

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Wednesday 12th January 2011 at
The Chapel Room, South End 8.00pm

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

District Cllr Cathcart, District Cllr McCraith

Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Webb, Mr Nicholls, Mr Dickerson, Mr Pidgeon, Mrs Vigus, County Cllr Mrs Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 7th December 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

THE CAUSEWAY VERGE –It was reported that work on one of the driveways across the verge had been started.

FACILITIES STUDY QUESTIONNAIRE –Mr Hallett confirmed that he had completed and returned the questionnaire.

MILESTONES –Mr Hallett reported that he had started work on the milestones but due to bad weather had stopped for the time being.

POTHoles –The reported potholes had been filled. Councillors were aware that due to the recent snow there would be more identified.

STREET LIGHTS –Repairs to the street lights with faults had not yet been carried out.

PATH THROUGH VILLAGE COLLEGE –Mr Bunton advised that the rabbit proof fencing had been completed. The gate had been left.

05. CORRESPONDENCE

PARKING ON WAR MEMORIAL GREEN –Various correspondence had been received from residents concerned that the green was being destroyed by vehicles. It was stated that the local PCSO was aware. It had been suggested that a post and chain fence could be installed but this could be a trip hazard. It was agreed that Mr Hallett and the Clerk would arrange for a letter to be sent to surrounding residents asking them not to park on the green.

*-Mr
Hallett
& Clerk*

ELBOURN HOUSING TRUST –Cottage vacancy. Councillors were asked to publicise the vacancy to people in needful circumstances having connections with the village or nearby area.

SCDC –Application for Street Trading Consent A1198 Arrington Garage. There were no comments made.

ST PAPOUL –Request for Twinning. Mr Hallett had received communication from a French village in the south west of France. It was stated that if the villages were similar, they could help each other. After discussion it was agreed that Mr Hallett would find out more information from St Papoul. An item would also be put in the Village Voice asking if residents were interested in forming a ‘twinning’ committee.

*-Mr
Hallett
-Clerk*

CAMBRIDGESHIRE COUNTY COUNCIL –Road Closure applications. This had been forwarded for comment to Mr Nickson who was involved with the Remembrance Day parade. Mr Nickson did not think this was practical for such a short period of time on Remembrance Day. He did though ask for the support of the Parish Council to arrange for roadside courtesy signs. It was stated that following the 2010 service, comments were made about the moving traffic. The Clerk was asked to liaise with Mr Nickson to apply for closure at the event in November 2011.

-Clerk

CAMBRIDGESHIRE COMMUNITY SERVICES-Consultation on becoming an NHS Foundation Trust. Questionnaires distributed to Councillors.

RECYCLING FACILITIES –It had been reported that the recycling area outside the primary school was being used as the village dump on a regular basis. It was suggested that the facility was no longer required as the introduction of the blue bin catered for most recycling. Mr Bunton

*-Mr
Robinson*

stated that the rubbish had been a problem for some time. The Chairman agreed to speak to the primary school to see if the bins are still needed.

FOR INFORMATION

LOCAL COUNCIL REVIEW –Winter 2010

THE ROYAL BRITISH LEGION –Great Poppy Weekend

CLERKS AND COUNCILS DIRECT –January 2011

CAMBRIDGESHIRE ACRE –Community Action Winter 2010

06. OPEN FORUM

The meeting was closed at 8.25pm while the following item was reported:

CC1 STREET LIGHT –It was reported that the street light in Sagers Close had been out for around two months. Clerk to report. -Clerk

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

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

WHADDON PARISH COUNCIL

Parish Councillor Training 30.10.10		£33.33
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WEBCENTRIC LTD

Website hosting 1/10/10 -30/9/11 (inc. £13.13VAT)		£ 88.13
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INFORMATION COMMISSIONER

Renewal of data protection registration		£35.00
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HALES PRINTERS

Newsletters		£447.00
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VIKING DIRECT

Stationery		£ 28.35
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HERON SELF HELP SCHEME

Donation agreed at F&GP meeting 7/12/10		£ 25.00
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CAMBRIDGESHIRE ACRE

Renewal of membership 2011		£ 35.00
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BASSINGBOURN URC

Hire of meeting room August –December 2010 10@£9.00		£ 90.00
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SLCC

Membership 2011/12		£ 82.00
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MRS S WALMESLEY

Clerks salary 1/12/10 –31/12/10

Salary SCP25	£705.22	
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Arrears from October 2010 (PAYE paid)	£ 4.13	
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Post etc.	£ 0.96	
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Telephone	£ 2.60	
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Mileage 1/7/10-31/12/10 156 miles	£ 78.78	£791.69
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Less Tax £33.00 NI £25.21 (Employer £29.34)		£733.48
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HMRC

PAYE October –December 2010 Tax £99.00 NI £163.65		£262.65
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TOTAL		£3603.95
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Agreed. PROPOSED Mr Hallett SECONDED Mr Clarke

08. BUDGET/PRECEPT 2011/12

The Chairman circulated a proposed budget with notes. He advised that the suggestion was to raise the precept for 2011/12 to £60,000 to cover the possible loss of the footpath grant, any shortfall in allotment expenses, to cover election expenses should the parish be required to hold a referendum and to guard against a future council tax cap. A discussion took place on the proposed budget allocations. The Chairman advised that the budget and precept had to be approved at the full Parish Council meeting on the 25th January 2011.

09. GYPSY AND TRAVELLER ISSUE

Mr Hallett reported that he had been contacted by Kneesworth residents following the recent report from the District Council regarding a site on the A1198. Mr Penny had become involved and a meeting of residents was to be held on the 13th January 2011 to see if they would form an

action group. Mr Hallett had been asked to attend to open the meeting. Mr Cathcart and Mr McCraith confirmed that they would also attend. Mr Hallett suggested that the Parish Council should seek resident's opinions on the proposed site through the Village Voice and website. It was agreed that the Parish Council would support residents, whatever their views were, once the consultation began. Mr Cathcart stated that it was not clear what form the consultation would take. He believed that it would be different from the last one. Mr McCraith added that a lot would be decided by the Localism Bill which, as discussed previously, was not yet known how it would work.

On a proposition by Mr Hallett, seconded by Mr Clarke, it was agreed that the hall hire fee for the meeting would be funded by the Parish Council.

10. HIGH STREET PARKING

The problem with the parking had been discussed at great length during the last meeting. Mr Hallett reiterated that the highway was the responsibility of the highway authority and police and there was little the Parish Council could do. The Chairman added that there was problem long before the pharmacy opened there. Some residents had problems finding a parking space near their homes. Mrs Mead-Blandford stated that parishioners wanted the shops to be in the village. She suggested that a letter could be sent to the shop owners asking for their suppliers to stagger delivery times so that their vehicles were not in the village during peak times and at the same time as each other. After further discussion it was agreed that the Parish Council Chairman would prepare an item regarding parking, mentioning the village shops, for the village voice. He would also refer to the parking on the memorial green. A letter would also be sent to the bakery, SPAR shop and pharmacy as suggested by Mrs Mead- Blandford.

It was then reported that there were rumours of a coffee shop opening in the High Street by Playles Yard. This would add to the congestion. Mr Sappol advised that the shop owner had stated that planning consent was not required for change of use from an office. Mr Cathcart agreed to get this confirmed by the District Council planners.

*-Mr
Hallett,
Mr
Cathcart
& Clerk*

11. VILLAGE VOICE

It had been suggested by Mr Webb that the cover of the newsletter could be printed in colour with the additional expense being reclaimed through advertising. Mr Hallett had sought a price from the printers for this and per issue it would cost £185. Mrs Mead-Blandford expressed concern over the already high advertising costs in relation to the number of people the newsletter reached. This was also the view of other Councillors and it was agreed that the Village Voice would remain in black and white.

Mr Hallett added that the editing issue had now been resolved for the time being.

12. PROVISION OF ALLOTMENTS

Mr Hallett and Mr Saggars to follow up costings with the landowner.

*-Mr
Hallett &
Mr
Saggars*

13. SALT/GRIT STORAGE

The Clerk advised that she had asked the County Council how salt could be delivered and whether it was in containers or bags. She had not heard back. It was then advised that before Christmas, a letter had been sent out to Parish Council's from County Highways stating that due to the bad weather they were in a situation where they needed to conserve salt stocks so they would be unable to re-fill grit bins or provide to community groups in the short term.

14. THE HUCKLE TRUST

There was no further update. The paperwork was with the Solicitor.

15. PARISH COUNCILLOR TRAINING

The Clerk advised that she had arranged a second stage training session on the evening of Tuesday 15th February 2011 in Litlington Village Hall. Any Councillors interested in attending to contact the Clerk.

16. ANY OTHER BUSINESS

ROYAL WEDDING –The Clerk asked if the village were planning a celebration to celebrate the wedding on the 29th April 2011. Mr Bunton advised that he was aware that some of the local mothers were organising something. Councillors felt an event in the village would be a good idea. The Clerk was asked to arrange for an advertisement for the Village Voice asking for people to

-Clerk

come forward to form a committee.

17. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on the 1ST February 2011

The Chairman closed the Meeting at 9.19pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st February 2011 at
The Chapel Room, South End 7.45pm

PRESENT:, Mr Hallett (Chairman), Mr Bunton, Mr Goater, Mr Clarke, Mr Sappol, Mrs Pidgeon, Mr Pidgeon, Mr Saggars, Mr Webb

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

Members of Public –1

In the absence of Mr Robinson, Mr Hallett chaired the meeting.

01. APOLOGIES FOR ABSENCE

Mrs Vigus, Mr Robinson

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Wednesday 12th January 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

THE CAUSEWAY VERGE –The Highway Supervisor had advised that the driveway to 171 had been completed. The driveway to 173 should be completed within the next week. Once this was done the bollards would be removed.

MILESTONES –The milestone painting had been completed.

POTHoles –The potholes on The Causeway, Old North Road and the High Street had been filled. It was noted that there was still a large pothole outside the Spar shop. The Chairman stated that once reported the repairs appeared to be carried out reasonably fast.

STREET LIGHTS –Mrs Oliver advised that all light problems were reported to the Director and had now been repaired. There had been problems with the contractor, Atkins, and Mrs Oliver asked to be notified of any further problems.

PATH THROUGH VILLAGE COLLEGE –It was advised that there were now gates. This would be discussed at the Recreation Ground committee meeting on the 16th February.

PARKING ON HIGH STREET –Draft letters for residents and businesses had now been finalised so would be sent out within the next week.

TWINNING WITH ST PAPOUL –The Chairman to make contact to find out more.

*-Mr
Hallett*

ROAD CLOSURES –Mrs Oliver advised that the forthcoming royal wedding prompted the correspondence from the County Council.

RECYCLING OUTSIDE PRIMARY SCHOOL –Mr Webb agreed to raise this at the next liaison committee meeting.

-Mr Webb

ROYAL WEDDING CELEBRATION–The Clerk confirmed that she had arranged for a Village Voice item. The Chairman advised that the parish church would like to be involved with a celebration.

05. CORRESPONDENCE

CPALC –Type 2 Diabetes Trial. Cambridgeshire had been chosen to conduct a community based Diabetes research project and a diabetes peer support trial was taking place across the county. Posters had been forwarded for the notice boards and the trial team asked if details could be included in the parish newsletter. The Chairman agreed to put details on the website and the Clerk was asked to arrange for the newsletter article.

*-Mr
Hallett &
Clerk*

FOR INFORMATION

CPALC Bulletin –for distribution

CANE & CO Newsletter Autumn 2010

MONSTER PLAY/WICKSTED/CPPL/ROSPA -Advertisement

THE PLAYING FIELD –WINTER 2010/11

06. OPEN FORUM

There were no items raised by the member of the public.

07. PAYMENT OF ACCOUNTS**BUCHANS LANDSCAPES**

Grounds mtce January 2011 (inc. £231.61VAT)	£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)	£ 188.89	1744.01
MRS S WALMESLEY		
Clerks salary 1/1/11 –31/1/11		
Salary SCP25	£705.22	
Post etc.	£ 5.18	
Telephone	£ 2.20	£712.60
Less Tax £33.20 NI £25.21 (Employer £29.34)		£654.19
TOTAL		£2398.20

Agreed. PROPOSED Mr Clarke, SECONDED Mr Goater.

08. GYPSY AND TRAVELLER ISSUE

This had been discussed briefly at the earlier planning meeting.

09. PROVISION OF ALLOTMENTS

Mr Saggars had suggested points that needed to be established before a meeting with the landowner and details had been forwarded to the Clerk who would write.

CPALC were to hold an allotment training session on the 5th March 2011. It was agreed that the Chairman and Mrs Pidgeon attend. Clerk to book the places.

