting held on Tuesday 24<sup>th</sup> July 2012 at The Limes, High Street 7.55pm.**

Mr Hallett (Chairman), Mrs Mead-Blandford, Mr Webb, Mrs Vigus, Mr Robinson, Mr Sappol,  
Mrs Cooper, Mrs Pidgeon, Mr Pidgeon, Ms Pemberton-Ford (part), Mr Freeman  
County Cllr Mrs Oliver, District Cllr Cathcart, District Cllr McCraith  
Members of Public –0

**01. APOLOGIES FOR ABSENCE**

Mr Clarke, Mr Geraghty, County Cllr Mrs Oliver

**02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA**

There were no declarations made.

**03. MINUTES OF LAST MEETING**

3.1 Annual General Meeting 15<sup>th</sup> May 2012

It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 15<sup>th</sup> May 2012, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 3rd July 2012

It was agreed the minutes of the Parish Council Meeting held on Tuesday 3<sup>rd</sup> July 2012, copies previously distributed, were a true record and signed by the Chairman.

**04. MATTERS ARISING**

4.1 Request for a new commemorative plaque/memorial

Mrs Cooper advised that she had nothing further to report and suggested that this item be removed from the agenda until Bassingbourn Barracks was functioning fully again. This was agreed.

4.2 Traffic Calming Gates

A white gate was to be installed on The Causeway. The order had been placed by County Highways.

4.3 High Street Waiting Restrictions

County Cllr Mrs Oliver had arranged a public meeting on the 25<sup>th</sup> July 2012. Councillors expressed concern over the lack of publicity for the meeting. The Clerk advised that there had been a delay in contacting The Limes booking officer so that contributed to the time delay. A discussion took place on parish advertising in general. Ms Pemberton-Ford suggested that local businesses in the High Street could be asked to put up notices of meetings etc. It was advised that the Parish Council had six notice boards in the village and events and meeting details were on the village website.

4.4 Churchyard Wall

The Chairman advised that not a lot had moved on since the last Finance and General Purposes committee meeting. He had been in contact with the suggested Architect, Jeremy Lander. Mr Cathcart reported that the District Council Conservation Officer had now advised that they just needed two quotations, with a specification of works, to progress a grant application. The Clerk was asked to follow this statement up with the Conservation department who had previously insisted on a professional specification. The Chairman advised that the Diocese would probably need the professional specification to consider a Faculty.

*-Clerk*

**05. CORRESPONDENCE**

5.1 Bassingbourn Housing Needs Survey

The Chairman advised that he had received a communication from Cambridgeshire ACRE, Mark Deas, about a Housing Needs Survey being carried out in the village. The survey normally took place in partnership with the Parish Council and this one would be sponsored by a partner housing association, Jephson Housing Association. The Clerk reported that she had been speaking to Mr Deas who advised that as the parish had in the last couple of years had some affordable housing built, and therefore knew the procedure, the survey could go ahead straight away.

Mrs Mead-Blandford expressed concern over the term 'affordable'. Mr Cathcart stated that the rents were around 80% of the market rent. The Chairman advised that the housing in Windmill Close catered for around half of the need identified at the time it was built. He added this may have changed now. The District Councillors were asked whether there were any plans for the building of council housing. They confirmed that there was a building program but added that there was no clarity as to whether those eligible for housing would be based on local connection, as with housing associations, or available to people on the district wide housing list. After further discussion it was agreed that Mr Deas would be invited to a meeting

*-Clerk*



to discuss the Housing Needs Survey in detail before a decision was made. Clerk to arrange a date.

#### 5.2 Request for Allotment Holder Addresses

Rebecca Bond, an allotment holder, had asked for addresses to set up a meeting. Allotment holders had agreed to share their e-mail addresses so these would be passed on to her.

*-Mr Hallett*

#### 5.3 Highway Minor Improvement Budget Bid 2012/13

The County Council had advised that the application for funding for speed control measures in Brook Road had been approved. More detailed work would now be carried out to find a firm cost and timetable. The Parish Council would then be advised of their financial contribution. The scheme would not be implemented until written confirmation was received of the Parish Council contribution. The cost was estimated to be around £800. Councillors agreed that this was good news.

#### 5.4 CCC Issues and Options for a new Transport Strategy

The consultation document had been published on the County Council website and was running from 15<sup>th</sup> June until the 28<sup>th</sup> September 2012. Growth was being planned and the county needed to accommodate this while improving accessibility and reducing congestion. The Clerk was asked to copy the information to Councillors.

*-Clerk*

### **06. OPEN FORUM (items for Parish Council comment)**

There were no items raised.

### **07. FINANCES**

#### 7.1 Payment of Accounts

##### THE LIMES COMMUNITY FUND

Hire of The Limes April –July 2012

10 occasions @ £10.00 £100.00

##### WICKSTEED PARK LTD

Donation towards youth trip (agreed at F&GP meeting 3/7/12) £250.00

##### E-ON

Pavilion electricity (inc. £3.54VAT) £ 74.27

##### VIKING

Stationery to be shared with Arrington, Litlington & Steeple Morden PCs (inc. £22.15VAT) £132.90

##### HALES PRINTERS

Newsletters £749.00

**TOTAL** **£1306.17**

Agreed. PROPOSED Mr Robinson SECONDED Mrs Cooper

**The following payments were made at the Finance & General Purposes committee meetings on 6<sup>th</sup>**

**June 2012 and 3<sup>rd</sup> July 2012**

##### BUCHANS LANDSCAPES

Grounds Mtce May 2012 ((inc. £276.53VAT) £1659.19

Arrears April 2012 (inc. £8.05VAT) £ 48.32 £1707.51

##### LGS SERVICES

Internal Audit 2011/12 (inc. £19.00VAT) £ 114.00

##### THE POST OFFICE

Recreation Ground litter/dog bin collection (inc. £213.56VAT) £1281.37

##### MRS S WALMESLEY

Clerks salary & expenses 1/05/12 –31/05/12 £704.97

##### BASSINGBOURN YOUTH CLUB

Donation £1000.00

##### WDG INN LTD

Beer for Jubilee Celebration (inc. £00.22 VAT) £2401.34

##### BUCHANS LANDSCAPES

Grounds Mtce June 2012 ((inc. £276.53VAT) £1659.19

##### HALES PRINTERS

Newsletters £ 563.00

##### MRS S WALMESLEY

Clerks salary & expenses 1/06/12 –30/06/12 £785.43

##### HMRC

PAYE April-June 2012 Tax £17.60, NI £59.28 (Employer£33.63) £ 76.88

##### MR S STEVERSON

Architect fees for Pavilion Project £1000.00

## 08. COMMITTEE REPORTS

### 8.1 Planning

A report was not available for this meeting.

