

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Wednesday 11th January 2012 at
The Chapel Room, South End 8.10pm

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

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

Members of Public –1

01. APOLOGIES FOR ABSENCE

Mr Webb, Mr Sappol, Mr Pidgeon, Mr Bunton

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 December 2011 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

WINDMILL CLOSE –It was reported that the path had still not been finished. Mr Cathcart agreed to chase up with the contractor. Mr Clarke added that in addition to the path the electricity company had dug up the ground on the cemetery side of the road, and left it.

*-Mr
Cathcart*

PARKING ON THE CAUSEWAY –Mrs Vigus confirmed that she had spoken to the contractors who were now parking sensibly.

05. CORRESPONDENCE

ALLOTMENT ACCESS –A request had been received from an allotment holder for access to the site from the gate from Saddleback Lane. Mr Hallett advised that in the conversations with Mr Worboys he was not keen on permitting this. He suggested Councillors agree to letting the allotment holders approach Mr Worboys directly which was agreed. Concern was then raised by Mr McCraith over allotment holders parking on Park Close to access the site. Mr Hallett confirmed that Mr Worboys did not have any objection to them using that access. Mr McCraith then added that some residents found the parking a problem and he had been in touch with the District Council officer, Jenny Clarke, who stated that the road where the allotments holders were parking was private. It was then agreed that the Clerk would write to Jenny Clarke to see if vehicles were allowed to park in both sections adjoining the wood and if not where she suggested allotment holders could park.

-Clerk

CCC STREET LIGHTING PFI - The County Council advised that the contract to update the old street lighting columns would mean that about 10% would not be replaced. This was due to budget cuts. With the change to a white light source the impact should not be great. If the loss of the column was to cause a problem there was the opportunity for parish and town councils to adopt those street lights and be responsible for both the maintenance and energy costs. The Parish Council were asked whether ‘in principle’ they would want to take over some of the columns or want an alternative column. The Clerk suggested that the Parish Council wait and see whether this would affect the village lights. Mr Hallett added that he had looked on the County Council website, following the link, and there were no changes planned in Bassingbourn for the next six months.

FALLEN TREE BROOK ROAD –The Clerk had been contacted about the tree by the brook. Mrs Mead-Blandford advised that she had arranged for the tree that had fallen the previous week to be cleared. It was stated that a further tree had since blown down. Mrs Mead-Blandford agreed to arrange for the removal of that tree the next weekend.

*-Mrs
Mead-
Blandford*

06. OPEN FORUM

There were no points raised.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES			
Grounds Mtce December 2011 (new contract) (inc. £307.48VAT)			£1844.87
HALES PRINTERS			
Newsletters			£ 563.00
CAMBRIDGESHIRE COUNTY COUNCIL			
Street lamp energy 2011 + mtce charges April –June 2011			£1958.04
BASSINGBOURN URC			
Hire of Chapel room July –December 2011 20 hrs @£10			£200.00
ASHTON GRAHAM			
Preparation and completion of Allotment Agreement (inc. £186.00VAT)			£1116.00
INFORMATION COMMISSIONER			
Renewal of Data Protection			£ 35.00
CAMBRIDGESHIRE ACRE			
Membership 2012			£ 40.00
E-ON			
Pavilion electricity (inc. £4.11 VAT)			£ 86.40
MRS S WALMESLEY			
Clerks salary 1/12/11 –31/12/11			
Salary SCP25	£705.22		
Post etc.	£ 4.68		
Telephone	£ 2.00		
Mileage July-Dec 2011 142 miles @50.5	£ 71.71	£783.61	
Less Tax £16.40 NI £12.39 (Employer £16.03)			£754.82
HMRC			
PAYE Oct –December 2011 Tax £49.20 NI £85.26			£134.46
TOTAL			£6732.59
AGREED. PROPOSED Mr Hallett SECONDED Mr Clarke.			

08. 2012/13 BUDGET PREPARATION

The Chairman had made some changes to the first draft discussed at the December 2011 meeting. Changes included newsletter income/expenditure and war graves income which was to cease in February 2012. The Chairman advised that a request had been made for an additional panel on the war memorial to recognise the people from Bassingbourn killed in Afghanistan. This would be discussed at a future meeting.