*-Clerk
-Mr
Hallett,
Mrs
Pidgeon &
Clerk*

10. SALT/GRIT STORAGE

The Clerk had received confirmation from County Highways that they would only deliver supplies of salt to purpose made bins. The Chairman stated that it had been agreed at a meeting not to purchase bins but there had since been complaints from parishioners about the lack of salt in the village during the recent bad weather. A discussion took place on the way forward. Mr Webb suggested that the Parish Council could buy bags of salt to store. After further discussion Mr Bunton agreed to look at areas where the salt was most needed, including North End and Spring Lane, with the intention of trialling a bin. It was stated that residents would need to know where the salt was kept. Mr Saggars suggested that this should be a major article for the Village Voice in the autumn. A discussion on the advice from Highways and the Parish Council insurance company, regarding the clearing of paths, then took place. The advice was in some cases contradictory.

*-Mr
Bunton*

11. VILLAGE MAINTENANCE

The Chairman advised that two litter bins, one from The Causeway and one from the village green, had disappeared. They had been pulled out of the ground before their disappearance. He asked if anyone had arranged for them to be stored or repaired which nobody had. It was then proposed by Mr Saggars, seconded by Mr Bunton that two replacement bins be purchased. Clerk to arrange.

-Clerk

12. THE HUCKLE TRUST

There was no further update. The paperwork was with the Solicitor.

13. ANY OTHER BUSINESS

MOD BASSINGBOURN BARRACKS –Mr Sappol advised that he had heard that the Barracks might be closing. He was concerned over the loss of civilian jobs on the site. Mrs Pidgeon and Mr Bunton were also aware that there was something going on. Mr Cathcart advised that the District Council planners were not aware of any change.

MAPS –In the latest CPALC bulletin it was stated that from the 1st April 2011 Parish Councils would be part of the public sector mapping agreement and would be able to get the same range of OS data as the district and county councils. Mr Saggars asked the Clerk to contact the County GS manager to see how this could be arranged.

-Clerk

PAVILION PROJECT –Mr Saggars asked for an update on progress which Mr Webb gave. Mr Saggars then expressed concern over a lack of communication with residents, and professionals who might be able to help, at this early stage. It was suggested a village meeting be held. The

Chairman confirmed that there had been details of the decision and meetings in the Village Voice. DISTRICT COUNCIL MEETING –Mr Cathcart reported that the District Council had reluctantly agreed to compulsorily purchase the Windmill Estate in Fulbourn. He then advised of a charge made by Anglian Water of £30, relating to drainage, which could be refunded to most properties. Details would be put in the South Cambs magazine.

COUNTY COUNCILLOR REPORT –Mrs Oliver reported that there had been a meeting with CPALC where there were plans for a specialist parish highways warden. South Cambridgeshire were also to pilot the ‘Parish Charter’.

There would be only one more issue of the county magazine which was being cut because of costs. The County Council would be using other forms of communication. Cheaper options were being considered.

There was a large push to broaden the neighbourhood panels out from the police. A debate was currently ongoing.

Mrs Oliver concluded her report by advising that the County Council tax would not increase for 2011/12 and probably not for a few years. The Fire Service was also not increasing their requirement but would probably minimally increase in 2012/13.

14. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on the 1ST March 2011

The Chairman closed the Meeting at 8.45pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st March 2011 at
The Chapel Room, South End 8.00pm

PRESENT: Mr Robinson (Chairman), Mr Hallett, Mr Bunton, Mr Goater, Mr Clarke, Mr Pidgeon, Mr Sagers, Mr Webb, Mr Nicholls

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

Members of Public –5

01. APOLOGIES FOR ABSENCE

Mrs Vigus, Mr Sappol, Mrs Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 1st February 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

TWINNING WITH ST PAPOUL –Mr Hallett reported that he had received an e-mail from St Papoul who were still researching and had selected a possible three twinning villages. They were preparing a document on their village and had asked for a presentation on Bassingbourn. It was agreed that Mr Hallett and Mr Goater would work together.

*-Mr
Goater &
Mr Hallett*

RECYCLING OUTSIDE PRIMARY SCHOOL –Mr Webb advised that a meeting date for the liaison committee was to be confirmed. The Clerk had received correspondence from the District Council advising that the carton banks were being removed around the district as cartons could now be recycled through the doorstep collection. The bank outside the primary school would be removed week commencing 14 March 2011.

MAPS –As requested at the last meeting the Clerk had made contact with the County Council GIS Manager. She had forwarded the response to Mr Sagers.

05. CORRESPONDENCE

CCC Proposed Bus Changes for April 2011. The first consultation did not affect current bus services in the village. In addition the County Council had advised that they were intending to withdraw the transport from Bassingbourn Barracks to the primary school from September 2011 as this was within walking distance. Parents of the children were being contacted.

NORTH END NOTICE BOARD –Mr Hallett advised that he had looked at the board in 2010. He was aware that it needed some concrete at the bottom. He agreed to look again.

*-Mr
Hallett*

CCC Highway Wardens –A letter had been received from the County Council regarding their intention to invite councils to register interest in the scheme. Two pilots of the scheme had been running which focused on the relationships between the highway depots and the local councils. Mrs Oliver stated that it was a way to allocate a dedicated parish councillor as a liaison point. It was recognised that in Bassingbourn-cum-Kneesworth there were currently three people in contact with Highways, the Clerk, Mrs Oliver and Parish Council chairman. A discussion then took place on past successful highway schemes. Mr Bunton added that it was recognised that a lot of work went on between the parish and county council but it was hard to achieve anything as everything came down to the lack of funding. It was then agreed that the Parish Council Chairman would continue as a point of contact. Clerk to advise Highways.

-Clerk

CONSERVATION GROUP –Mr Hallett advised that the group had met earlier in the week and had asked for permission to spend £120 on tree guards for clunch pit wood. It was proposed by Mr Hallett, seconded by Mr Bunton that this be approved.

FOR INFORMATION

Clerks and Councils Direct –March 2011

WICKSTEAD –Advertisement

War Memorials Trust Bulletin February 2011

NORTH HERTFORDSHIRE DISTRICT COUNCIL –Draft design supplementary planning document consultation 14/2/11 -25/3/11

06. OPEN FORUM

The meeting was closed between 8.30pm and 9.00pm for public discussion.

HIGH STREET PARKING –A presentation was made by Mr Nickson on the persistent poor parking. Mr Hallett advised that a meeting had been held with the County Council Highway Engineer, Karen Lunn, where she was shown photographs and a video of the problem. Her recommendation was to try some yellow lines first and if they were not successful some bollards. It was recognised that bollards could create a gridlock situation if there were no spaces to move to. It was advised that yellow lines would probably cost around £500 -£600 in total. Mrs Oliver confirmed that the County Council had changed the system for advertising making it more cost effective. Mr Robinson questioned the enforcement of yellow lines. It was stated that the drivers of the large SPAR delivery lorries respected the requests made to allow pedestrians past. The meeting was reminded that parking across a driveway or on the footpath was an offence and it was agreed that Mrs Oliver would contact the police and ask them to monitor. Mr Hallett then continued his report on his meeting with Ms Lunn. He had drawn her attention to the long wait for prices on traffic calming by The Hoops. This was estimated at between £8,000 and £10,000 but because of the vicinity to a listed building, the District Council conservation officer would need to be consulted. Ms Lunn also advised that the County Council would want to see that a consultation with residents had taken place should the Parish Council decide to proceed with the installation of yellow lines or bollards.

SUNKEN DRAIN COVER –It was reported that the drain was outside the pharmacy on private land. The owner was aware.

07. PAYMENT OF ACCOUNTS**BUCHANS LANDSCAPES**

Grounds mtce February 2011 (inc. £264.70 VAT)	£1588.21	
Additional Recreation Ground Contract (inc. £32.15VAT)	£ 192.91	
Arrears of VAT January 2011	£ 37.11	£1818.23

HALES PRINTERS

Newsletters		£ 447.00
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CAMBRIDGESHIRE COUNTY COUNCIL

Street lighting energy & maintenance 2010/11		£3008.84
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E-ON

Pavilion electricity (inc. £2.56VAT)		£ 53.66
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DENISE ARTUS

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

Clerks salary 1/2/11 –28/2/11

Salary SCP25	£705.22	
Post etc.	£ 1.60	
Telephone	£ 3.20	
Norton Internet Security	£ 39.99	£750.01
Less Tax £33.10 NI £25.21 (Employer £29.34)		£691.70

MR R CLARKE

Reimburse for cemetery manhole cover work (inc. £2.00VAT)		£ 46.80
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TOTAL		£6170.11
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PROPOSED Mr Hallett **SECONDED** Mr Pidgeon and agreed.

08. GYPSY AND TRAVELLER ISSUE

There was no further update.

09. HIGH STREET PARKING

It was stated that if the Parish Council agreed to proceed with yellow lines and bollards an item should be prepared for the Village Voice as soon as possible, to comply with the Council consultation criteria. Mr Siggers then proposed that Mr Hallett draw up a plan for yellow lines, where the driveways were, and bollards on the High Street for submission to the County Council for accurate costings. Mr Webb queried the need for bollards suggesting that they should only be installed if the yellow lines fail. This was discussed and agreed that a quotation be obtained for the whole scheme but with the intention that yellow lines are installed to start with. Mr Hallett agreed to present the plans to the full Parish Council once prepared. The Chairman queried the prices of bollards and installation by the County Council which had been forwarded by Mrs

*-Mr
Hallett*

Oliver. He had also obtained some prices, from County Council approved contractors, which were a lot cheaper. Mrs Oliver advised that the current policies on provision and installation were changing.

The Clerk then advised on a response to her letter regarding the parking on the memorial green. Concern had been expressed that a blanket letter had been sent to residents around the green. It was stated that the problem was still there with vehicles parking on the green. It was agreed that as this was parish land, a bollard with reflectors would be installed. Mr Bunton and Mr Robinson agreed to install.

*-Mr
Bunton
& Mr
Robinson*

10. PROVISION OF ALLOTMENTS

A response had been received from Mr Worboys. The area of land offered was two acres with a proposed annual rent of £300, with an additional £1,000 to cover legal fees. The letting would be via a tenancy agreement, with clauses, and the Parish Council would be responsible for the management of the land along with any legal and financial obligations to sub-let.

Mr Goater estimated that there would be provision for at least 22 allotments. Councillors were unsure of the current requirements as there were some vacancies on the private allotments on Guise Lane. Mr Saggars stated that the Parish Council would have to ensure that they had the minimum length of tenancy to justify the cost. The land would also need to be prepared. After discussion it was agreed that Mr Saggars would speak to the Guise Lane allotment landowner to find out the tenancy situation. Mr Saggars and Mr Hallett would speak again with Mr Worboys.

Mr Cathcart added that there was also the old orchard land. Mr Saggars stated that Mr Warboys was looking at an application for a higher level scheme for that land.

*-Mr
Saggars
& Mr
Hallett*

11. SALT/GRIT STORAGE

Mr Bunton to look at areas in the village where salt bins could be located.

*-Mr
Bunton*

12. VILLAGE MAINTENANCE

LITTER BINS –Two litter bins were to be purchased. Mr Clarke suggested that they be delivered to his address as it as in the centre of the village.

VILLAGE PUMPS –The specification for painting of the pumps to be sent out to contractors for quotations.

-Clerk

13. THE HUCKLE TRUST

Mrs Parker, Limbach Banham, had replied to the Parish Council letter. She stated that it did appear to be possible to change the objects of the Trust in a very simplistic format. She had prepared a resolution for consideration by the Trustees which would incorporate the additional objectives. She was aware that Mr Matthews was no longer a Parish Councillor and therefore might no longer be involved with the Trust. She suggested that he should formally retire as a Trustee with a new Trustee being appointed.

It was stated that Mr Matthews had shown no indication that he no longer wanted to be a Trustee. The Clerk was asked to confirm this with him and advise Mrs Parker.

-Clerk

14. ANY OTHER BUSINESS

DISTRICT COUNCIL –Mr Cathcart reported that the budget had been agreed and council tax frozen. There were no plans for further redundancies but some cuts were planned in service at the contact centre. The District Council were reinstating their planning policy on wind turbines

COUNTY COUNCIL –Mrs Oliver reported that there would be no increase in council tax. £150million had to be cut to services over the next 5 years. There was nothing directly affecting the village.

A meeting had been held with Charter Travel and the Bus Transport Manager which was very productive. The 127 service review was not going to happen until October. There was a possibility that there might be some changes to the timetable. The midday service was costing £15 -£18 subsidy per person. Various options of bringing down the cost were discussed.

PRESS REPORTS –Mr Clarke expressed concern over the lack of press coverage the village received.

VILLAGE VOICE –Mr Hallett urged the submission of Councillors profiles for inclusion in the newsletter.

15. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on the 5th April 2011

The Chairman closed the Meeting at 9.37pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th April 2011 at
The Chapel Room, South End 8.00pm

PRESENT: Mr Robinson (Chairman), Mr Hallett, Mr Bunton, Mr Goater, Mr Clarke, Mr Pidgeon, Mr Sagers, Mr Nicholls

County Cllr Mrs Oliver, District Cllr Cathcart

Members of Public –3

01. APOLOGIES FOR ABSENCE

Mrs Vigus, Mr Sappol, Mrs Pidgeon, District Cllr McCraith

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 1st March 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

TWINNING WITH ST PAPOUL –Mr Hallett and Mr Goater had prepared a letter answering most points the St Papoul contact had requested. Some photographs of the village had also been prepared to accompany the letter. It was agreed that the letter and photographs be sent. The Chairman suggested that two representatives from St Papoul be invited to the May ball, which was part of a charity event being held in the village at the end of May 2011. Some concern was expressed by Councillors at the cost of this when a decision on whether the twinning would go ahead was yet to be made. It was stated that if St Papoul did choose Bassingbourn-cum-Kneesworth to twin with, parishioners would have to be consulted before a decision was made whether to go ahead.

NORTH END NOTICE BOARD –Mr Hallett advised that he had adjusted the doors and put on magnetic catches. The posts still needed attention.

HIGH STREET PARKING –The options were out for consultation with the village until the 21st April 2011. Mr Hallett had received one response to date.

05. CORRESPONDENCE

LITTLE GRANSDEN AERODROME MEETING 6/4/11 –Mr Hallett advised that Major Irvine had copied him on an e-mail to the secretary supporting a point from a previous meeting regarding the use of the airspace over the MOD property by aerobatic pilots. He stated that he was unable to guarantee their safety as there were regular flights made by military helicopters that did not have to disclose their landing plan. Major Irvine asked that the pilots practice their skills in different areas of the countryside and not just over the barracks, Bassingbourn or Whaddon.

FOR INFORMATION

CCC –Outcome of consultation regarding bus service changes for 17 April 2011 –village service not affected

LUMINUS GROUP –News Spring 2011

CPALC Membership 2011/12 –Information. Membership fee for 2011/12 £674.24 to be paid in June 2011.

Cambridgeshire ACRE –Community Action Spring 2011

LOCAL COUNCIL REVIEW –Spring 2011

CAMBRIDGESHIRE COMMUNITY CARE GUIDE

STEPPING STONES CHILDRENS CENTRE –Whats On

PLANTSCAPE –Advertisement

06. OPEN FORUM

The meeting was closed between 8.35pm and 8.40pm for public discussion.

DIP ON FOOTBALL FIELD –Councillors were advised that the final football game of the season had taken place. Arrangements could now be put in place to have the dip filled. The Clerk confirmed that Mr Webb was aware and was liaising with the contractors.

07. PAYMENT OF ACCOUNTS**BUCHANS LANDSCAPES**

Grounds mtce February 2011 (inc. £264.70 VAT)	£1588.21	
Additional Recreation Ground Contract (inc. £32.15VAT)	£ 192.91	
Recreation Ground cut 24/3/11 (inc. £11.00 VAT)	£ 66.00	£1847.12
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL		
Emptying of cemetery eurobin monthly 1/4/11-31/3/12		£165.46
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL		
Chapel rate	£ 81.26	
TOTAL		£2093.84

Agreed. PROPOSED Mr Clarke SECONDED Mr Bunton.

The Clerk advised that she had received a form to complete, from the District council, in relation to an application for rate relief on the Chapels.

08. GYPSY AND TRAVELLER ISSUE

From now on this item would be discussed at the planning committee meetings.

09. SHARING THE HIGH STREET –PRESENTATION LEAFLET

Mr Saggars advised that Mr John Simpson was in the process of preparing a leaflet which could be put under the window screen wipers of cars parked on the High Street. Mr Simpson was consulting with the police over the wording. Councillors were asked whether they wanted a leaflet or would prefer an article for the Village Voice. Mr Hallett suggested that production of the leaflet be delayed until after the village consultation, on the High Street parking restrictions to see the feedback, which might affect how the leaflet could be used. The Chairman agreed that once the consultation had been concluded the leaflet could be progressed. A draft would be circulated to Councillors for their comments and suggestions for text.

10. STREET LIGHTING MAINTENANCE AND ENERGY 1 JULY ONWARDS

Communication had been received from the County Street Lighting Engineer, Chris Sproston, regarding maintenance and energy arrangements from the 1st July 2011. The Private Finance and Initiative (PFI) contract was signed on the 1st April and followed by an eight week mobilisation period, with a programmed commencement date of 1 July 2011. Balfour Beatty, their preferred bidder, were keen to undertake additional street lighting maintenance work and this fitted in with the 'one stop shop' for fault reporting and rectification. Two proposed options were given. Option one was more enhanced to meet current street lighting codes of practice. Option 2 was in line with the present maintenance agreement. The Parish Council was asked to consider the two options. Alternatively another contact could be elected to undertake the maintenance on behalf of the Parish Council. Mr Sproston asked for the intention of the Parish Council by the end of April 2011.

Details were copied to Councillors for consideration. It was proposed by Mr Hallett, seconded by Mr Bunton that the Parish Council proceed with Option 1 the enhanced contract. All councillors in agreement. Clerk to advise Mr Sproston. *-clerk*

11. PROVISION OF ALLOTMENTS

Mr Hallett had forwarded a list of issues/points raised during a recent CPALC training session, to Mr Saggars. A meeting would be set up with the landowner to discuss further. *-Mr Hallett & Saggars*

12. SALT/GRIT STORAGE

The Clerk to copy the grass verge maps to Mr Bunton so that he could investigate possible locations for bins. *-Clerk*

13. THE FUTURE OF STANDARDS

Mr Hallett advised that the District Council wanted to know what the Parish Council would like to do once the Standards Board and Code of Conduct legislation disappeared. There would be a legal responsibility on Parish Councils to maintain high standards. Some standard would need to be adopted and an independent monitoring officer appointed. The District Council were to offer a service but it would be charged. An indicative answer was requested by the District Council by the 10th June.

A discussion took place on 'standards' training and self monitoring. Mrs Oliver stated that there had to be framework to insure there was mutual respect and honesty. It was then agreed that a

template would be set out based on the County and District Council framework.

14. VILLAGE MAINTENANCE

LITTER BINS –It was confirmed that the two bins required were the same as listed on the asset register. Clerk to order. *-Clerk*

VILLAGE PUMPS –The Clerk had received one quotation for the work plus a query from another contractor over the condition of one of the pumps. He believed that the pump needed a new wooden case. Mr Bunton agreed to look at the pump before a decision on was made. *-Mr Bunton*

15. THE HUCKLE TRUST

The Clerk confirmed that she had advised the Solicitor, Mrs Parker, that Mr Matthews was happy to continue as a Trustee. She was asked to urge an update for the next meeting. *-Clerk*

16. DONATION FOR BOOK CAFE

It was proposed by Mr Saggors, seconded by Mr Clarke, that the annual donation of £700 be paid. All Councillors in agreement. Clerk to arrange the cheque. *-Clerk*

17. ANY OTHER BUSINESS

ROLE OF DISTRICT COUNCILLOR –Mr Cathcart expressed concern over discussions which took place at the previous planning committee meeting and the suggestion that the District Council did not have a record of his representations because they were not in writing. A discussion took place on predetermination and how it could affect his position if the application went to committee. He confirmed that concerns would be formally addressed at the appropriate time.

BROADBAND –Mrs Oliver advised that there had been discussions and exchanges with the regional director of British Telecom. Details of the postcode areas with a problem had been forwarded and passed to Openreach for technical assessment. A meeting had been arranged for local Parish Councillors, at Whaddon village hall on the 21st April 2011. Residents would be kept up to date.

HIGHWAY POLICIES –Mrs Oliver advised that County Council Cabinet had discussed allowing villages to set their own speed limits. More details would be advised once known. She then advised that Mark Kemp, the County Council Director of Highways, was happy to meet Parish Councillors to discuss the County Councils response regarding the 20mph signs. Councillors could ask for justification as to the upfront maintenance charges and changes to the costs.

DONARBON TOUR –Mrs Oliver advised that she was happy to arrange for a tour around the recycling centre. She asked Councillors interested to let her know. *-Cllrs*

FOOTPATH OUTSIDE CEMETERY –Mr Clarke reminded Mrs Oliver that the footpath needed attention. She was asked urge the resurfacing. *-Mrs Oliver*

PAINTBALL CHARITY TICKETS –Tickets had been received for use by local charities. Mr Bunton suggested that they be used in village raffles and agreed to distribute to the primary school and village college. *-Mr Bunton*

18. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Wednesday the 27th April 2011

The Chairman closed the Meeting at 9.30pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Wednesday 27th April 2011 at
The Chapel Room, South End 8.05pm

PRESENT:, Mr Robinson (Chairman), Mr Hallett, Mr Bunton, Mr Goater, Mr Clarke, Mrs Pidgeon, Mr Sappol, Mrs Vigus

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

Members of Public –3

01. APOLOGIES FOR ABSENCE

Mr Sagers, Mr Webb, Mr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 5th April 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

TWINNING WITH ST PAPOUL –Mr Hallett confirmed that the information had been forwarded to St Papoul by Mr Goater.

DIP ON RECREATION GROUND – The repair work had now been carried out. The Clerk advised that the contractors had suggested the turfs be watered regularly during the current dry spell. It was believed that there was a sprinkler in the Pavilion. There was to be a meeting to discuss the Pavilion project the following evening so the watering would be discussed there.

05. CORRESPONDENCE

HALES PRINTERS –Notice had been received from the printer of the Village Voice that they had to increase their prices by 5% with immediate effect. They advised that they had already absorbed several price increases in the past year. They thanked the Parish Council for their continued support.

06. OPEN FORUM

The meeting was closed between 8.12pm and 8.20pm for public discussion.

THE CAUSEWAY SPEED LIMIT –It was advised that the only action outstanding relating to Windmill Close was the moving of the 30mph signs. This was believed to be part of the planning consent. It was stated that there was a legal process and Mrs Oliver agreed to ask the County Council the position. She added that at a recent County Council meeting it had been agreed that villages would have more input in speed reduction measures. The Chairman added that there was money in the budget for small highway works and he had the details of a highway accredited contractor who would be able to carry out the work.

*-Mrs
Oliver*

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Estimate Grounds Mtce April 2011 (new contract) (inc. £307.48VAT)	£1844.87	
Roadworks at Cemetery (inc. £263.00VAT)	£1578.00	£3422.87

THE POST OFFICE

Chapel rate		£ 80.00
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THE POST OFFICE

Emptying of Recreation Ground bins 1/4/11-31/3/12 (inc. £208.35VAT)		£1250.12
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ROYSIA GAS & OIL

Cemetery Lodge boiler service (inc. £15.00VAT)		£ 90.00
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CAMBRIDGESHIRE COUNTY COUNCIL

Funding of Bassingbourn Youth Club (agreed F&GP meeting 5/10/10)		£2,000.00
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VIKING DIRECT

Stationery		£ 12.56
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CAMBRIDGE WATER COMPANY

Water rate 1/11/10-1/4/11 Recreation Ground	£282.93	
Cemetery	£ 13.54	£ 296.47
HALES PRINTERS		
Newsletters		£ 563.00
DENISE ARTUS		
Reimbursement for conservation materials (Clunch Pit Wood) (inc. £31.70VAT)		£190.20
BASSINGBOURN BOOK CAFE		
Donation 2011/12		£ 700.00
MRS S WALMESLEY		
Clerks salary 1/4/11 –30/4/11		
Salary SCP25	£705.22	
Post etc.	£ 13.16	
Telephone	£ 3.00	
APM Refreshments	£ 4.24	£725.62
Less Tax £16.20 NI £12.39 (Employer £16.03)		£697.03
TOTAL		£9302.25

The Clerk explained that as the District Council no longer accepted payment by cheque, the invoices had to be paid through the Post Office. Mr Cathcart offered to query this with the District Council.

**-Mr
Cathcart**

08. MINOR ROAD IMPROVEMENTS

Mr Hallett reported that in response to the survey 30 e-mails and 2 letters were received. Two of the e-mails specifically stated that they contained the response from more than one named individual. So in total, there were 36 respondents in 32 e-mails & letters. A breakdown of the survey was copied to Councillors.

He added that in summary, there is strong support for waiting restrictions. There is also support for installation of bollards but with a smaller majority.

The next stage was to go back to the County Council for accurate costings so that the funding could be agreed. Mr Sappol suggested that before any money was spent, waiting restrictions be trialled. Mrs Vigus added her concern over the yellow lines and how much enforcement the police would be able to action. Mr McCraith added that it would be beneficial to know otherwise the lines would be a waste of time and money. Mrs Oliver agreed to find out.

**-Mrs
Oliver**

09. HIGH STREET TRAFFIC

This was covered under the previous item.