### 8.2 Finance and General Purposes

The report is recorded at the end of the minutes.

### 8.3 Recreation Grounds

The report is recorded at the end of the minutes.

#### 8.3.1 Potential Development of The Rouses

Mr Webb, the Recreation Ground Committee Chairman, asked for this item on the agenda as a possible area of land for development adjacent to The Rouses, was included in the LDF consultation document. This could result in 40 -50 houses on the large plot. Mr Webb confirmed that the plan did exclude the part rented by the Parish Council advising that the lease was for 11 years but there was no guarantee of renewal. He wanted to confirm that the Parish Council were happy to continue with the project as there was a lot of money involved. Councillors agreed that they were.

### 8.4 Cemetery

The report is recorded at the end of the minutes.

#### 8.4.1 Cemetery Committee Membership

The Chairman advised that the Cemetery Committee sometimes had difficulty getting a quorum to hold a meeting. Mrs Mead-Blandford and Mrs Cooper had volunteered to join the committee to boost numbers. They regularly attended the meeting anyway as Parish Councillors. All Councillors agreed that they become members of the Cemetery Committee.

## 09. COUNTY AND DISTRICT COUNCILLOR REPORTS

### 9.1 County Council

Comments received from Mrs Oliver were included under agenda items.

### 9.2 District Council

Mr Cathcart advised that he had attended a public meeting relating to the closure of Royston hospital. Both Councillors urged the meeting to make representations under the LDF consultation currently running. A discussion took place on suggestions for Bassingbourn including that of becoming a minor rural centre. It was stated that there were a lot of points to be challenged.

## 10. WORKING GROUPS

### 10.1 Bassingbourn Village College/Primary School Liaison Group

Mrs Mead-Blandford advised that she had difficulty setting up a meeting as Mr Hudson, the Village College Principal, was in the process of leaving and the Primary School head was on maternity leave. She had managed to arrange a date in September. Mrs Cooper asked for the last day of school for the Year 11's to be brought up at the meeting. She was concerned over the youngsters smoking and drinking in the play area. Traffic on the High Street and the use of vehicles by parents to drop their children off was also an issue to be raised.

### 10.2 Quality Parish Council

Mrs Mead-Blandford queried whether it was worth going through the process of Quality Status accreditation when there were some negative comments being made by some parishioners. The Chairman stated that by being accredited it showed that the Parish Council were working correctly.

#### 10.2.1 Agreement of Training Statement of Intent

A draft statement had been distributed to Councillors. It was proposed by Mr Hallett, seconded by Mrs Cooper that the Parish Council adopt the following:

1. **Bassingbourn-cum-Kneesworth Parish Council will ensure that all Parish Councillors and the Clerk receive training to enable the Parish Council to carry out its responsibilities in a professional manner.**
2. **The Parish Council will budget annually the funds for training needs identified by this policy.**
3. **In accordance with the National Training Strategy, all new Parish Councillors will be provided with a copy of the good councillor's guide.**
4. **All new Parish Councillors will be encouraged to attend the three CAPALC Councillor Professional Training sessions as soon as possible after election or co-option to Councillor.**
5. **The Clerk will attend relevant courses run by CAPALC or SLCC to make sure procedures carried out by the Parish Council were current and correct.**
6. **Refresher and continuing development training may be offered as and when appropriate.**
7. **Training records will be maintained by the Clerk**

All Councillors in agreement.

### 10.3. Pavilion Project

A public consultation was held on the 19<sup>th</sup> July 2012 and around 30 people were present to look at the plans. There seemed to be general approval of the need for a new Pavilion but there was some dispute over the size of the building needed and the cost involved. A letter had been received from the cricket club stating that they were unhappy with the amount of outfield the new Pavilion would take up and suggested cutting down one tree to allow the Pavilion to be built closer to South End. There was also feedback from the Tanyard residents. Mr Webb asked for all comments to be made through the Pavilion Working Group and they would be collated.

### 10.4 Kneesworth House Liaison

Mr Robinson advised that he had nothing to report. Ms Pemberton-Ford asked for details of the terms of reference for the Liaison group. She was advised that the group was an outreach program from Kneesworth House and the Parish Council was not involved in organising the group. The Chairman advised that Kneesworth House were aware of the concerns raised in the community by their proposed planning application. He added that he had asked the Liaison group Chairman to put an item in the Village Voice once a month to let parishioners know what was going on at the hospital. Mr Robinson would be bringing up the correspondence he had received at the next liaison meeting and would report back.

### 10.5 Conservation

The Chairman advised that the group had recently met to discuss plans for the future.

#### 10.5.1 Daffodil Planting

The Parish Council had been asked to fund the purchase a net of daffodils which would cost around £50. It was proposed to plant them on The Causeway and on Old North Road. Ms Pemberton-Ford proposed that two nets be purchased which would cost around £100. This was seconded by Mrs Cooper with all Councillors in agreement.

### 10.6 Affordable Housing

This item related to the discussion under Item 5.1.

## **11. RATIFICATION OF CHANGES TO COMMITTEE TERMS OF REFERENCE**

### 11.1 Cemetery

The change to include 'Sustainability and Conservation' under the cemetery maintenance heading was agreed by Councillors.

### 11.2 Recreation Ground

The change to include 'Encourage all members of the parish to use the recreation ground and all facilities' was agreed by Councillors.

## **12. ALLOTMENTS**

### 12.1 Formation of Allotment Holders Association

The Chairman advised that when the allotments were set up it was suggested that an 'Allotment Association' be set up to manage the day to day business and arrange the agreements with the tenants. The agreement with the landowner allowed for this to happen. Councillors thought that this would be a good idea but there were concerns that the group may be biased if they arranged the tenancies. After further discussion it was proposed by Mr Robinson, seconded by Mrs Mead-Blandford that an Allotment Association be formed to deal with routine business but the tenancy agreements would still be arranged through the Parish Council. Funds could then be allocated to the group so that they could carry out their business. All Councillors in agreement.

### 12.2 Allotment Fencing and Water

Mr Robinson reminded Councillors that when the allotments were set up it was with the intention that they would be self funding. The Chairman advised that the only outgoing had been to pay for the lease and the £300 per year rent. The income from the allotments, if all taken, would cover this. Mrs Pidgeon then advised that she had received one quotation for fencing and would seek others. She would also investigate the cost of a stand pipe for water on the allotment site. A decision would then be made once all options were known.