The Chairman then recommended that the precept for 2012/13 be increased to £61,800 and he would send out a copy of the revised budget for information before the Parish Council meeting on the 24th January 2012. Councillors agreed that £61,800 be recommended to the full Parish Council meeting for approval.

*-Mr
Robinson*

09. SALT/GRIT STORAGE

Mr Bunton to make a recommendation.

10. QUEENS DIAMOND JUBILEE CELEBRATION

Mr Webb had advised that a private function was planned for the Saturday of the weekend with Monday being the village day of celebration. A committee meeting had not yet been held to discuss fully but it was suggested that there could be a procession, bands, stalls with drink and food available all day. Mr Webb hoped to provide more detail at the next meeting. Mr Cathcart suggested a vintage car display which was thought to be a good idea. The Clerk to advise Mr Webb. Mr Hallett had been contacted by Mrs Bond, representing the Church, and he had updated her of the plan.

*-Mr
Webb &
Clerk*

11. USE OF THE LIMES FOR MEETINGS

Mr Hallett reported that a Trustee of the Limes, Mrs Hawes, had read the minutes on the village notice board and contacted him about the Parish Council using the hall. The Limes Community Fund would expect a donation for use and were happy to accept £10 per session. The hall was available on Tuesday evening so there were now three options to consider. The first was to continue to use the Chapel schoolroom, the second The Limes and the third was to change the meeting day to Wednesday when the community centre could be used. Councillors agreed that the community centre may not be suitable as it was on the edge of the village and also would only be

*-Mr
Hallett*

available during term time. After further discussion Councillors agreed to change to venue for the Cemetery, Planning, Finance and General Purposes committees and Parish Council meetings to The Limes from the 24th January 2012. As Mr Webb, the Recreation Ground Chairman, was not in attendance it was also agreed that the Recreation Ground committee would continue to use the Chapel schoolroom for the time being. Mr Hallett agreed to let Mrs Hawes and Mr Webb know.

12. VILLAGE MAINTENANCE

LITTER BINS –Awaiting a quotation for their installation. The Clerk advised that she had forwarded a request but was asked to resend it so that a decision could be made at the Parish Council meeting.

-Clerk

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

13. TRANSITION VILLAGE.

Mr Saggars advised that the Transition Village Group had a request for a £200 grant to fund their website which had now been running for over two years. The grant would cover the costs of hosting and content maintenance for the year. He reminded Councillors that the group had evolved as part of the Parish Plan. The grant was agreed.

Mr Saggars then asked for the Parish Council support for a project relating to the triangle of land at Wellhead owned by the County Council. As a result of a Transition Village survey it had been agreed to investigate renewable wood energy by installing woodland on the five acre field. Mr Saggars asked for the Parish Council support for Mrs Oliver to ask for a revaluation from County Farms for this purpose. Mr Hallett advised that his initial feeling was that the project had to be self funding and agreed that it could be a worthwhile project if funding was secured. Councillors agreed that Mrs Oliver contact County Farms as suggested. Mrs Oliver requested as much detail as possible so that she could make the approach. Mr Saggars to relay through the Parish Council Chairman.

-Mr Saggars, Mr Hallett, Mrs Oliver

14. TREE PLANTING ACCESSORIES FOR CLUNCH PIT

Mr Hallett advised that the conservation group had been awarded 105 trees for the clunch pit area. The trees would need to be protected with canes and tubes and the cost of this would be £168 plus VAT. He asked the committee for approval for the expenditure which was agreed. Mr Hallett to advise the conservation group.

-Mr Hallett

15. EMERGENCY TREE WORK ON FOOTPATH 6

There was a tree which looked as if it was ready to fall. The District Council Tree Officer, Roz Richardson, and County Rights of Way officer, Peter Gaskin, had both agreed that it should be removed. Ms Richardson was trying to get South Cambridgeshire District Council to pay for the removal as it was very likely to be on their property. Mr Hallett stated that if they would not agree to pay then the parish would so he asked permission to arrange the removal, if needed, which was agreed. Another tree in the same area had fallen just before Christmas but had been removed.