10. PROVISION OF ALLOTMENTS

Mr Hallett confirmed that he had forwarded a list of issues to Mr Saggars who was in the process of setting up a meeting with the landowner.

11. SALT/GRIT STORAGE

Mr Bunton advised that he now had the maps of highway verges. He added that he had seen green salt bins which looked better than yellow.

12. VILLAGE MAINTENANCE

LITTER BINS –The ordering of the bins from Glasdon was in hand.

VILLAGE PUMPS –Mr Bunton to look at the pump discussed at the last meeting.

THE LIMES BOARD –Mr Bunton and Mr Goater had removed the jobs board, drilled out the lock and reinstated it at the rear of the main board. They were thanked for their work.

NORTH END NOTICE BOARD –The posts still needed attention.

**-Clerk
-Mr
Bunton**

13. THE HUCKLE TRUST

The Clerk advised that the Solicitor, Mrs Parker, had forwarded a copy of the Resolution which needed the signatures of the Trustees, Mr Clarke and Mr Matthews. The resolution would then be lodged with the Charity Commission with a resume of the Trust history. She asked for any further comments. There were none made.

It was agreed that the Clerk obtain the signatures and return to Mrs Parker.

-Clerk

14. ANY OTHER BUSINESS

MEETING WITH COUNTY COUNCIL HEAD OF HIGHWAYS –Mrs Oliver reminded Councillors that she had asked whether they wanted the Head of Highways to attend a meeting to discuss village issues. It was agreed that they would and suggested he be invited to the July Parish Council meeting. Mrs Oliver to arrange.

*-Mrs
Oliver*

GAMLINGAY VILLAGE COLLEGE –Mrs Oliver advised that there was a consultation in progress on the future of Gamlingay Village College in response to the recent poor OFSTED report. One option being discussed was to transfer students to Bassingbourn Village College which with all the traffic problems in the High Street and Brook Road, would be a crazy idea. Another option was to build a school in Cambourne. She suggested that the Parish Council invite an officer out to discuss this as soon as possible. Councillors agreed that the invitation could be to the AGM on the 17th May or the next Finance and General Purposes committee meeting on the 7th June 2011.

*-Mrs
Oliver*

BROADBAND SPEED –It was stated that there was to be a meeting between British Telecom and representatives from local villages on the 19th May 2011.

SCHOOL TRANSPORT FROM BARRACKS –Mr Hallett reported that he had been advised by Major Irvine that there was to be a hearing of the appeal, relating to the withdrawal of the school bus, on the 5th May 2011, in Cambridge. He added that the Parish Council had sent a letter of support for the appeal and he would advise the Major of this.

*-Mr
Hallett*

15. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 7th June 2011

The Chairman closed the Meeting at 8.55pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th June 2011 at
The Chapel Room, South End 8.05pm

PRESENT:, Mr Robinson (Chairman), Mr Hallett, Mr Bunton, Mr Clarke, Mrs Pidgeon, Mr Sappol, Mr Pidgeon, Mr Webb

District Cllr Cathcart, District Cllr McCraith

Members of Public –1

01. ELECTION OF CHAIRMAN

Mr Hallett, the Parish Council Chairman, opened the meeting and asked for nominations for Chairman. Mr Bunton proposed Mr Robinson which was seconded by Mr Pidgeon. There were no other nominations. Mr Robinson accepted the position.

02. APOLOGIES FOR ABSENCE

Mr Sagers, Mr Nicholls, Mr Goater. County Cllr Mrs Oliver

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

04. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 27th April 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

05. MATTERS ARISING

There were no matters raised.

06. CORRESPONDENCE

CCC –Application for Civil Parking Enforcement Powers. Notification had been received that the County Council intended to apply for the powers relating to parking enforcement under the Traffic Management Act 2004. It was expected that the powers would be implemented in April 2012. The effect of this was that the County Council would be responsible for the enforcement of on-street and off-street parking restrictions in South Cambridgeshire. As a result the police would no longer enforce parking controls although they would retain powers to address vehicular obstruction and dangerous parking on the highway. Comments were welcomed. There were none made.

SCDC –South Cambridgeshire Community Pride and Village Hero Awards. This was the second year that this scheme was running. It aimed to recognise the contributions of local people to their community, and Parish Councils, in making South Cambridgeshire a place where people were proud to live. The closing date for nominations was the 29 July 2011. The Chairman asked members to think about this as it would be discussed again at the next meeting.

SCDC –Provision of Speed Stickers –The District had been working with a number of Parish Council's over the past year to trial an initiative to display speed limits in villages on wheelie bins. Funding had now been set aside to provide stickers District wide. This funding was limited and there was a one off opportunity to order additional stickers for the parish. The District Council were able to fund up to 120 stickers per parish. It was suggested that the stickers be placed on bins at entrances to villages every 5 -10 houses to keep costs down. Mr Hallett stated that 120 probably covered the village but was borderline. After discussion it was proposed by Mr Hallett, seconded by Mr Bunton that an extra 120 be purchase. Total order 40 x 40mph and 200 x 30 mph. Clerk to arrange.

-Clerk

ANTI SOCIAL BEHAVIOUR –Mr Hallett had received a communication raising concerns by a resident of The Causeway over the number of youngsters on mopeds who make a lot of unnecessary noise with their vehicles. The police had been called on more than one occasion but their response had been poor. The resident also expressed concerns over vehicles mounting the kerb on the High Street. The police and Andrew Lansley MP had also been contacted about this.

-Mr Hallett

It was advised that Vic Nickson, the Neighbourhood Watch co-ordinator, had raised concerns over the mopeds. It was suggested that the resident should attend the next Police Neighbourhood Panel meeting to put the concerns to the police. It was also suggested that the moped registration

numbers should be taken and reported on e-cops. Councillors agreed that this did seem to be a mostly noise pollution issue and that there seemed to be a lot more moped's around this year. Mr Hallett agreed to respond to the resident advising of the suggested actions.

FOR INFORMATION

Neptune outdoor furniture –Advertisement
 CLERKS & COUNCILS DIRECT –May 2011
 THE PLAYING FIELD –Spring 2011
 WAR MEMORIALS TRUST –Bulletin May 2011
 VARIOUS PLAY EQUIPMENT –Advertisements
 CAMBRIDGESHIRE ACRE Community Action Summer 2011

07. OPEN FORUM

There were no items raised.

08. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES			
Estimate Grounds Mtce May 2011 (new contract) (inc. £307.48VAT)			£1844.87
THE POST OFFICE			
Chapel rate			£ 80.00
STEWART BULLARD & SON LTD			
Repair to sunken ditch (inc. £760.00 VAT)			£4,560.00
LGS SERVICES			
Internal Audit 2010/11 (inc. £19.00VAT)			£114.00
NALC			
Local Council Review Subscription			£15.50
MRS S WALMESLEY			
Clerks salary 1/5/11 –31/5/11			
Salary SCP25	£705.22		
Post etc.	£ 6.56		
Telephone	£ 3.00	£714.78	
Less Tax £16.40 NI £12.39 (Employer £16.03)			£685.99
TOTAL			£7300.36

Agreed. PROPOSED Mr Clarke SECONDED Mr Hallett.

Mr Webb expressed concern over the payment methods used by the Parish Council, suggesting that electronic payments would be easier. He was reminded that the Parish Council financial standing orders had a mandatory order for two signatures on payments. All Parish Councils were in the same position.

09. AGREE COMMITTEE TERMS OF REFERENCE

These had been circulated to members. Mr Webb suggested that grasscutting should be removed as the contracts were dealt with by the Recreation Ground committee. Mr Hallett stated that grasscutting was part of village maintenance, for which the Finance and General Purposes committee were responsible. It was also part of the Recreation Ground committee function. It was then agreed that there were no amendments to be made.

10. MINOR ROAD IMPROVEMENTS/HIGH STREET

Mr Hallett reported that he had been in contact with the Conservation Officer who had advised that they would prefer the 'No Waiting' signs not to be placed on listed buildings. The next step was to get some costings from county highways for the yellow line painting, signs and traffic orders. He would also get some costings for the bollards even though it was not intended to install them at this stage. Mr Webb expressed concern over enforcement particularly now the County Council were intending on taking over parking controls, as discussed under Correspondence.

Mr Clarke then expressed concern over the incomplete footpath by Windmill Close. Mr Cathcart advised that he had spoken to the Housing Association representative, Darren Blake, who stated that highways were waiting on the lighting contractors. He agreed to urge the completion.

*-Mr
Hallett*

11. INTERNAL AUDIT REPORT 2010/11

The report had been circulated to Councillors. The only item on the report which needed to be addressed by the Parish Council was the risk associated with the loss of electronic records. This was in relation to the loss of the HMRC payroll database in December 2010 which the Clerk had

recreated manually for the rest of the year. She advised that a different procedure was now used to back this information up and that she regularly backed up to a CD.
The annual return had now been sent off to the external auditor.

12. PROVISION OF ALLOTMENTS

Mr Hallett reported that there was a list of 12 people interested in renting an allotment. An area of land had been identified, provided by Mr Worboys, which could accommodate up to 20 plots. A meeting had been held with the landowner and a number of minor issues had been discussed. One of these was the length of tenancy, which had now been extended in a draft agreement to 5 years. It had also been agreed that the Parish Council could only take on half of the offered land. A draft agreement had been forwarded by Mr Worboys who had also asked for £1000 for his solicitor to draw up the necessary paperwork. After discussion it was agreed that the draft agreement be looked at by a professional, which Mr Webb agreed to arrange, and if satisfactory Mr Hallett would take the project forward to the next stage. Mr Hallett added that it was hoped to have the allotments ready by October 2011.

*-Mr
Hallett &
Mr Webb*

13. SALT/GRIT STORAGE

Mr Bunton confirmed locating possible sites for storage was in hand.

*-Mr
Bunton*

14. VILLAGE MAINTENANCE

LITTER BINS –The ordering of the bins from Glasdon was in hand.

VILLAGE PUMPS –Mr Bunton advised that he was meeting with a carpenter to look at the condition of the pumps.

NORTH END NOTICE BOARD –The posts still needed attention.

CHURCH WALL –The Clerk confirmed that specifications had been sent out to three contractors asking for tenders to be submitted by the 17th June. It was suggested that the specification also be sent out to the contractor Coulsons.

Mr Webb expressed concern over areas in the village which were an eyesore. It was suggested that the owners of these particular areas were approached informally as the Parish Council did not have any power to enforce improvements.

*-Clerk
-Mr
Bunton*

-Clerk

15. THE HUCKLE TRUST

The Clerk advised that she was waiting for the return of the signed document from Mr Matthews. She would then forward to the Solicitor as requested.

16. PARISH PLANS AND MAPS

Mr Saggars had asked for this item on the agenda. As he was not in attendance, it would be carried forward to the next meeting for discussion. Mr Webb advised that he had collected £57.00 from the sale of footpath maps. He would forward a cheque to the Clerk.

17. ANY OTHER BUSINESS

SPRING LANE GRASSCUTTING –Mr McCraith advised that the District Council contractors were South Cambs Landscapes and the housing department had been made aware of the concerns raised over the standard of grasscutting at a previous meeting. The Clerk reported that she had been contacted by a parishioner concerned over the grass by the Doctor's surgery which was overgrown. Mr Hallett confirmed that this area was the responsibility of the surgery and suggested that a letter be sent to them, which was agreed.

CONSERVATION –Mr Sappol reported that he had joined the conservation group who had recently walked around the village to look at hedgerows. There was to be a survey on these carried out. The group were meeting again on the 25th June at the clunch pit.

ON SET –Mr Bunton reported that, following the concerns raised at a previous meeting relating to the On Set vehicles, he had spoken to the owner. He was upset and annoyed and had sent a letter out to his drivers asking them to slow down and stagger their journeys. This year there were more movements but that was not an excuse. A copy of the letter would be forwarded to the Parish Council.

-Clerk

18. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 5th July 2011

The Chairman closed the Meeting at 9.38pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th July 2011 at
The Chapel Room, South End 8.05pm

PRESENT:, Mr Robinson (Chairman), Mr Hallett, Mr Bunton, Mr Clarke, Mrs Pidgeon, Mr Sappol, Mr Pidgeon, Mr Webb, Mr Sagers, Mr Goater, Mr Geraghty, Mrs Mead-Blandford

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

Members of Public –3

01. APOLOGIES FOR ABSENCE

Mrs Vigus

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 7th June 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

ANTI-SOCIAL BEHAVIOUR –Mr Hallett confirmed that he had replied to the letter discussed at the last meeting. The police had now spoken to some of the moped riders and the problem seemed to have reduced.

05. CORRESPONDENCE

SCDC Election of Parish Council Members to the Standards Committee –voting slips to be returned by 8/7/11. Details were circulated to Councillors.