*-Mrs  
Pidgeon*

## **13. PRIDE OF VILLAGE AWARDS 2012/13**

This had been referred from the Finance and General Purposes committee. It was agreed that Bill Robinson and Hazel Lord should be nominated this year for their work in the village. Mr Freeman agreed to complete the application forms and forward to the Clerk for submission to the District Council by the 31<sup>st</sup> July 2012.

*-Mr  
Freeman*

## **14. CODE OF CONDUCT AND REGISTER OF INTERESTS 2012**

Councillors were urged to complete the new Register of Interest Forms and return to the Clerk as soon as possible. The Clerk advised that there had been a number of issues raised by other councils over the forms

*-Cllrs*

and if anyone had any queries to let her know. The District Council would be sending details of their adopted Code of Conduct once it had been approved on the 26<sup>th</sup> July 2012.

**15. ELBOURN MEMORIAL HOUSING TRUST –APPOINTMENT OF TRUSTEE**

The Secretary of the Elbourn Memorial Housing Trust, Mr Penny, had asked for the Parish Council to ratify the Trustees decision to appoint Mr Colin Stevenson as a Trustee to the trust. This was agreed by all Councillors. The Clerk was asked to reply to Mr Penny.

-Clerk

**16. UPDATE OF ASSET REGISTER**

An amendment to include details of the leased land at The Rouses had been circulated to Councillors. It was agreed this be included in the Asset Register. All Councillors in agreement.

**17. BASSINGBOURN ‘AT HOME’**

Ms Pemberton-Ford to present some suggestions at a future meeting.

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

18.1 Bassingbourn Barracks

Mr Sappol advised that he had heard rumours that the barracks was being considered for housing. It was stated that there were a lot of rumours around. The Chairman was aware that by the 27<sup>th</sup> August 2012 the base would be completely empty.

18.2 Village Voice

Mr Webb thanked the Parish Council for allowing a colour cover this month. It was an excellent bumper issue.

**19. DATE OF NEXT MEETING**

19.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 7<sup>th</sup> August 2012

19.2 Parish Council Meeting

Tuesday 18<sup>th</sup> September 2012

The Chairman closed the Meeting at 9.55 pm

.....  
(Chairman)

.....  
Date

**Bassingbourn-cum-Kneesworth Parish Council**

**PARISH COUNCIL MEETING 24<sup>th</sup> July 2012**

*Comments made by the public during Open Forum*

(where no Councillor action had been agreed)

There were none made.

### **FINANCE AND GENERAL PURPOSES COMMITTEE REPORT TO PARISH COUNCIL**

24/7/2012

Since our last report the F&GP committee has discussed many topics and brought some longstanding items to fruition.

The Golden Jubilee celebrations were a huge success and the majority of villagers, both young and old found plenty to enjoy over the holiday weekend.

The large hole in the road, outside the Limes, has finally been filled in and we look forward to the rest of the required road repairs.

The financial support of the new youth club project has been fulfilled and it is good to see it beginning to flourish. Thanks should go to the tireless workers and also to those just outside the group who have lent invaluable assistance.

We also look forward to the installation of the new gate at the 30mph sign on the Causeway and hope that this will help to remind drivers to reduce their speed.

The Church wall still remains a vexing question and with luck an outcome will soon be resolved.

Salt bins are progressing well and should be installed before the winter.

Peter Robinson

### **CEMETERY COMMITTEE REPORT TO PARISH COUNCIL**

24 July 2012

The Cemetery Committee has met twice, on 06 June and 03 July 2012.

Unfortunately with the small numbers of councillors on this committee, it has been difficult to get a quorum and meetings have been late in starting.

The business discussed was mostly of a routine nature.

Maintenance issues with the cemetery lodge arising from a report by InterCounty are being addressed.

It has been agreed to seek advice from the District Council Tree Officer about trees in the cemetery.

A recommendation has been made to add 'Sustainability and Conservation' to the Terms of reference of this Committee.

M W Hallett

### **RECREATION GROUND REPORT TO PARISH COUNCIL**

24.07.2012

A new pipe has been laid from the main stopcock next to the road right up to the pavilion. The water has not been connected yet as we are waiting for Cambridge water to change the valve (which is leaking).

Update on the Rouses

Work has now started here and an initial clearance of the brambles, ferns and long grass has occurred. Seeding of grass is still expected to take place in September.

Rupert Webb

## **Bassingbourn-cum-Kneesworth Parish Council**

### **PARISH COUNCIL MEETING**

#### **Minutes of Meeting held on Tuesday 18<sup>th</sup> September 2012 at The Limes, High Street 8.00pm.**

Mr Hallett (Chairman), Mrs Mead-Blandford, Mr Webb, Mr Robinson, Mr Sappol, Mrs Cooper,  
Mrs Pidgeon, Ms Pemberton-Ford, Mr Freeman, Ms Hirtzel, Mr Goater, Mr Clarke  
County Cllr Mrs Oliver, District Cllr Cathcart, District Cllr McCraith  
Members of Public –0

#### **7.30pm CO-OPTION OF COUNCILLOR**

The Chairman advised that one application had been received for co-option for the one vacancy. This was from Alex Hirtzel. It was proposed by Ms Pemberton-Ford, seconded by Mr Robinson that Ms Hirtzel be co-opted onto Bassingbourn-cum-Kneesworth Parish Council. All Councillors in agreement. Ms Hirtzel signed the Declaration of Acceptance of Office and joined the meeting.

#### **01. APOLOGIES FOR ABSENCE**

Mr Geraghty, Mr Pidgeon

#### **02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS**

Mrs Mead-Blandford declared a non disclosable Pecuniary Interest in item 6.1.

#### **03. HOUSING NEEDS SURVEY (MARK DEAS, CAMBRIDGESHIRE ACRE)**

Mr Deas advised that he was the Rural Housing Enabler working for Cambridgeshire ACRE in partnership with Housing Associations and Local Authorities. He explained the process for affordable housing where the dwellings are built on an exception site. remained affordable in perpetuity, and had a local connection criteria.

Mr Deas explained that Cambridgeshire ACRE were in partnership with ten housing associations and if the Parish Council did identify one it particularly wanted to work with the consent of the District Council could be sought.