16. PARISH CONTRIBUTION TO YOUTH SERVICES

Mrs Oliver stated that she was unhappy with the recent youth service report and had since requested fine detail of how the parish money was spent. It looked from the response that the majority of the £2,000 grant went on paying for the youth workers. Mrs Oliver had also asked for the number of attendees at the sessions but this could not be provided. The Locality Manager had backtracked on Pat Piggott, the previous community youth worker, not being allowed to become a volunteer. Mrs Oliver also expressed concern over the report given by Mr Haq at the last meeting and how the activities were not tailored to the local area. Mr Hallett agreed that the Parish Council needed to see the attendance record. He stated that in 2009 Pat Piggott was asked to come back with some feedback from the Parish Plan to which Mrs Oliver added that she was aware Mrs Piggott had done some work on. The Chairman then advised that he had been speaking to the Manager of the sports centre who was going to try and arrange some activities for the school holidays. He suggested that instead of giving a contribution to the youth club, the Parish Council could fund an activity at the sports centre. Mrs Mead-Blandford also suggested putting some money into detached youth work in Bassingbourn and suggested including Mrs Piggott to help. It was agreed that Mrs Oliver would seek her views and this would be discussed again at the next meeting.

-Mrs Oliver

17. ANY OTHER BUSINESS

MEETING PARTICIPATION–Mrs Mead-Blandford asked that all the Chairmen adhere to protocol and ensure that all comments made were made through the Chair.

SHELTERED HOUSING-Mr Cathcart reported that he was Chairman of the sheltered housing working group who were trying to maintain a good quality warden service following the cuts made by the County Council to the care element. The group were also looking to see if the parishes could make a bigger financial contribution but Mr Cathcart did not think that this was possible. He added that it was an important issue as the village had two schemes, The Limes and Knutsford Road. The Chairman asked if the Parish Council could help at this stage. Mr Cathcart thanked the Chairman adding that there might be a chance in the future once a report had been compiled. Mr Goater suggested that this be an item for the next meeting which was agreed.

HIGH STREET COFFEE SHOP –It was noted that the coffee shop had closed and there was a notice stating that the premises were being turned back into offices.

18. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 7th February 2012

The Chairman closed the Meeting at 9.40 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th February 2012 at
The Chapel Room, South End 8.15pm

PRESENT: Mr Robinson (Chairman), Mr Clarke, Mr Hallett, Mrs Vigus, Mrs Mead-Blandford, Mr Geraghty, Mr Bunton

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

Members of Public –3

01. APOLOGIES FOR ABSENCE

Mr Sappol, Mr Pidgeon, Mrs Pidgeon, Mr Sappol, Mr Saggars, Mrs Cooper

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 11th January 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

04. MATTERS ARISING

WINDMILL CLOSE –The old lighting columns had been removed and the permanent lanterns fitted on the new lamps. Mr Clarke reminded Mr Cathcart that there were some outstanding roadworks. Mr Cathcart would urge.

*-Mr
Cathcart*

ALLOTMENT ACCESS –Jenny Clark, the District Council Lands officer, replied that Park Close was an adopted highway up to where it turned the corner adjacent to number 25. The roadway and parking area at the end was SCDC owned. The roadway and parking area at the end of Park View was also in District Council ownership. There was nothing to stop people parking on the public highway but parking in District Council owned areas by anyone other than Park Close or Park View residents was prohibited. Mr McCraith advised that he had asked Ms Clark to supply ‘No Parking’ signs but as the allotments were a Parish Council initiative they should fund them. Mr Hallett agreed to advise the allotment holders of the parking position. He added that the majority of allotment holders walk to the site.

*-Mr
Hallett*

FALLEN TREES –It was reported that a tree had been cut down on the corner of Knutsford Road, believed to be by the district council. The trunk of the tree had been removed but the rest of the tree was left. Mr Bunton agreed to clear the remaining branches.

*-Mr
Bunton*

05. CORRESPONDENCE

USE OF THE LIMES –Mr Hallett advised that he had been contacted by a resident stating that the lights in The Limes were left on following the Parish Council meeting on the 24th January 2012. The resident stated that in these days of austerity and cost cutting, keeping the District Council’s running costs down should be uppermost in people’s minds. The Parish Council were urged to be a little less petty minded over irrelevant things and a touch more professional.

Mr Hallett had responded stating that the lights were definitely turned off when he and the Clerk left the building following the meeting. It was then advised, by a member of the public, that cleaning of The Limes was carried out early in the morning and that was probably the reason for the lights being on.