CCC Street Lighting PFI Project –Cambridgeshire. A letter had been received from Chris Capps, the Head of Transport Asset Manager, updating the Parish Council on the PFI credits from Government to replace about 80% of the street lighting in Cambridgeshire over the next five years. One of the significant benefits of the programme was that all lighting would be able to change to a modern specification, moving from yellow light to white, giving better colour rendition and helping with community safety. In line with the Localism Agenda, Mr Capps was consulting to see if parishes wanted to vary some of the elements listed in the proposals which were circulated. He added that this was an early warning for decisions he would be asking parishes to make. If it was decided to vary any of the proposals there would be an increased cost to support the decision. Mr Capps concluded his communication by advising that costings would be provided in the next letter when he would ask for Parish Councils to advise him of their decision.

FOR INFORMATION

LUMINUS GROUP NEWS –Summer 2011

BARCHAN Tree specialists –Brochure from SCDC handed to conservation group

SUTCLIFFE PLAY –Advertisement

CLERKS & COUNCILS DIRECT –July 2011

LOCAL COUNCIL REVIEW –Summer 2011

06. OPEN FORUM

The meeting was closed between 8.05pm and 8.10pm for public participation.

STREET SIGNS-Concern was raised over shrubbery overgrowing the street nameplates on The Causeway, Tower Close and North End. Mr Hallett confirmed that it was the responsibility of the residents to keep their shrubbery cut back. He agreed to look at the problem and try and speak to the residents concerned.

*-Mr
Hallett*

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

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

THE POST OFFICE

Chapel rate £ 80.00

PLAYSAFETY LTD			
RoSPA Inspection 2011 (inc. £37.80VAT)			£226.80
HALES PRINTERS			
Newsletters			£690.00
BASSINGBOURN URC			
Hire of Chapel room Jan –June 2011 (11@ £10)			£ 110.00
MRS S WALMESLEY			
Clerks salary 1/6/11 –30/6/11			
Salary SCP25	£705.22		
Post etc.	£ 4.42		
Telephone	£ 2.00		
Mileage 1/1/11-30/6/11 (205 miles@50.5)	£103.52	£815.16	
Less Tax £16.40 NI £12.39 (Employer £16.03)			£786.37
HMRC			
PAYE Jan-June 2011 Tax £49.00 NI £85.26			£134.26
TOTAL			£3872.30

The Clerk advised that there had been an additional charge of £170 for the latest newsletters. This was for a colour centre page. Mr Saggars advised that this had been agreed by the Transition Village group as an initiative to encourage the community which had happened in other parishes. He added that the group would be willing to pay for the page if the Parish Council was not. Mr Webb and Mr Hallett expressed concern that the Parish Council were not approached beforehand. A discussion took place. The Chairman concluded that as a matter of principle, on this occasion, the Transition Village Group should be asked to cover the cost. The Clerk to arrange for the collection of the £170 through Mr Saggars.

-Clerk

The accounts were then agreed. PROPOSED Mr Hallett SECONDED Mr Clarke

08. MINOR ROAD IMPROVEMENTS/HIGH STREET

Mr Hallett had been advised by the Highway Engineer, Karen Lunn, to allow £1500 for the provision of waiting restrictions in the High Street. There would be six sections to allow passing spaces and to keep entrances to driveways free. The Chairman expressed concern over the vagueness of the wording and that this could end up costing more. After further discussion it was agreed that the Clerk would write to Ms Lunn formally requesting the restrictions and confirming that the Parish Council were ready to proceed.

-Clerk

09. PROVISION OF ALLOTMENTS

As agreed at the last meeting, Mr and Mrs Webb had been through the draft contract and highlighted issues of concern. These were then discussed by Councillors and amendments made where needed. It was agreed that Mr Saggars/Mr Hallett would now go back to the landowner with the revision. Mr Clarke expressed concern over the length of time this was taking setting up. Mr Webb confirmed that the process being followed now was aiming at the ground being ready for tenants in October 2011. Mr Cathcart stated that when the allotments were first discussed, the woodland and orchard were also part of the scheme. Mr Saggars confirmed that as the landowner was no longer eligible for the higher level agreement payment for these areas, they were withdrawn.

*-Mr
Saggars
& Mr
Hallett*

The Chairman thanked Mr and Mrs Webb for their help with the draft contract wording.

10. SALT/GRIT STORAGE

Mr Bunton reported that he had now identified some areas where bins could be located. Knutsford Road, The Limes, Spring Lane, North End (outside Church), Guise Lane and outside the garage on the High Street. He would now continue researching the best location and report back to the Parish Council.

*-Mr
Bunton*

11. VILLAGE MAINTENANCE

LITTER BINS –The ordering of the bins from Glasdon was in hand.

-Clerk

VILLAGE PUMPS –Mr Bunton advised that a contractor was drawing up a recommendation and a quote.

*-Mr
Bunton*

NORTH END NOTICE BOARD –The posts still needed attention.

CHURCH WALL – The Clerk advised that the contractors approached in the first instance, did not want to quote for the work. She had since contacted another two and asked for tenders to be returned by the Parish Council meeting on the 26th July 2011. The Clerk was given the name of a

-Clerk

further contractor to try.

WAR MEMORIAL -Mr Hallett had been advised of concerns over the tidiness around the war memorial where the bushes were looking sad. He had spoken to the grounds maintenance contractor who had suggested that they could benefit from some bone meal around them, which Mr Hallett agreed to do.

*-Mr
Hallett*

NORTH END TREES –The Chairman advised that branches from the trees by the Church that had been cut back were now growing again. He would arrange for a further cut with Mr Bunton.

*-Mr
Robinson
& Mr
Bunton*

12. DRAFT CHARTER FOR SOUTH CAMBRIDGESHIRE COUNCILS

A copy of the Charter had been forwarded to Councillors. Mr Hallett urged Councillors to read this for a discussion at the next meeting. The cut off date for comments was the 15th September 2011. He added that the County Council Charter, which was only six pages long, was commended.

-Cllrs

13. VILLAGE VOICE

Mr Hallett advised that the main distributor, Marge Barrett, was unable to continue after the July/August edition. She had asked for a volunteer to take over the responsibility. It was agreed that the Clerk would send a letter of thanks and, as this was a time consuming task, arrange a bouquet of flowers up to the value of £25.

-Clerk

14. THE HUCKLE TRUST

The Clerk to chase up the return of the signed Resolution from Mr Matthews and return to the Solicitor for submission to the Charity Commission.

-Clerk

15. PARISH PLANS AND MAPS

Mrs Oliver had forwarded a link to the County Council website. Mr Bunton stated that he found it hard to understand and agreed to forward to other Councillors. Once the required details were found the map could be printed off. The Parish Plan issue was dealt with under Item 08.

*-Mr
Bunton*

16. ANY OTHER BUSINESS

ROADWORKS IN VILLAGE –Mr Clarke expressed concern over the lack of work being carried out. He felt that other villages were maintained while Bassingbourn was not. Mr Webb advised that the tarmac on Knutsford Road footpath had broken up. He was concerned as this was near the sheltered housing and urged the repair. Mr Cathcart confirmed that the District Council were aware. Mrs Oliver assured Councillors that Mr Vacher, the Highway Supervisor, was being urged about the footpath outside the Cemetery.

WINDMILL CLOSE –It was reported that the grass on the green inside the development was overgrown and looked a mess. This was the responsibility of the Housing Association. Mr Cathcart suggested that he set up a meeting with the Housing Association to discuss points of concern including the footpath on The Causeway. This was agreed.

*-Mr
Cathcart*

GAMLINGAY VILLAGE COLLEGE –Mrs Oliver reported that the County Council had taken the decision not to transfer students from the college to Bassingbourn Village College. They were instead going into a federation with Stratton school in Biggleswade.

17. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 2nd August 2011

The Chairman closed the Meeting at 9.06 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd August 2011 at
The Chapel Room, South End 8.05pm

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

District Cllr Cathcart, District Cllr McCraith

Members of Public –3

01. APOLOGIES FOR ABSENCE

Mrs Vigus, Mr Webb, Mr Pidgeon, Mr Saggors, Mr Bunton, County Cllr Mrs Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 5th July 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

STREET SIGNS –Mr Hallett confirmed that he had dealt with the sign on The Causeway and also he had cut back some honeysuckle by Kneesworth House at the end of Chestnut Lane. The Tower Close sign was not too bad and was visible.

TRANSITION VILLAGE –The Clerk had forwarded an invoice for £170, relating to the Village Voice colour page, to Mr Saggors.

VILLAGE VOICE –The Clerk confirmed that flowers had been sent to Mrs Barrett as agreed at the last meeting.

WINDMILL CLOSE –Mr Cathcart reported that he had spoken to the District Council housing department, to try and set up a mini opening ceremony, and to address outstanding issues. He would let Councillors know the date once confirmed. Mr Hallett added that he had seen grounds maintenance contractors on the site over the last couple of days.

*-Mr
Cathcart*

05. CORRESPONDENCE

SCDC GROUNDS MAINTENANCE CONTRACTS - Correspondence had been received advising that the District Council contract would be drawing to an end in 2013 and a number of parishes had approached them to ask if they could undertake the work for themselves. The proposed work would include all grassed areas, hedges and shrubs but not trees. If there was enough interest from parishes the Council would consider awarding a proportion of their budget to cover this work. In order to progress this, the Parish Council were asked to complete a short survey and return to the District Council by the 1st September 2011.

There were currently two contractors working in the village, one for the Parish Council and the other for the District Council. It was stated that a lot of complaints were received about the standard of the District Council contract. It was then agreed in principle that the Parish Council would be interested in taking over the grounds maintenance work. The Clerk to complete the questionnaire and return to the District Council.

-Clerk

THE PEAR TREE –Mr Hallett reported that residents were concerned over the etched window panes in the lounge at both sides of the front door. This work was done by the 91st Bomb group who were stationed in Bassingbourn during world war two. It was suggested that the window panes should be saved as part of the village history and the Parish Council were asked to contact the owners, Punch Taverns, to arrange to get the panes.

Councillors agreed that it was a good idea that the windows were protected as this was of historical importance. Action should be taken as a matter of urgency. It could re-enforce the argument to retain the building as a pub. A discussion took place on listing the panes which Mr Hallett advised was a slow process. The Clerk advised that she would not be in a position to follow up this matter urgently at this time, the Chairman agreed to pursue.

*-Mr
Hallett*

FOR INFORMATION

CAMBRIDGESHIRE COMMUNITY SERVICES –Invitation to the Annual Public Meeting 21st September 2011

& Keeping in Touch
 COMMUNITY CARE GUIDE
 GLADSON/SOVERIGN -Advertisements

06. OPEN FORUM

The meeting was closed between 8.25pm and 8.29 pm for public participation.
 RESERVOIR PATH –Concern was expressed over the landowner mowing the field between the reservoir and Meldreth Road at this time of year. It was not eco friendly. Mr Sappol advised that he was aware that farmers with land set aside with wild flowers had a certain timescale for the cutting which was only a couple of weeks once a year. It was believed that this field was part of Grange Farm.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

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

MRS S WALMESLEY

Clerks salary 1/7/11 –31/7/11

Salary SCP25 £705.22

Post etc. £ 6.22

Telephone £ 2.50

Ink Cartridge (inc. £1.27VAT) £ 11.19

Flowers for newsletter distributor (inc. £4.00VAT) £ 24.00 £749.13

Less Tax £16.40 NI £12.39 (Employer £16.03) £720.34

TOTAL £2565.21

Agreed. PROPOSED Mr Hallett SECONDED Mr Clarke

The Clerk advised a cheque had been received for £942.13 being a refund for overpayment of the cemetery chapel rates. This would show up on the September financial statement.

08. MINOR ROAD IMPROVEMENTS/HIGH STREET

The Clerk reported that correspondence had been received from the Highway Engineer, Karen Lunn, regarding the request for residents parking. One of the residents in question lived in a property that had no off street parking and considered that the proposed double yellow lines would make it more difficult to park close to their property. Ms Lunn debated this as the proposed double yellow lines would only prohibit approximately three vehicles from being parked legally on street. She added that having observed typical on street parking during the working day there would still be room on the street to accommodate the displaced vehicles and a number of others. She suggested that the Parish Council should undertake a survey to establish the level of parking at different times during the working day and the availability of on street space to determine whether or not a residents' permit parking scheme was justified.

A discussion took place on residents parking and who should be responsible for carrying out any survey. 'Unfortunately there were no volunteers to undertake the survey. After further discussion a vote was taken on whether the Parish Council should pursue. There were seven Councillors against, one in favour and one abstention. Councillors would wait to see if the residents renewed their request.