Mr Cathcart stated that affordable rents were now at 80% of market rents which was not really affordable. Mr Deas stated that Housing Associations were able to charge up to 80% as they now received smaller grants from the Government. It was stated that it could be difficult for people to get finance for shared equity properties. Mr Goater stated that the infrastructure of the village was poor and suggested that a survey also be carried out on that. Mr Deas explained that there was not the provision for Section 106 money because the homes would be affordable. The development would not be like a private one where a contribution towards the village would be made. He added that as exception sites were for local people the impact was a lot less than that of a new development which would attract new people from outside the village. Mr Robinson disputed that stating that most families in the recent affordable housing site, Windmill Close, had children and that has meant an additional 22 vehicles. The Chairman asked for confirmation that there would be no expenditure required by the Parish Council for the Housing Needs Survey. Mr Deas confirmed that this was correct adding that there would be no obligation to carry on, once the survey had been completed, if the Parish Council did not feel it appropriate. The Chairman then asked for a vote on whether Cambridgeshire ACRE should be asked to proceed with the survey. Ten Councillors were in agreement with one against. Carried. Mr Deas would arrange for the process to commence. He advised that there was to be a seminar in Landbeach on the 16<sup>th</sup> October 2012 and invited Councillors to attend. The Chairman thanked Mr Deas for his presentation.

#### **04. MINUTES OF LAST MEETING**

##### 4.1 Parish Council Meeting 24<sup>th</sup> July 2012

It was agreed the minutes of the Parish Council Meeting held on Tuesday 24<sup>th</sup> July 2012, copies previously distributed, were a true record and signed by the Chairman.

#### **05. MATTERS ARISING**

##### 5.1 High Street Waiting Restrictions

Mrs Oliver reported that the County Council were working on a revised design for the waiting restrictions. She had also been talking to the Safer Routes to School advisor with the Village College and Primary School. A suggestion made at the High Street meeting, regarding vehicles travelling though the village to

the schools, had been very helpful. A date for a further High Street meeting to be arranged.

#### 5.2 Churchyard Wall

The Chairman reported that he had written to the Diocese to find out the position regarding a faculty and whether a faculty could be avoided if the works were regarded as *de minimis*. This action was following up on the suggestion made by Mr Goater at the last meeting.

### 06. CORRESPONDENCE

#### 6.1 FOI Request for copy of invoice

The Clerk reported that she had received a request for a copy of the invoice relating to the refurbishment of the pump works carried out in February 2012. The parishioner requesting the information had been supplied with a breakdown of costs in a previous request dated 26<sup>th</sup> April 2012.

Councillors were advised that the ICO guide to The Freedom of Information Act stated that if the request is repeated, and the applicant had received the information they had requested in a different form, the request could be refused under section 14(2).

Councillors agreed that the information had been provided in April 2012 and that information had not changed. The Clerk was therefore asked to respond to the parishioner refusing to issue a copy of the invoice on this occasion and giving notice of the appeal procedure. -Clerk

### 07. OPEN FORUM (items for Parish Council comment)

There were no items raised.

### 08. FINANCES

#### 8.1 Payment of Accounts

##### BUCHANS LANDSCAPES

Grounds Mtce August 2012 ((inc. £276.53VAT)	£1659.19
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##### NALC

Application for Parish Council Quality Status	£ 120.00
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##### BROKER NETWORK

Renewal of insurance premium 2012/13	£3055.14
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<b>TOTAL</b>	<b>£4834.33</b>
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The invoices were checked by the Chairman. PROPOSED Mr Clarke SECONDED Mrs Cooper. Agreed.

**The following payments were made at the Finance & General Purposes committee meetings on 7<sup>th</sup>**

#### **August 2012 and 4<sup>th</sup> September 2012**

##### BUCHANS LANDSCAPES

Grounds Mtce July 2012 ((inc. £276.53VAT)	£1659.19
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##### MR R LEWIS

Repair to water pipe on Recreation Ground	£ 850.00
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##### MRS S WALMESLEY

Clerks salary and expenses 1/07/12 –31/07/12	£705.97
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##### ABSOLUTE AUDIO VISUAL SOLUTIONS

Hire of equipment for Jubilee celebration (inc. £180.00VAT)	£1080.00
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##### WHITEMEAD SERVICES

Repairs to play equipment	£ 50.00
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##### MR & MRS BEUKES

Reimbursement for Chapel electricity usage March10 –Aug12 (367 units @ 18p)	£ 66.06
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##### MOORE STEPHENS

External Audit Fee 2011/12 inc. £100.20VAT)	£ 601.20
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##### MRS S WALMESLEY

Clerks salary and expenses 1/08/12 –31/08/12	£774.15
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### 09. COMMITTEE REPORTS

#### 9.1 Planning

A report was not available for this meeting.

#### 9.2 Finance and General Purposes

A report was not available for this meeting.

#### 9.3 Recreation Grounds

The report is recorded at the end of the minutes.

#### 9.4 Cemetery

The report is recorded at the end of the minutes.

## 10. COUNTY AND DISTRICT COUNCILLOR REPORTS

### 10.1 County Council

Mrs Oliver reported that the County Council were at the early stages of the budget negotiations for 2013/14. The public would be asked to give their preferences as to how money should be allocated. The consultation would be on the County website and in libraries.

The registration through Connecting Cambridgeshire for superfast broadband was now up beyond 15,000. Mrs Oliver reminded Councillors that the greater the numbers registering the more chance there was of getting the superfast Broadband. She added that she had been advised of some local improvements through e-mails. The Chairman advised that the cabinet at the end of Spring Lane was now connected but there was nothing happening with the cabinet at Kneesworth corner. Some Councillors advised that their broadband speed had decreased over the recent weeks. Mrs Oliver suggested British Telecom be contacted.

Mrs Oliver concluded her report by congratulating Mrs Warren for the setting up of a very successful youth club in the village. There was superb attendance with a whole mix of activities. The Chairman added that The Hoops had held a Golf Day to raise funds for the club.

The Chairman thanked Mrs Oliver for her report.

### 10.2 District Council

The District Councillors reported that the main business at present was the Local Development Framework Consultation. A full District Council meeting had not been held for a while.

## 11. WORKING GROUPS

### 11.1 Bassingbourn Village College/Primary School Liaison Group

Ms Pemberton-Ford reported that she and Mrs Mead-Blandford had attended a very interesting meeting with the two Acting Heads. Youth work was a major discussion where they were advised that there could be some more funding for youth work, during the school holidays, through the Locality Team.

There had been poor take up on the sports hall provision. Mr Sappol advised that there was a programme of events for Bassingbourn Sports Centre advertised in the Village Voice every month. Ms Pemberton-Ford asked for any comments to be e-mailed to her.

The Village College Principal was asked about the University of The Third Age. There was one in Melbourn. The Parish Council representatives were told that there was no interest shown in Bassingbourn.

A request was made again for the Parish Council to purchase and empty a dog waste bin on the Village College grounds. It would be sited at the end of the footpath. This would be an agenda item at the next Recreation Ground committee meeting.