*-Mr
Hallett*

REFURBISHMENT OF PUMPS –Another parishioner had expressed concern over the colour of the pump on The Causeway. It was advised that the paint was only the undercoat at the time of the complaint and the paintwork had now been finished. The contractor was aware that the pump was listed and matched the original materials. Councillors all agreed that the standard of work was very good and the pump looked fine. The Chairman agreed to reply to the resident.

06. OPEN FORUM

There were no points raised.

07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds Mtce January 2012 (new contract) (inc. £307.48VAT)		£1844.87
MR MEAD-BLANDFORD		
Refurbishment of High Street and Causeway pumps	£303.00	
Installation of litter bins	£100.00	
Repair to stairs at Cemetery Lodge	£170.00	£573.00
HALES PRINTERS		
Newsletters		£563.00
MRS S WALMESLEY		
Clerks salary 1/01/12 –31/01/12		
Salary SCP25	£705.22	
Post etc.	£ 10.23	
Telephone	£ 3.00	£718.45
Less Tax £16.40 NI £12.39 (Employer £16.03)		£689.66
TOTAL		£3670.53

Agreed. PROPOSED Mr Hallett SECONDED Mr Clarke.

Mr Hallett reminded Councillors that the frequency of the payment to The Limes, for the use of the hall for meetings, needed to be agreed. It was then agreed that the payment be made quarterly, starting for the period January –March 2012.

08. SALT/GRIT STORAGE

Mr Bunton had suggested possible sites around the village for the installation of salt storage bins. Mrs Oliver confirmed that green bins could be purchased from the County Council. The Chairman suggested support groups be formed by parishioners to speed up the spreading of the salt when needed. Mr Cathcart expressed concern over the suggestion of a bin by the Church which was in the conservation area. It was suggested that this one could be sited by the Church room on the opposite side of the road. It was then proposed by Mr Bunton that six green bins be ordered from the County Council with their locations to be confirmed. Clerk to arrange.

-Clerk

09. QUEENS DIAMOND JUBILEE CELEBRATION

The Chairman advised that he was aware that there was a problem with the marquee for use on the On-Set site, as the barracks marquee would not be available. The approximate cost to hire a marquee of the required size was £8 -12,000. The Chairman then advised that the Village College had offered the use of their facilities for a celebration. He suggested Councillors think about possible events that could take place there should the On-Set plans not go ahead. A small village committee could be formed to progress ideas. Mr Cathcart confirmed that he would continue to investigate a classic car show. Mrs Mead-Blandford suggested pig/snail racing. There could even be an evening event planned to be held in the Village College.

Mr Hallett reminded Councillors that there were 105 trees from the Woodland Trust for planting in clunch put wood, to celebrate the occasion.

10. VILLAGE MAINTENANCE

LITTER BINS –The litter bins were now installed.

CHURCHYARD WALL –There was no further update regarding the professional specification.

11. PARISH CONTRIBUTION TO YOUTH SERVICES

The Clerk advised that she had received a request from Amanda Silvester, the Youth co-ordinator, to attend a Parish Council meeting to make a report. It was thought that this report would be the same as the report presented by Anwar Haq at the December F&GP meeting. Mrs Oliver advised that she had spoken to Pat Piggott who had confirmed that she would be happy to help out as a volunteer. Mrs Oliver suggested that a meeting be held with Mrs Piggott, Sharon Whatley and the Parish Council to discuss a volunteer youth club. A discussion then took place on the funding given by the Parish Council in 2011/12 which was believed to have all been used for staff salaries. Sufficient records were not kept to show how the money was spent or attendance numbers. Concern was expressed over these as it was a requirement for health and safety that the number of people in the youth club should be recorded in case there was an emergency. The Chairman then suggested that Ms Silvester be invited to a meeting, along with Mrs Piggott and some youngsters, to discuss what they would like from the youth club. Mrs Mead-Blandford expressed concern over this suggestion feeling that Ms Silvester might be intimidated. Mrs Oliver stated that people that supplied services should be challenged, it was part of her job. After further discussion it was agreed that Ms Silvester would be invited to the March 2012 Finance

-Clerk

and General Purposes committee meeting.

12. SHELTERED HOUSING

As agreed at the Parish Council meeting, Mr Cathcart and Mr Hallett had prepared a draft letter to send to the County Council, which was now prepared ready to be sent out. Mr Cathcart advised that the report prepared by the working group had been to the scrutiny committee. He expressed concern that the reduction in funding would change the sheltered housing scheme and reduce the scope. He reiterated that the warden support system must be retained. Mrs Oliver asked for a copy of the letter to be forwarded to her. Mr Hallett suggested trying to involve the neighbouring villages as their residents could need sheltered housing in future. It was agreed that a copy of the letter would be sent to their Parish Councils.