09. PROVISION OF ALLOTMENTS

The agreement had been signed, witnessed and returned to Mr Worboys. Mr Hallett stated that it had been agreed at the Parish Council meeting that a working group would be formed. He asked for more volunteers. Mrs Pidgeon, Mrs Mead-Blandford, Mr Sappol and Mr Goater volunteered to join Mr Nicholls and Mrs Cooper on the group. Mr Hallett suggested that some members of the Transitional Village Group may be interested in joining. He then advised that there were 17 people on the list for allotments and at a rough calculation there could be 20 allotments on the area of land. The Chairman had asked for the expenditure to date, as it had always been the intention that it should be self funding, and Mr Hallett confirmed that the only expenditure to date was for a training course which was £110. He added that the Parish Council had committed to expenditure of £300 for the lease and up to £1000 for solicitors fees. A discussion then took place on how the tenancies would be administered. It was suggested that the working group would administer to begin with and devolve power in future.

Mr Clarke expressed concern over parking on the site. He suggested that there should be some provision. Mr Hallett reiterated comments made at the Parish Council meeting that the Parish

Council did not have an obligation to provide parking, just allotments.

10. SALT/GRIT STORAGE

This was with Mr Bunton. The Clerk advised that the County Council were offering salt bins for sale again this year.

*-Mr
Bunton*

11. VILLAGE MAINTENANCE

LITTER BINS –The ordering of the bins from Glasdon was in hand.

VILLAGE PUMPS –Mr Bunton advised that a contractor was drawing up a recommendation and a quote.

NORTH END NOTICE BOARD –Mr Hallett confirmed that he had repaired the board.

CHURCH WALL – The Clerk advised that she had approached one more contractor and asked for the quotation to be returned by the next F&GP meeting on the 6th September 2011. The three quotes would then be discussed.

WAR MEMORIAL –Mr Hallett advised that he had put some bone meal around the bushes as agreed at the last meeting.

NORTH END TREES –The action for the cutting back of the tree branches was with the Chairman and Mr Bunton.

12. DRAFT CHARTER FOR SOUTH CAMBRIDGESHIRE COUNCILS

There were no comments.

13. FUNDING FOR KNEESWORTH ACTION GROUP

The group had asked for help as they were likely to have professional costs. Councillors were advised that they had taken over the bank accounts previously held by the Spring Lane Action Group and they would be appealing for donations through the Village Voice. The Clerk and Parish Council Chairman confirmed that the Parish Council had supported the Spring Lane Group by paying for the hire of meeting rooms. The Chairman asked the group to let the Parish Council know when funding was required for a specific need.

14. THE HUCKLE TRUST

The Clerk reported that the signed Resolution had been returned to the Solicitor for submission to the Charity Commission.

15. ANY OTHER BUSINESS

OVERHANGING HEDGE –Mrs Pidgeon expressed concern over a hedge from a property on Spring Lane which was overhanging the footpath. Mr Cathcart agreed to speak to the owner. She then advised that there were some stinging nettles by the dog waste bin. The Clerk agreed to ask Buchans, the grasscutting contractor, to cut them back as this was within their remit.

*-Mr
Cathcart
& Clerk*

REFUSE BINS –Mrs Mead-Blandford advised that bins were left blocking the footpaths following emptying. This had been reported to the District Council before by Mr McCraith. He agreed to follow up.

*-Mr
McCraith*

HIGH STREET DRAINAGE –Mrs Mead-Blandford expressed concern over the smell from the drains, especially bad outside The Hoops on the High Street. Mr Hallett and Mr Cathcart suggested that the District Council Environmental Health Officer be contacted. He could then pass on the details to the relevant authority. Mrs Mead-Blandford agreed to make contact.

*-Mrs
Mead-
Blandford*

COFFEE MORNING –Mrs Mead-Blandford acknowledged that the charity coffee morning, discussed at the Parish Council meeting, could not be run under the Parish Council name because it was by invitation only. She asked if the Parish Council were willing to make a donation to the charity. It was agreed that because the charity did not relate specifically to the village, a donation would not be made on the occasion. Individual donations were welcome.

16. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 6th September 2011

The Chairman closed the Meeting at 9.02 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th September 2011 at
The Chapel Room, South End 8.00pm

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

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

Members of Public –9

In the absence of Mr Robinson, Mr Hallett Chaired the meeting.

01. APOLOGIES FOR ABSENCE

Mr Sappol, Mr Robinson, Mrs Pidgeon, Mr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 2nd August 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

STREET SIGNS –There had been no further reports of obscured signs.

TRANSITION VILLAGE –The Clerk confirmed that she had sent two invoices to the Transition Village Group for the colour Village Voice advertisement.

VILLAGE VOICE –A thank you note had been received for the bouquet of flowers.

WINDMILL CLOSE –Mr Cathcart advised that the Housing Officer was going to forward a list of dates for a meeting towards the end of the month. Mr Bunton confirmed that the grounds now looked tidier. Mrs Mead-Blandford expressed concern over a big roll of wire left on the side of the road which was a hazard and Mr Cathcart agreed to report this to the Housing Officer. Mrs Oliver then reported that she had chased each Highway issue and would report back at the next meeting. Mr Clarke expressed concern that some of the work had been left uncompleted. Mr Cathcart confirmed that this was the purpose of the proposed meeting.

*-Mr
Cathcart*

THE PEAR TREE –The Chairman had followed up with the agent for the Pear Tree and the District Council planners. Mr Bunton queried the age of the building which was believed to have been built in 1898. A discussion then took place on the Parish Council notice board which was sited on the Pear Tree wall. It was stated that if the building was demolished the board would need to be resited. The Chairman suggested that it could be put in the bus shelter.

OVERHANGING HEDGE –Mr Cathcart advised that he had tried to contact the owner of the hedge on Spring Lane without success. He would continue to try and make contact. The grass verge around the dog waste bin had been cut back.

REFUSE BINS –Mr McCraith confirmed that he had again spoken to the District Council about the bins being left blocking the footpath. He asked to be advised again if the problem persisted.

HIGH STREET DRAINAGE –Mrs Cooper reported that she had spoken to the Environmental Health officer about the smell but he confirmed that the drain was clear. It was suggested that the smell could be the muck spreading on the fields. If the problem persisted, the Chairman agreed to follow up with Environmental Health.

*-Mr
Hallett*

05. CORRESPONDENCE

VEHICULAR ACCESS FOR 14 KNUTSFORD ROAD-The District Council Lands Officer, Jenny Clark, had advised that a request had been received from the owner of 14 Knutsford Road to be granted vehicular access over the grassed area fronting nos 6-16. The owner would be responsible for all costs, including the resurfacing, construction of a dropped kerb and future maintenance of both the resurfaced area and any paths that are crossed. Comments from the Parish Council were invited.

The District Councillors advised that they had both been involved as there were concerns over a tree and also parking on the green. It was recognised that the costs for the owner could be substantial. After discussion a vote was taken on whether to support the request or object. Five

Councillors were in favour with three against. The request was therefore supported.
 BALFOUR BEATTY - Annual Street Lighting Contract. This had been discussed at a previous meeting where Option 1 was agreed. The maintenance agreement was for the period 1st July 2011 until 30th June 2012 with 74 lamps identified at a maintenance cost of £20.05 each. It was agreed that the contract be signed and returned.

-Clerk

CCC Winter Maintenance 2011/12. The County Council wanted to build on the support that they had received previously. Grit bins could be provided at a cost of £95 and would be replenished by the County Council when resources were available. Where parishes were interested in treating more of the footway network, the County Council were arranging some training sessions. They asked for a response as soon as possible.

Councillors agreed that they would support the supply of grit for residents to clear the pathways themselves. This was ongoing and was an agenda item. Councillors also agreed that they would not take on the responsibility of treating more of the footway network.

SCDC Parish Training and Information Session regarding Planning –Tuesday 25th October 2011. It was proposed that the sessions would cover a range of topics including Planning Enforcement and Section 106 agreements. There would be a general question and answer opportunity. Parishes were invited to send a maximum of 3 representatives. Mr Bunton and Mr Hallett expressed an interest in attending.

-Mr
 Bunton &
 Mr Hallett

POLICE REPORT - September 2011. The Chairman read the report prepared by PCSO James Lynch. He reported on a reported break in at Bassingbourn Village College. Officers arrived to find no break in or damage. Six youths were caught by officers and reported for being on an educational building. Various parking/speeding checks had been carried out with one ticket issued for parking on the pavement outside the SPAR shop and two letters sent out for excess speed. Alcohol had been seized from youths on the Causeway.

Mrs Mead-Blandford advised that she was aware of concerns from some elderly residents who were reluctant to go out at night, due to crime reports in the Village Voice. A discussion took place on the content which Councillors did not feel the reports were threatening. It was reiterated that Bassingbourn was a low crime area. Mr McCraith stated that elderly people were targeted and it was important that they were made aware, but it was a matter of getting the balance right. Mrs Oliver advised that she was to prepare an article relating to the Crime and Disorder Partnership so she would make this reassuring. She added that she had received a lot of information from Trading Standards so would pass that on to the sheltered housing complex. The Chairman agreed to speak to the Neighbourhood Watch Co-ordinator about the Village Voice articles.

-Mrs
 Oliver &
 Mr Hallett

FOR INFORMATION

- CAMBRIDGESHIRE ACRE –Better run community buildings –Free Courses
- Royal Horticultural Society –Campaign
- Haydens –Tree Management advertisement
- War Memorials Trust -50th Edition Bulletin
- The Playing Field –Summer 2011
- Play Equipment –Various Advertisements
- Clerks & Councils Direct –September 2011

06. OPEN FORUM

There were no points raised.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES			
Grounds Mtce August 2011 (new contract) (inc. £307.48VAT)			£1844.87
MRS S WALMESLEY			
Clerks salary 1/8/11 –31/8/11			
Salary SCP25	£705.22		
Post etc.	£ 3.32		
Telephone	£ 1.50	£710.04	
Less Tax £16.40 NI £12.39 (Employer £16.03)			£681.62
TOTAL			£2526.49
Agreed. PROPOSED Mr Webb SECONDED Mr Clarke			

08. MINOR ROAD IMPROVEMENTS/HIGH STREET

Highways were progressing the parking restrictions on the High Street. The Clerk advised that

she had the 30mph and 40mph stickers for the refuse bins. The Chairman agreed to draw up a list of suggested houses and would e-mail to Mr Nickson, the Neighbourhood Watch Co-ordinator for comment. Residents would then be contacted with an explanation on the purpose of the stickers.

*-Mr
Hallett*

09. PROVISION OF ALLOTMENTS

The Clerk confirmed that she had not received anything further. On the list of parishioners wanting an allotment, there was a resident from Croydon. The allocation was discussed and agreed that existing Bassingbourn residents needed to be accommodated first. The Chairman was to arrange a meeting of the working group to discuss various tasks. It had been noted that Mr Worboys had started some clearing work at the site.

*-Mr
Hallett*

10. SALT/GRIT STORAGE

This was with Mr Bunton. He would confirm some possible sites for the bin location at the next meeting.

*-Mr
Bunton*

11. VILLAGE MAINTENANCE

LITTER BINS –The ordering of the bins from Glasdon was in hand. Mr Clark agreed that the bins could be delivered to his house, but urged the installation of the bins.

-Clerk

VILLAGE PUMPS –Mr Bunton had been advised by a contractor that the job was too small. He now had another contractor in mind to approach.

CHURCH WALL –The Clerk advised that only two quotations had been received, from Coulsons and Brickwork Repair Service. The Chairman added that he had an application form for a District Council grant which he would complete. A discussion on the preferred contractor took place with Councillors voting for Brickwork Repair Service five votes to one. It was acknowledged that the District Council might stipulate who should carry out the work.

*-Mr
Hallett*

NORTH END TREES –Mr Bunton and Mr Robinson to cut back the lower branches along the path.

*-Mr
Bunton &
Mr
Robinson*

12. THE HUCKLE TRUST

The Clerk reported that the signed Resolution had been returned to the Solicitor for submission to the Charity Commission. There was no further update.

13. VILLAGE WEBSITE

The Chairman advised that the British Library were running a scheme to archive website material for the future. They wanted a representative sample of websites from around the country. The extraction of data would be automated. He suggested that Bassingbourn website be put forward for archiving. This was agreed by Councillors. The Chairman to arrange.

*-Mr
Hallett*

14. ANY OTHER BUSINESS

MEETING ATTENDANCE –Mr Clarke expressed concerns over the lack of Councillors attending meetings regularly. He asked for a breakdown of attendees. Mrs Oliver advised that some Parish Council's listed Councillor attendance statistics at their Annual Parish Meeting. It was agreed that this would be an agenda item at the next meeting for further discussion.