A recent OFSTED report had raised concerns over the open site where the schools were located and suggested a fence should be put around. There was a public footpath running through the ground which would need to be diverted. The Chairman advised that this issue had been discussed before.

Both the Village College and the Primary School were interested in supporting the 'Bassingbourn at Home' venture. This would be discussed more in the future.

The idea of a walking bus from the Primary School would be put to parents. There was concern that bikes were prevented from travelling though Clarkes Way due to the steps. Ms Pemberton-Ford asked whether bike rider would be able to use the recreation ground to cut across in the morning. Mr Webb advised that although there were signs on the recreation ground stating 'No Bikes' the signs were unenforceable.

### 11.2 Quality Parish Council

The Clerk advised that the portfolio was nearing completion for submission at the end of September 2012.

### 11.3. Pavilion Project

Mr Webb had advised that a meeting had been arranged with Cllr Bridget Smith of Gamlingay for advice on managing this project. Initial inquiries as to whether the tree closest to the current pavilion could be removed to allow the new pavilion to move towards South End are to be made.

### 11.4 Kneesworth House Liaison

Mr Robinson reported that concerns over the change of use relating to the house on the site, had been raised at a recent meeting. The representatives from Kneesworth House were very evasive but they realised the scope of anti-feeling. Every point Mr Robinson brought up they could not challenge. He added that it remained to be seen whether there would be a planning application submitted.

### 11.5 Conservation

The Chairman advised that there were more trees to plant at Clunch Pit wood on the 17<sup>th</sup> November 2012. Daffodil bulbs were on order. A village tidy would be taking place on the 6<sup>th</sup> October 2012.

### 11.6 Affordable Housing

This was covered under Item 3.

## 12. ALLOTMENTS

### 12.1 Formation of Allotment Holders Association



The Chairman advised that there was no further update. As agreed at the last meeting the Parish Council were still responsible for tenancy allocations.

#### 12.2 Allotment Fencing and Water

Mrs Pidgeon confirmed that this was in hand.

### **13. ADOPTION OF REVISED FINANCIAL REGULATIONS**

Draft Financial Regulations, taking into account the changes discussed at the Finance and General Purposes committee meeting on the 4<sup>th</sup> September 2012, had been circulated. It was proposed by Mr Clarke seconded by Mr Goater that the regulations be adopted. All Councillors in agreement.

The Chairman thanked Mr Webb for his work.

### **14. LOCALISM ACT 2011**

#### 14.1 Adoption of Code of Conduct

A draft Code of Conduct had been provided by South Cambridgeshire District Council who recommended that the code be adopted. The District Council and Parish Council would then be following the same guidelines reporting to the same monitoring officer. The Clerk pointed out that there was not provision in the draft for a member of the Council with a disclosable pecuniary Interest to speak as a member of the public, and then withdraw from the meeting, as there was in the Code adopted in 2007. There was provision to include in the standing orders a requirement that a conflicted member may be excluded whilst the discussion and vote is taken. A discussion on dispensations and amendments to Standing Orders took place. It was then Proposed by Mr Robinson, seconded by Mr Freeman, that the Code of Conduct be adopted. All Councillors in agreement.

#### 14.2 Adoption of Complaints Procedure

The Chairman advised that the procedure recommended by the District Council was specifically for a breach in the Code of Conduct. The procedure had been circulated to Councillors. It was proposed by Mr Robinson, seconded by Mr Clarke, that the Complaints Procedure be adopted. All Councillors in agreement.

#### 14.3 Dispensation Procedure

The Chairman advised that Parish Councils were now responsible for determining requests for a dispensation by a Parish Councillor under Section 33 of the Localism Act 2011. In certain circumstances Councillors could be granted a dispensation which enabled them to take part in Council business where this would otherwise be prohibited because they had a disclosable pecuniary interest. Provided Councillors acted within the terms of their dispensation there was deemed to be no breach of the Code of Conduct or the law. The Parish Council could either delegate the authority to grant dispensations to the Parish Clerk or reserve the decision for the full Parish Council. After discussion it was proposed by Mr Webb, seconded by Mrs Mead-Blandford that the power to grant dispensations rests with both the Clerk and Parish Council. All Councillors in agreement. Councillors who were members of the Recreation Ground committee were reminded that they would have to apply for a dispensation before their next meeting as Parish Councillors were all Trustees of the Recreation Ground Charity.

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

#### 15.1 Next Agenda

Ms Pemberton-Ford asked for the next agenda to include 'IT and Social Media Impact on Council' and 'Alerting parishioners to customising a response to the local constabulary'. These items would be on the agenda for the Finance and General Purposes committee meeting on the 2<sup>nd</sup> October 2012.

#### 15.2 High Street Congestion

Mr Clarke expressed his concern over a recent incident in the High Street where a vehicle had mounted the footpath with two wheels to let traffic coming the other way pass. He stated that people should use their common sense.

#### 15.3 Guise Lane Notice Board

Mr Goater advised that he was repairing the notice board at his home so was missing from Guise Lane for the time being.

#### 15.4 Knutsford Road Brambles

Mrs Pidgeon thanked the District Council for arranging the cutting back of the brambles.

#### 15.5 The Cedars

It was advised that there was a new application for The Cedars. Mr Cathcart advised that he had seen a preliminary sketch but could not see a lot of difference. Mrs Mead-Blandford advised that there were a lot of brambles hanging over the footpath from the site. Mr Webb agreed to arrange the clearance.

-Mr Webb

**16. DATE OF NEXT MEETING**16.1 Cemetery/Planning/Finance and General Purposes CommitteesTuesday 2<sup>nd</sup> October 201216.2 Recreation Ground CommitteeWednesday 24<sup>th</sup> October 201216.2 Parish Council MeetingTuesday 20<sup>th</sup> November 2012

The Chairman closed the Meeting at 9.45 pm

.....  
(Chairman).....  
Date**Bassingbourn-cum-Kneesworth Parish Council****PARISH COUNCIL MEETING 18<sup>th</sup> September 2012*****Comments made by the public during Open Forum***

(where no Councillor action had been agreed)

There were none made.

**CEMETERY COMMITTEE REPORT TO PARISH COUNCIL**18 September 2012

The Cemetery Committee has met twice, on 07 August and 04 September 2012.

The issue of graves not conforming to cemetery regulations has proved difficult to address. It has been decided to try to prevent the problem in future by ensuring that next-of-kin are provided with a copy of the regulations. Risk assessments of unstable headstones have been completed and a list prepared. One dangerous headstone has had to be laid down. Attempts will be made to contact the relevant relatives through the stonemasons. Maintenance issues with the cemetery lodge arising from a report by InterCounty are being addressed. Quotes are being sought for replacement of the bath. Quotes are also being sought for exterior painting of the lodge in Spring 2013.

The District Council Tree Officer has been consulted about trees in the cemetery. She has reported that the trees are atypical should be left in place if possible. She has reminded the Parish Council about its duty of care. The committee meets again on 02 October.

M W Hallett

**RECREATION GROUND REPORT TO PARISH COUNCIL**

Work on repairing the pipe from the road to the pavilion is complete. The Cricket Club now need to reattach their branch pipe to the square.

A quotation to repair and repaint the benches on the rec has been received. Two further quotations are needed. Quotations to replace the wooden fencing around the South End and Elbourn Way play areas were received. These were more than anticipated and an alternative to metal bow fencing needs to be researched and further quotations sought.

We have permission to install a dog waste bin in Elbourn Way.

We have been informed that the junior football club intends to use portable floodlights in order to allow them to practice after dark during the winter. It was requested that they not be used later than 8 o'clock and that a flyer be put into the houses along the Tanyard informing them of this.

R Webb

## **Bassingbourn-cum-Kneesworth Parish Council**

### **PARISH COUNCIL MEETING**

#### **Minutes of Meeting held on Tuesday 20<sup>th</sup> November 2012 at The Limes, High Street 7.45pm.**

Mr Hallett (Chairman), Mrs Mead-Blandford, Mr Webb, Ms Pemberton-Ford, Mr Freeman, Ms Hirtzel, Mr Clarke, Mr Geraghty, Mrs Vigus  
County Cllr Mrs Oliver, District Cllr Cathcart, District Cllr McCraith  
Members of Public –3

**01. APOLOGIES FOR ABSENCE**

Mrs Cooper, Mr Goater, Mr Sappol, Mr Robinson, Mr Pidgeon, Mrs Pidgeon

**02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA AND REQUESTS FOR DISPENSATIONS**

Mr Hallett declared an interest under Item 11. He had applied for a Dispensation and this was granted by the Clerk for a four year period.

**03. MINUTES OF LAST MEETING**

3.1 Parish Council Meeting 18<sup>th</sup> September 2012

It was agreed the minutes of the Parish Council Meeting held on Tuesday 18<sup>th</sup> September 2012, copies previously distributed, were a true record and signed by the Chairman.

**04. MATTERS ARISING**

4.1 Traffic Calming Gates

Councillors had all received details of the proposed gates supplied by the County Council. There was some confusion as to the style and fabric of the gates, as they were not as expected. The County Council had confirmed that the details sent were correct. It was agreed that the Clerk would go back to the County Council stating that the design was not as envisaged.

*-Clerk*

4.2 High Street Waiting Restrictions

The Chairman advised that Mrs Oliver had held a meeting with parishioners on the 13<sup>th</sup> November 2012. There was a representative from County Highways present and also representatives from the Village College and Primary School. Mrs Oliver reported that she had already met with the Safer Routes To School Officer and discussed the need to deal with the increased traffic through the High Street. The Primary School parents were the worst generators of the traffic and key officers had been walking the village to find other routes to get the children to school. Mrs Oliver then advised that extending the 20mph speed limit from the Primary School to Spring Lane was talked about. The Highway Officer would be able to put in place a restriction outside resident's driveways to try to encourage people not to park. The police would be able to enforce this. The two households without off street parking found that option okay. The Highway Officer had also suggested a table platform at each end of the village to slow traffic down. Bollards were discussed but agricultural vehicles had to be considered. Mrs Oliver confirmed that she would be speaking to local businesses about encouraging their employees not to park on the High Street and would also speak to the SPAR regional manager to see if there were any other delivery options. She acknowledged that one option would not sort everything. The Highway Officer would be attending the next Parish Council meeting.

Ms Pemberton Ford stated that there was often big lorries cutting through the village from North End and Litlington and suggested a size restriction excluding agricultural vehicles. She asked whether the old Red Cross hut site had been considered as a car park. Mrs Oliver confirmed that it had.

A member of the public was then invited to speak. She advised that she had been involved in an accident outside the pharmacy when reversing her vehicle. A resident who lived behind the pharmacy stated that they were often blocked in unable to get their vehicles off their drive. She had also experienced several incidents where children could have been hit by moving cars. Another resident urged the County and Parish Council not to rule out bollards, although he could see the problem, and suggested small railings or fencing may be a short term measure.

Councillors agreed that they would send a letter of support in principle for the measures suggested by County Highways.

*-Clerk*

4.3 Churchyard Wall

This was discussed at the Finance and General Purposes committee meeting on the 6<sup>th</sup> November 2012. The Chairman confirmed that he had approached two contractors to re-quote on the work.

4.4 Bassingbourn At Home

Ms Pemberton-Ford reported that she hoped to hold a meeting on the 29<sup>th</sup> November 2012 for all households

that had expressed an interest in taking part in the event which, hopefully, would be held over the weekend of the 18<sup>th</sup>/19<sup>th</sup> May 2013. Once this meeting had taken place a further full update could be made. She asked if there was any historical information on the village stored in the Chapel. The Clerk confirmed that anything of historic value was kept in the archives at Shire Hall.

#### 4.5 The Cedars Brambles

Mr Webb confirmed that he had cleared the brambles the day after the last meeting.

### 05. CORRESPONDENCE

#### 5.1 Inconsiderate High Street Parking

A letter had been received from Elaine and Ray Douglass. They were in attendance at the meeting and were invited to take part in the discussion under Item 4.2

#### 5.2 Elm Tree Drive

A letter raising concerns over the upkeep of the grassed/paved area on the entrance to Elm Tree Drive. The Chairman advised that the area was on the grasscutting schedule and cut four times a year as it was classed as a grass verge. Mrs Mead-Blandford advised that the resident was also concerned over the litter left on the area. Mr Clarke stated that there was also a lot of litter thrown into his garden. The bus shelter was also a bad spot. Mr Webb suggested attaching a small litter bin to the bus shelter as on the bus shelter by South End. This would be an agenda item for discussion at the Finance and General Purposes committee meeting on the 4<sup>th</sup> December 2012.

#### 5.3 High Street Lighting

The Parish Council had been advised that as part of the proposal to replace the street lights 17 were being replaced with 20 new columns. This would deal with the dark area in the High Street. Mrs Mead-Blandford reiterated concerns made at previous meetings regarding the number of lights on The Causeway. There were two very close together and thought that that one could easily be removed. Mrs Hirtzel suggested that it would be an idea to turn off the lights at a certain time. The Chairman confirmed that the new lights were going to be dimmed after 10pm which should save energy. It was agreed that the Chairman would ask the Customer Liaison Officer if one of the columns on The Causeway could be removed.