BROADBAND –Mr Hallett gave an update. He advised that there was a campaign being organised in Spring Lane as there had been a number of problems, which looked as if they were now being addressed by British Telecom. Bassingbourn was listed on the BT website for future implementation in 2012. Mrs Oliver added that she did get a commitment that the infrastructure would be upgraded beginning this month and had asked for reasons why not. She added that the County Council had recently agreed to invest in superfast broadband across the county. Mrs Oliver then advised that she had met with Virgin Business Media who were looking for a pilot village in which to trial Wi-Fi and improve local broadband. There were therefore two sets of initiatives running at the same time.

GUIDED BUS ROUTE –Mrs Oliver reported that the bus route was a roaring success.

127 BUS SERVICE –There were to be variations to the bus timetable linked to availability of spaces at Bassingbourn Village College for students from Gamlingay. Details would be put in the Village Voice. Mrs Oliver expressed concern over residents from Litlington appearing in a television program which reported that the 127 bus service through the village was to be stopped. This was completely untrue.

RECYCLING DEPOT VISIT –A visit had been arranged, to look around the site at Waterbeach, for Friday 16th September 2011 and welcomed anyone interested in visiting the site to let her

know.

15. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 4TH October 2011

The Chairman closed the Meeting at 9.25 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th October 2011 at
The Chapel Room, South End 8.30pm

PRESENT: Mr Robinson(Chairman), Mr Clarke, Mrs Vigus, Mrs Cooper, Mr Pidgeon, Mrs Pidgeon, Mr Hallett, Mr Saggars

District Cllr Cathcart, District Cllr McCraith

Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Sappol, Mr Bunton, Mr Webb, Mr Goater, Mrs Mead-Blandford, County Cllr Mrs Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 6th September 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

WINDMILL CLOSE –Mr Cathcart reported that he was trying to arrange a meeting for the 7th October 2011. He would let Mr Hallett and Mr Robinson know once this was confirmed.

HIGH STREET DRAINAGE –Mr Hallett advised that he was liaising with the District Council Environmental Health Officer over the smell.

SPEED STICKERS –These had been distributed to properties at the entrance to the speed limit zones.

05. CORRESPONDENCE

SCDC Proposed changes to footway lighting maintenance. A communication had been received from Paul Quigley, Environment Services Manager. It referred to the PFI contract between Cambridgeshire County Council and Balfour Beatty. Balfour Beatty had also offered separate footway lighting contracts for day to day maintenance to Parish Councils which had raised queries about the actual level of maintenance required, insurance liabilities and arrangements for replacements and renewals. The Clerk reminded Councillors that a contract had been signed at the last meeting. Mr Quigley then advised that to simplify maintenance and contractual arrangements he was considering taking over the day to day maintenance from Parish Councils. This would mean that the District Council would be responsible for all aspects of footway lighting maintenance. He added that the Balfour Beatty contracts would then be cancelled. There would be no change to the provision of power to the lights and the County Council would continue their current supply arrangements. Mr Quigley asked for the comments of the Parish Council for a final decision to be made in October.

-Clerk

Councillors agreed that this was a welcome proposal that the District Council would co-ordinate. The Clerk was asked to reply to Mr Quigley.

VICTIM SUPPORT –Request for donation. In the past the Parish Council had asked for details on how Victim Support had helped people in the village. This had been supplied and a donation made. On a proposition by Mr Hallett, seconded by Mr Clarke, it was agreed that a donation of £50 would be made on this occasion. Clerk to arrange payment.

-Clerk

SCDC –Disability Forum information sheet. The Forum wanted to encourage new members and had provided the information sheet for the Village Voice. The Clerk to forward to the editor.

CPALC –Formation of a South Cambridgeshire District Committee. Michael Williamson had sent out a note in the past asking for those interested in re-forming the committee to contact him. This idea had now been resurrected so he was asking once again for an expression of interest. Once a few people had come forward an informal meeting would be planned to see what could be offered.

A discussion took place on how the committee could work. It was agreed that the Clerk should advise Mr Williamson of the Parish Council's interest.

-Clerk

CPALC AGM –Saturday 3rd December 2011 –Bluntisham. The paperwork for the meeting would

follow nearer the time.

FOR INFORMATION

LOCAL COUNCIL REVIEW-Autumn 2011

NW INSURANCE BROKERS –Charity insurance newsletter

WICKSTEAD –Advertisement

CPRE –How to respond to Planning Applications an 8 step guide –with planning committee Chairman

06. OPEN FORUM

There were no points raised.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

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

VIKING DIRECT

Stationery (Arrington Litlington & Steeple Morden invoiced) inc. £22.94VAT £ 137.63

MRS S WALMESLEY

Clerks salary 1/9/11 –30/9/11

Salary SCP25 £705.22

Post etc. £ 6.35

Telephone £ 1.20

Less Overpayment of expenses Aug 11 £0.37 £712.40

Less Tax £16.40 NI £12.39 (Employer £16.03) £683.61

HMRC

PAYE 1/7/11 -30/9/11

NI £85.26 Tax £49.20 £134.46

TOTAL £2800.57

Agreed. PROPOSED Mr Saggars SECONDED Mrs Cooper

08. BOUNDARY COMMISSION PROPOSAL FOR NEW SEAT

Mr Saggars explained the proposal, for which a consultation was currently being held, which would mean that Bassingbourn would be included in a new constituency St Neots. This new constituency would also include Willington and Ellington, with very few South Cambridgeshire villages. Councillors agreed that the current constituency was ideal, because of the historical strong links, and should not be changed as it would be detrimental. It was agreed that the Clerk would make a representation on behalf of the Parish Council against the proposal.

-Clerk

09. MEETING ATTENDANCE STATISTICS

Mr Clarke had expressed concern over attendance at meetings by Councillors. A discussion took place on how to attract more interest in the Parish Council as there had not been an election for a number of years. Mr Saggars suggested a mentoring scheme for any interested parishioners who were not sure whether they wanted to become Councillors or not. He added that there should be a circulation of Councillors with new ideas. The way that meetings were run should also be addressed. Mr Hallett agreed to consider how this could be progressed.

-Mr Hallett

10. SALT/GRIT STORAGE

Mr Bunton to make a recommendation at the next meeting.

-Mr Bunton

11. VILLAGE MAINTENANCE

LITTER BINS –The Clerk confirmed that two litter bins had been ordered and would be delivered to Mr Clarke in the High Street. She would be informed of the delivery date. Councillors were advised that the bin at the end of The Causeway had been removed from the ground and somebody had since repositioned it. Mr Hallett suggested that alternative style bins could be considered in future.

VILLAGE PUMPS –Mr Hallett advised that Mr Bunton had been trying to get in touch with another contractor.

CHURCH WALL – A response had been received Miss Smith, from the District Council conservation department, to the grant application. The letter referred to a site meeting between Mr Hallett and the conservation officer where it was advised that a schedule and specification should be drawn up by a qualified professional for all the works to the wall. The District Council were

keen to support the repair project but took the view that a professional schedule and specification was needed to form part of the tender document. An application would then be made to the Diocesan Advisory Committee for a Faculty.

Mr Hallett reminded Councillors that they had decided not to get the specification drawn up by an architect when this was requirement was discussed. He added that the Diocesan authorities also wanted a professional specification. Mr Cathcart expressed concern over the requirements and felt that the prepared specification was suitable for the grant application. He agreed to speak to the Conservation department.

*-Mr
Cathcart*

NORTH END TREES –Mr Bunton and Mr Robinson to cut back the lower branches along the path.

*-Mr
Robinson
& Mr
Bunton*

12. ALLOTMENTS

A meeting of the working group had taken place and they were going to meet again to mark out the plots. Mr Hallett asked the Clerk for the land to be added to the insurance schedule. He also asked for approval to spend £52 on marker posts which was agreed. There were currently 22 people on the list for an allotment and there would be around 24 plots. It was agreed that Bassingbourn residents would take priority with any spare being offered to others on the list. The tenancy agreement would be for a one year period which would be renewable.

Mr McCraith advised that there were concerns raised by Park Close residents over a possible parking problem. Mr Hallett advised that the landowner had offered access through his land at Park Close to the allotments but he was discouraging that. Access would be through Saddleback Lane. The District Councillors would look into residents only parking signs for Park Close.

*-Mr
McCraith
& Mr
Cathcart*

13. THE HUCKLE TRUST

There was no further update. The Clerk to urge with the solicitor.

-Clerk

14. VILLAGE WEBSITE

Mr Hallett reported that the British Library wanted to archive Bassingbourn website and he would progress this with them.

*-Mr
Hallett*

15. ANY OTHER BUSINESS

CALL FOR SITES –Mr Cathcart advised that there was to be a District meeting on the 5th October where the recently published list would be discussed. He added that there were some sites identified in Bassingbourn. The Clerk had copied the information received from the District Council to Councillors for information.

SURESTART CENTRE –Mr McCraith reported that he had attended the opening ceremony of the centre. The multi role building represented a lot of villages. He added that Bassingbourn was lucky to have this building.

REFUSE BIN COLLECTION –Mrs Vigus again expressed concern over the refuse collectors leaving the empty bins in awkward places. Mr Saggars added that this issue was serious and affected school runs. It was very dangerous where some bins were left and he had seen children going onto the road around them. Mr McCraith confirmed that he would keep reminding the officers. There was no excuse not to put the bins back where they came from.

*-Mr
McCraith*

OVERHANGING SHRUBERY –This was caused by a blackberry bush on the corner of Knutsford Road which had been reported to the District Council in the past. Mr Cathcart agreed to follow up again with the District Council.

*-Mr
Cathcart*

NOISE COMPLAINT –Mrs Cooper advised that she was made aware of complaints regarding the noise from dogs at The Hoops public house. It was believed that there were currently puppies there. It was suggested that concerns over the noise should be made to the District Council Environmental Health Officer.

16. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 1ST November 2011

The Chairman closed the Meeting at 9.35 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st November 2011 at
The Chapel Room, South End 8.10pm

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

District Cllr Cathcart, District Cllr McCraith

Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Sappol, County Cllr Mrs Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

Mrs Mead-Blandford declared an interest under Item 11 Village Pumps when discussed.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 4th October 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

WINDMILL CLOSE –Mr Cathcart advised that there had been a brief meeting between the Housing Association, District Council and Parish Council where the concerns over the outstanding items were raised and Councillors stating that it was hoped they would be resolved in the near future. Mr Cathcart added that pressure to conclude this should be kept on. Mr Hallett advised that they were told that the highway lighting columns had not been finished as County Highways kept changing the specification. Mrs Mead-Blandford reminded Councillors about the roll of wire on the verge. The Chairman agreed to remove.

*-Mr
Robinson*

BOUNDARY COMMISSION PROPOSAL FOR A NEW SEAT –The Clerk was still to send the representation. The Clerk was asked to copy to Councillors once it had been submitted.

=Clerk

MEETING ATTENDANCE STATISTICS –Mr Hallett asked for this to be an agenda item at the January 2012 Parish Council meeting.

REFUSE BIN COLLECTION –Mr McCraith confirmed that he had spoken to the District Council. He asked to be advised of any further bad practice. Mr McCraith then confirmed that the District Council were staying with a two weekly collection at the present time.

05. CORRESPONDENCE

CCC notification of street lighting charges April –June 2011 (new contract wef July 2011) & energy charge April –March 2012 =£1958.04.

CPALC –Paperwork for AGM 3rd December 2011. The Clerk asked anyone interested in attending to let her or CPALC know.

HIGH STREET NOTICE BOARD –Request for relocation. Mr Simpson, a High Street resident, had asked for the notice board on the wall by the SPAR shop to be removed as he believed that it was erected in the conservation area without proper permission. He suggested that the board be placed on the rear of the main notice board at The Limes. He believed that by doing this the area would be improved and the situation regarding the development of the buildings adjacent to 37 The High Street simplified.

Mr Hallett advised that he had replied to Mr Simpson referring to the Parish Council handbook, Local Council Administration by Charles Arnold Baker, which referred to the Town and Country Planning (General Permitted Development) Order 1995 which stated that the installation of street furniture by local authorities is permitted development.

Mr Webb added that the notice board was put up in response to a parishioner request.

FOR DISCUSSION

CLERKS & COUNCILS DIRECT –November 2011

JIGSAW CAMBRIDGESHIRE –Poster for notice board

LUMINUS News Autumn 2011

DIAMOND JUBILEE BEACONS -Advertisement

06. OPEN FORUM

There were no points raised.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES			
Grounds Mtce October 2011 (new contract) (inc. £307.48VAT)			£1844.87
HALES PRINTERS			
Newsletters			£ 563.00
CAMBRIDGE WATER COMPANY			
Cemetery water rate	£ 20.83		
Recreation Ground	£564.07		£584.90
HSBC INVOICE FINANCE (UK) LTD			
2 Litter bins (inc. £63.40VAT)			£380.40
E-ON			
Pavilion estimated electricity (inc. £4.31VAT)			£ 90.50
BRITISH LEGION POPPY FUND			
Poppy Wreath			£ 17.00
MRS S WALMESLEY			
Clerks salary 1/10/11 –31/10/11			
Salary SCP25	£705.22		
Post etc.	£ 2.21		
Telephone	£ 3.00	£710.43	
Less Tax £16.40 NI £12.39 (Employer £16.03)			£681.64
TOTAL			£4162.31

Concern was expressed over the water rate for the recreation ground. Mr Webb confirmed that the new turf on the ground had to be continually watered to keep it alive due to the dry summer. Even so this amount did seem excessive. The Clerk was asked to arrange for Cambridge Water to take another reading. **-Clerk**

Agreed. PROPOSED Mr Clarke SECONDED Mr Hallett.