Concern was then raised over the stumps left by the removed columns. Reassurance was requested that they would be removed. Mrs Oliver agreed to find out.

*-Mr Hallett  
&Mrs  
Oliver*

### 06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

### 07. FINANCES

#### 7.1 Payment of Accounts

##### BUCHANS LANDSCAPES

Grounds Mtce October 2012 ((inc. £276.53VAT)	£1659.19	
The Rouses Groundworks (inc. £492.00VAT)	£2952.00	£4611.19
<b>THE ROYAL BRITISH LEGION</b>		
Poppy Wreath for Remembrance Service		£ 17.00
<b>LITLINGTON PARISH COUNCIL</b>		
Contribution towards stationery		£ 8.55
<b>MAGPAS</b>		
Donation agreed at F&GP meeting on 6 <sup>th</sup> November 2012		£ 75.00
<b>MRS D ARTUS</b>		
Reimbursement for clunch pit tree guards (inc. £19.88VAT)		£ 119.28
<b>TOTAL</b>		<b>£4831.02</b>

The invoices were checked by the Chairman. PROPOSED Mr Webb SECONDED Mr Freeman. Agreed.

**The following payments were made at the Finance & General Purposes committee meetings on 2<sup>nd</sup>**

#### **October 2012 and 6<sup>th</sup> November 2012**

##### BUCHANS LANDSCAPES

Grounds Mtce September 2012 ((inc. £276.53VAT)	£1659.19
Awaiting invoice	
<b>HALES PRINTERS</b>	
Newsletters	£ 749.00
<b>MRS S WALMESLEY</b>	
Clerks salary & expenses 1/09/12 –30/09/12	£714.97
<b>HMRC</b>	
PAYE July –September 2012 Tax £45.20 NI £94.79	£139.99
<b>EARTH ANCHORS LTD</b>	

Dog waste bin for Elbourn Way (inc. £28.59VAT)		£171.54
MR MEAD-BLANDFORD		
Repairs to cemetery Lodge door (as agreed at Cemetery committee meeting 2/10/12)		£120.00
HALES PRINTERS		
Newsletters Sept & October 2012		£ 1498.00
E-ON		
Pavilion electricity (inc. £4.06VAT)		£ 85.16
MRS D ARTUS		
Reimbursement for daffodil bulbs (inc. £16.67VAT)		£ 100.00
CAMBRIDGE WATER COMPANY		
Cemetery water charge 1/5/12 -31/10/12	£ 16.02	
Recreation Ground water charge 1/5/12-31/10/12	£192.76	£208.78
MRS S WALMESLEY		
Clerks salary 1/10/12 -31/10/12		£725.37
MR MEAD-BLANDFORD		
Installation of dog waste bin	£ 50.00	
Urgent Clearing of Play Area remains following fire	£ 170.00	£220.00
VICTIM SUPPORT		
Donation agreed at F&GP meeting 2/10/12		£ 75.00

## 08. COMMITTEE REPORTS

### 8.1 Planning

A report was not available for this meeting.

### 8.2 Finance and General Purposes

A report was not available for this meeting.

### 8.3 Recreation Grounds

The report, which was read at the meeting, is recorded at the end of the minutes.

### 8.4 Cemetery

The report, which was read at the meeting, is recorded at the end of the minutes.

## 09. COUNTY AND DISTRICT COUNCILLOR REPORTS

### 9.1 County Council

Mrs Oliver reported that Trading Standards had been carrying out a lot of successful work on rogue traders. Five people were now in prison for over 17 years.

Councillors were reminded that the County Council pension fund went into partnership with Trinity Hall University and bought a bank. This was now going from strength to strength.

Mrs Oliver asked the position regarding the fencing on the Rouses and the asbestos issue. Mr Webb confirmed that the fencing was on hold until the asbestos issue was resolved. It had been confirmed that there was definitely asbestos there. It was not the really dangerous kind but all the surface pieces needed to be removed. Mr Cathcart then stated that a hedge alone would be a much better option than the visual impact of a fence. Mrs Oliver advised that the County Council Legal Officer was relaxed about the need for a fence. Mr Webb agreed that a hedge alone would be preferable but it was a condition of the County Council lease that the area must be fenced with a chain link fence. He confirmed that the posts for the fence were already in place. A discussion then took place on hedging. After further discussion it was agreed that Mrs Oliver would go back to the County Council Legal team to see if they would provide a variation to the lease to allow for a hedge alone. If this was forthcoming the Parish Council would have to agree to fund the removal of the fence panels. It was suggested that the fencing, which had already been purchased by the contractor, could be used somewhere else in the village.

*-Mrs  
Oliver*

### 9.2 District Council

Mr McCraith advised that there was to be a District Council meeting on the 22<sup>nd</sup> November 2012. He then advised that the planning application for a hotel on the A505 Horse and Groom site had been refused on the grounds of impact on Therfield Heath. There were also safety issues with the A505 and drainage problems. Planners had agreed that there should be something on that site preferably only up to twice the size of existing and not eleven times the size as the hotel was.

Mr Cathcart reported that he had been discussing the Litlington Wind Farm proposal with the District Council officers. Probably the earliest it would go to committee now was January 2013.

## 10. WORKING GROUPS

### 10.1 Bassingbourn Village College/Primary School Liaison Group

Ms Pemberton-Ford advised that there had not been a meeting since the last Parish Council. The Village

College had recently appointed a new Principal.

#### 10.2 Quality Parish Council

The Clerk had received a letter from CAPALC advising that the panel had recommended to the National Association of Local Councils that the Parish Council receives the award of Quality Parish Council. The Panel Chairman would present the certificate to the Chairman in the next few weeks.

#### 10.3. Pavilion Project

Mr Webb and the Chairman had met with Mrs Bridget Smith who helped to build the Eco hub in Gamlingay. She expressed an interest in helping with the Pavilion project and had been asked to quote for the job. Mr Webb stated that once a project manager had been appointed the project could move forward.

#### 10.4 Kneesworth House Liaison

Mr Clarke advised that a meeting had been held and expressed concern over the number of people that attended. The Liaison Committee Chairman was to send a letter out to all the committee members to see who was still interested. Mrs Hirtzel asked how the committee worked. The Chairman advised that it was arranged by Kneesworth House Hospital to keep the community updated.

#### 10.5 Conservation

The Chairman reported that a village tidy, daffodil and tree planting had recently taken place. The working group had been very busy. Mr Clarke asked for the grasscutting contractors to be advised where the daffodil bulbs had been planted so that they knew where not to cut. The Chairman confirmed that the Conservation Group co-ordinator had a plan of where the bulbs were planted and the contractors would be advised.