08. REVIEW OF EXPENDITURE AGAINST BUDGET 2011/12

The Clerk confirmed that she had forwarded the spreadsheets to date to the Chairman who would forward an electronic copy of the 2011/12 budget to the Parish Council Chairman and Clerk. Budget preparations would then be started for discussion at the next meeting. **-Mr Robinson**

09. SALT/GRIT STORAGE

Mr Bunton to make a recommendation at the next meeting.

10. REMEMBRANCE SUNDAY –WAR MEMORIAL TIDY

Mr Nickson had asked the Parish Council for some professional help with the area nearer the time. The Clerk was asked to check with the village contractor, Buchans, whether they were intending on carrying out leaf clearing and Mr Cathcart would also make enquiries with the District Council to see if they still carried out this job. **-Mr Cathcart & Clerk**

11. VILLAGE MAINTENANCE

LITTER BINS –The two bins were now in the village. It was agreed that the Clerk obtain a quotation to install them. **-Clerk**

VILLAGE PUMPS –Mr Bunton had received a quotation for the Causeway pump. The Clerk reminded Councillors that a quote had been received earlier in the year for this pump and also the pump by the bakery in the High Street. The quotes for The Causeway pump were compared and Councillors agreed that Mr Mead-Blandford be asked to carry out the work for £150.00. Mr Bunton would also ask him to quote for the High Street pump painting. Clerk to confirm in writing. **-Mr Bunton & Clerk**

CHURCH WALL –Mr Cathcart confirmed that the District Council had now changed their rules and insisted on a professional specification. It was suggested that it could be arranged through the Church architect via the Church warden Mr Simpson. Mr Hallett reminded Councillors that the specification also had to be sent to the Diocese. Mr Bunton advised that there were standard specifications used for this purpose and offered to see if an architect contact could help. His offer was accepted. **-Mr Bunton**

NORTH END TREES –Mr Bunton and Mr Robinson to cut back the lower branches along the

path.

ELBOURN WAY VERGE –It was reported that shrubbery from the verge leading to Kefford Close was overhanging the footpath. This was believed to belong to the Kefford Close property. The Clerk was asked to write and ask the residents to cut it back. -Clerk

FOOTPATHS –Mr Clarke again expressed concern over the condition of the footpath from 97 High Street to 87 High Street. The Clerk was asked to remind the Highway Supervisor of this. -Clerk

12. VILLAGE VOICE

Mr Hallett advised that the editorship of the Village Voice would be changing during the next month. Mr Sappol was taking over from Mr Holcroft and there would be a statement in the next edition. Councillors agreed that a £25.00 iTunes token be sent to Mr Holcroft along with a letter of thanks from the Parish Council. Clerk to arrange. -Clerk

13. THE HUCKLE TRUST

There was no further update. The Clerk to urge with the solicitor. -Clerk

14. ANY OTHER BUSINESS

SHELTERED HOUSING –Mr Cathcart advised that there was some evidence that the policy would be reviewed.

GYPSY AND TRAVELLERS –It was reported that there had recently been a District Council meeting about a new survey which indicated that South Cambs were expected to take more gypsy and travellers than anywhere else in the county. This was thrown out by members. There was expected to be another meeting sometime in the future.

VILLAGE COLLEGE LIAISON MEETING –Mr Webb and Mrs Mead-Blandford were to attend the meeting the following week. They were reminded to find out whether there was a room available in the village college for Parish Council meetings. -Mrs Mead-Blandford & Mr Webb

KNEESWORTH HOUSE –Mrs Mead-Blandford had raised concerns with the Parish Council representatives over the change of ownership and the level of patients. Mr Bunton advised that this had been brought up at the liaison meeting the previous week. He suggested the best course of action was for Mrs Mead-Blandford to arrange a visit to the hospital to see how security worked.

BARKING MAD –It was advised that the noise from the field where the group were based was excessive. People with dogs were there every day. Mr Cathcart stated that this was originally a casual arrangement but had now become a planning issue as it was permanent. He agreed to find out the position with the District Council. -Mr Cathcart

WAR MEMORIAL GREEN –The Chairman advised that two further posts were needed to prevent vehicles accessing the green. He was advised that there had been an offer of some posts made by a resident of the High Street. Mr Hallett reminded Councillors that turning vehicles from the area should be considered before installing the posts.

15. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 6TH December 2011

The Chairman closed the Meeting at 9.15 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th December 2011 at
The Chapel Room, South End 7.45pm

PRESENT: Mr Robinson(Chairman), Mr Clarke, Mr Hallett, Mr Webb, Mrs Vigus, Mr Sappol, Mr Geraghty
 County Cllr Mrs Oliver, District Cllr Cathcart, District Cllr McCraith

Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Sagers, Mr Goater, Mrs Mead-Blandford, Mr Pidgeon, Mrs Pidgeon, Mrs Cooper

02. BASSINGBOURN YOUTH CLUB UPDATE –ANWAR HAQ (YOUTH DEVELOPMENT CO-ORDINATOR)

Mr Haq introduced himself and advised that he was covering the post of Amanda Sylvester while she was on maternity leave. He would be moving on in January 2012 when she returned to her duties. A written report on the overview of the youth club program was provided and Mr Haq thanked the Parish Council for helping to fund the workers. He acknowledged that there had been problems with staffing when Pat Piggott, the ex Community Youth Worker, had been made redundant but a new team were due to take up posts in January 2012 with Amanda. Mr Haq then explained the different bids for funding that had been made and confirmed that he would be sending out a plan to each Parish Council.

Mrs Oliver stated that she did not feel that the set targets were right for this community and they should be tailored. She was also concerned over the lack of attendees at the youth club and how the money given by the Parish Council was spent. She added that there had been no communication with Bassingbourn Barracks over the past 18 months. The Colonel there was more than happy for the club to use their facilities. Mr Haq agreed to liaise with Mrs Oliver. He then stated that he wanted to get a framework in place for Amanda on her return, as there had been a lot of changes. The Chairman then expressed his disappointment that the youth workers were all young. Mr Haq was asked why Mrs Piggott could not continue as a volunteer following her redundancy as she had a very good relationship with the young people and was effective. Mr Haq advised that it was a policy decision which he was unable to change.

The Chairman thanked Mr Haq for his presentation.

03. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

04. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 1st November 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

05. MATTERS ARISING

WINDMILL CLOSE –It was stated that the pathway had still not been finished.

BARKING MAD –Mr Cathcart advised that the activity did need some consent as the ground was being used all the time. It had been observed that there were not always a lot of people around with Saturday morning probably the busiest. A discussion took place on why restrictions were needed which would make sure that the activity did not get out of hand.

06. CORRESPONDENCE

CECIL NEWLING –Invitation to a carol service of remembrance 10th December 2011.

CCC –Local Minor Highway Improvements. Funding had been allocated for 2012/13 for the implementation of minor highway improvement schemes. These would be jointly funded with the applicant who was expected to provide a contribution towards each project of at least 10% of the cost. Requests for schemes could be submitted by any local group and involve any highway measure or improvement considered of benefit to the community. Up to £10,000 could be sought from the County Council as a contribution to the scheme. Applications needed to be submitted by the 31st December 2011.

A discussion took place on the 20 mph speed limit sign project on Brook Road by the primary

school which was abandoned after the County Council advised the Parish Council that ten years maintenance had to be paid up front. A suggestion of widening the footpath on the High Street by The Hoops, with an alternate traffic flow, was made. Councillors agreed that the footpath problem on North End would be too expensive. Mrs Oliver suggested that the Parish Council apply for only one scheme, the 20mph limit by the school. Mr Geraghty stated that he felt the widening of the footpath on the High Street was also worth applying for. Councillors were then asked to vote for whether they wanted to make two applications or just the one for the 20mph speed limit. Five Councillors agreed that both should be applied for with two voting for just the one scheme. The Clerk to submit an application form for the 20mph limit by the primary school and the widening of the footpath by The Hoops. -Clerk

SCDC Housing Strategy Consultations –Surveys to be returned no later than the 31st January 2012

FOR DISCUSSION

VEOLIA WATER –Draft drought management plan 2011 –Public consultation until January 2012

CCC/Balfour Beatty –Christmas Decorations on street lighting columns

MD Landscapes/CGM Landscapes –Advertisements

War Memorials Trust –Bulletin November 2011

The Playing Field –Autumn 2011

LOCAL COUNCIL REVIEW Winter 2011

VICTIM SUPPORT –Letter of thanks, poster and article for newsletter (for editor)

LUMINUS NEWS –Winter 2011

07. OPEN FORUM

There were no points raised.

08. PAYMENT OF ACCOUNTS

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

TOTAL £3272.48

Agreed. PROPOSED Mr Hallett SECONDED Mr Clarke.

It was also agreed under Item 14 that the following payment be made:

LIMBACH BANHAM

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

09. 2012/13 BUDGET PREPARATION

The Chairman had prepared a discussion document which was distributed to Councillors. He stated that a system needed to be put in place for a regular update on income and expenditure against the budget, and Mr Hallett volunteered to adapt the spreadsheets to show this. The suggestion was to increase the budget allocations by 1.025%. The Chairman asked for feedback on the discussion document which would be discussed further at the next meeting. -Cllrs

10. SALT/GRIT STORAGE

Mr Bunton to make a recommendation.

11. QUEENS DIAMOND JUBILEE CELEBRATION

The Chairman advised that there was already a village committee set up to arrange a celebration over the first weekend in June 2012. They were planning events over two days which would include the lighting of a beacon, cabaret night, 5 a side football tournament and stalls from local

groups. The events would be held at Brook Farm and any money raised would be donated to local charities. Councillors agreed that the events had to be open to all villagers, and not just those invited, if precept money was to be given. There would have to be some conditions. Mr Geraghty expressed concern over the planned location stating that this was a bit far out of the village and many people would not have transport. It was suggested that the Parish Council could fund a minibus to transport people back and forward throughout the day. Mr Clarke suggested that a mug memento be purchased for the village children. After further discussion Councillors agreed that in principle they were in favour of holding a village event. Mr Webb volunteered to join the village committee to represent the Parish Council.

12. USE OF THE LIMES FOR MEETINGS

The Clerk advised that she had not been able to make contact with the booking officer for The Limes to see if there was a possibility of holding the Parish Council meetings there. Mrs Isherwood, Bassingbourn Village College, had offered the Community Centre on a Wednesday evening. The centre had a regular booking on Tuesday. The Clerk would try and make contact with The Limes officer before the next meeting.

-Clerk

13. VILLAGE MAINTENANCE

LITTER BINS –Awaiting a quotation for their installation.

VILLAGE PUMPS –A quotation had been received, via Mr Bunton, for the painting of the second pump from Mr Mead-Blandford for £100.00. It was proposed by Mr Geraghty, seconded by Mr Clarke, that this be approved. All Councillors in agreement. Clerk to advise Mr Mead-Blandford.

-Clerk

CHURCH WALL –Mr Bunton was liaising with an architect with regard to the professional specification.

BROOK ROAD BENCH –Mr Hallett advised that he had received an e-mail from a parishioner about the bench by the bridge which was considered too low. He had taken a look and if it was removed could break the frame as it was set in concrete. The Clerk advised that this had been investigated in the past and the Parish Council at that time decided to leave as it was. Current Councillors also agreed this. Mr Hallett would advise the parishioner.

-Mr Hallett

14. THE HUCKLE TRUST

The Solicitor, Mrs Parker, had advised that the Charity Commission were satisfied that the resolution to change the purpose of the Trust for recreational purposes, met with the requirements of section 74 of the Charities Act 1993. It would become effective from the 25 September 2011.

An invoice for Mrs Parker’s work had been received for £300.00 (£250.00 plus £50 VAT). It was proposed by Mr Webb, seconded by Mr Hallett that this be paid.

15. ANY OTHER BUSINESS

THE CAUSEWAY DEVELOPMENT –Mrs Vigus expressed her concern over the contractors from the site parking on the footpath obstructing pedestrians. She had spoken to the site foreman about this in the past. She agreed to speak again before following up with the police.

-Mrs Vigus

16. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Wednesday the 11th January 2012

The Chairman closed the Meeting at 9.30 pm

Chairman

Date