#### 10.6 Affordable Housing

The survey was in the process of being carried out by Cambridgeshire ACRE. Once the results were known the Parish Council would be advised.

### **11. ALLOTMENTS**

#### 12.1 Formation of Allotment Holders Association

The Chairman advised that there was no further update.

#### 12.2 Allotment Fencing and Water

There was no further update.

### **13. PROPOSED REOPENING OF METTLE HILL GYPSY AND TRAVELLER SITE**

The District Council meeting to decide this had been delayed until the 10<sup>th</sup> January 2013. Mr Cathcart reported that he had been to the very well attended cabinet meeting where he had raised concerns with the Portfolio holder as discussed at the Finance and General Purposes committee meeting on the 6<sup>th</sup> November. Some assurances had been received but there was a lot of detail needed. He agreed to keep the Parish Council updated on developments. The Chairman stated that some parishes were looking for support from this parish. Ms Pemberton-Ford felt that parishioners should be advised of what was happening and suggested an item in the next Village Voice. Mr McCraith stated that the issue was fast moving and it was important that any information was correct and current. The Chairman advised that the next Village Voice was not due to be published until February 2013. Mrs Oliver added that she had spoken at the District Council Cabinet meeting. She felt that the main concern was the lack of communication. She agreed that the situation was complex and moving fast. After further discussion Mr Cathcart agreed to update Councillors at the Finance and General Purposes committee meeting on the 4<sup>th</sup> December 2012.

*-Mr  
Cathcart*

### **14. LOCAL FUNDING HIGHWAYS BID 2013/14**

The Parish Council was invited to submit schemes which would be jointly funded by the County and Parish councils. These could include minor improvements with the Parish expected to contribute at least a 10% contribution towards the project. The closing date for submission was the 21<sup>st</sup> December 2012. The Chairman advised that it had been suggested at the Finance and General Purpose committee meeting that a bid be submitted for an interactive speed sign on The Causeway. He added that he believed these were not looked at so favourably at the present time. Mrs Oliver was asked if she had suggestions from the High Street discussions. She stated that the 20mph speed could possibly tie up with the already agreed 20mph speed at the primary school. Funding for a speed table in the High Street or the footway work on North End were other possibilities. Discussion took place on the three options of an interactive speed sign, a speed table and the path on North End. The Chairman then asked for a vote on each with three people in agreement of submitting a bid for the speed sign, five Councillors in agreement of a speed table and none wishing to submit a bid for the North End path at this time. It was therefore agreed that a bid would be submitted for a speed table on The Causeway near the entrance to the High Street. Clerk to arrange.

*-Clerk*

### **15. UPDATE OF ASSET REGISTER**

The update had been circulated to Councillors in a draft form with increased values in line with the current

insurance schedule. The register now included details of the new dog waste bin in Elbourn Way and the six grit bins. Mr Freeman queried the sheds on the Recreation Ground included in the register stating that he thought that they were built by the sports clubs. He agreed to go back to the clubs and find out the position. This would be an agenda at the next Recreation Ground committee meeting on the 19<sup>th</sup> December 2012.

**16. AGREEMENT OF 2013 MEETING DATES**

Draft meeting dates had been circulated to Councillors. There were no comments. Clerk to book The Limes and the Chapel schoolroom.

*Clerk*

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

17.1 Flags Across Telephone Lines

Ms Pemberton-Ford asked that the flags, which had been blown around the telephone lines, could be removed from the High Street. The flags had been put up to commemorate the Queens Diamond Jubilee celebration. It was suggested that when the light columns are replaced the operatives could be asked to help.

17.2. Resignation of Ms Pemberton-Ford

Ms Pemberton-Ford advised that due to her current work commitments she was unable to continue in her role as Parish Councillor. She therefore advised of her resignation. The Chairman thanked her for her contribution during her time as a Councillor. The Clerk to commence the process for co-option.

*-Clerk*

17.3 Windmill Close Bushes

Mrs Mead-Blandford stated that the bushes on Windmill Close looked very untidy and suggested that the area could be grassed. The Clerk confirmed that she had reported this issue to the Housing Association in the past and agreed to do so again.

*-Clerk*

**18. DATE OF NEXT MEETING**

18.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 4<sup>th</sup> December 2012

18.2 Recreation Ground Committee

Wednesday 19<sup>th</sup> December 2012

18.3 Cemetery/Planning/Finance and General Purposes Committees

Wednesday 9<sup>th</sup> January 2012

The Chairman closed the Meeting at 9.45 pm

.....  
(Chairman)

.....  
Date

**Bassingbourn-cum-Kneesworth Parish Council**

**PARISH COUNCIL MEETING 20<sup>th</sup> November 2012**

***Comments made by the public during Open Forum***

(where no Councillor action had been agreed)

There were none made.

**CEMETERY COMMITTEE REPORT TO PARISH COUNCIL**

20 November 2012

The Cemetery Committee has met twice, on 02 October and 06 November 2012.

The committee has discussed the shortage of grave space. In the south-east corner of the cemetery the graves are old and very many are without headstones. The aisle in this corner of the cemetery is no longer used as an aisle and it has been agreed that the aisle space can now be used for burials. It will be necessary for these to be allocated in strict order in order to allow access for grave digging. This will provide room for approximately 40 more grave spaces.

In respect of unstable headstones, attempts have now been made to contact the relatives through the stonemasons.

A request has been made from a relative to have a kerbed grave. This is not permitted by the current Cemetery Regulations. Unfortunately there are many other graves not complying with the Regulations. It has been agreed to review the Regulations in order to decide whether or not kerbed graves should now be permitted.

The committee meets again on 04 December.

M W Hallett

### **RECREATION GROUND REPORT TO PARISH COUNCIL**

20 November 2012

It has been agreed to restrict parking on the recreation ground. Access to the pavilion is still permitted, but cars will no longer be allowed to park on the rec, whatever the weather. A combination padlock is to be bought for the main gates.

A plastic picnic bench was set alight on the Elbourn Way rec. The table was completely destroyed and some of the fencing was burnt beyond repair. The damage was made safe and no plans exist to replace the table. The fence surround will need to be replaced and quotes are being sought.

There is a meeting on the rec this Friday to look at using Community Service to help us clear the stream on the Eastern border.

A new dog waste bin has been installed at Elbourn Way. There was not one there previously.

Further quotes are being sought for work on the rec benches. It was decided to include those other benches in the village that required repairs and/or painting. New quotes will be needed to include these extra benches.

R Webb