*-Mr
Hallett &
Clerk*

13. PARISH EMERGENCY PLAN

The Clerk advised that she had attended a meeting to discuss the formulation of a plan, with the District Council officer Lawrence Green. The potential benefits to the village were improvements in the emergency services and local authority response to a major accident which in turn would mean a speedy return to normality following a major incident.

A discussion took place on why a plan was needed. It was then suggested that Mr Nickson, the Neighbourhood Watch co-ordinator, might be interested in compiling a plan. The Clerk was asked to find out. She was also asked to obtain a copy of the emergency plan for the District Council.

-Clerk

14. ANY OTHER BUSINESS

WALNUT TREE CLOSE SIGN –Mr Bunton reported the missing nameplate at the entrance to the close. The Clerk was asked to advise the District Council.

-Clerk

COUNTY COUNCILLOR UPDATE –Mrs Oliver advised that cabinet were recommending a 2.95% rise in the County Council tax. They would not be accepting the Government offer of a grant in return for no increase. She added that 40% of funding went towards looking after older people. The police recommendation was also 2.95%.

Gamlingay Village College was to become an Academy. This showed that the standard had already improved since the problems a few months ago.

The review was continuing with the Neighbourhood Panels where county and district issues were being brought in for discussions. The Panels worked differently across the county.

Mrs Oliver then asked again for the Parish Council to consider providing a dog waste bin on the village college grounds. This was discussed at the recent Parish Council meeting where the request for a dog bin had been refused. Mrs Oliver added that if the Village College purchased the bin then funding would be taken from another college source. She suggested that the costs could be split between the Parish Council and Village College. The Chairman agreed to speak to the premises Manager, Barbara Isherwood.

*-Mr
Robinson*

DISTRICT COUNCIL TAX –Mr Cathcart advised that the District Council were due to make a decision on their council tax at the end of February 2012. He added that the new homes bonus would help to make up some shortfall.

15. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 6th March 2012

The Chairman closed the Meeting at 9.28 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th March 2012 at
The The Limes, High Street 7.50pm

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

District Cllr Cathcart, District Cllr McCraith

Members of Public –0

01. APOLOGIES FOR ABSENCE

Mr Sagers, County Cllr Mrs Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. BASSINGBOURN YOUTH CLUB UPDATE -Amanda Sylvester (Youth Development Co-ordinator)

A report supplied by Ms Sylvester had been circulated to Councillors prior to the meeting.

Ms Sylvester advised that she had returned from maternity leave in January 2012 and had since been covering the youth club herself. At the present time there were between 8 -10 male members attending the club on a Tuesday evening which was low. The Chairman stated that the Parish Council were not happy with the way the club was going as £3,000 spent on 8-10 youngsters was not fair on the other parishioners. Councillors had discussed spending money on activities in the sports centre. Ms Sylvester stated that she could arrange a promotion with a possible 20-30 youngsters attending each session but as this was near the end of the financial year, with no secured funding to keep the club running, she was not in a position to do this until she knew what was happening. Mrs Mead-Blandford asked if she had been out to speak to the youngsters hanging around the village. Ms Sylvester advised that she did not have the capacity of workers to enable this to happen. She added that she would like to continue to work with the Parish Council in some way and if the Parish Council wanted to set up a club on their own she could provide support through 'Young Lives'. Mr Hallett stated that he felt that the Parish Council did not have the expertise to run a youth club themselves, especially to cover in depth. It would be better to fund in some other way.

The Chairman then questioned the way the youth club was run feeling that it was too structured. Ms Sylvester confirmed that programmes for discussion were designed with the young people and there were subjects to raise awareness. She added that the pool and table tennis tables were a necessity and the youth club would not work without them.

Mr McCraith stated that the club needed to be more fun and to attract more girls. The system was not working properly with only a few boys which would be intimidating the longer it went on. He suggested more communication with the schools and through the village newsletter. Ms Sylvester advised that she could advertise activities just for girls but unless funding to continue the club was guaranteed she did not want to raise hopes.

Discussion then took place on funding and what would work best for Bassingbourn. Volunteer helpers were discussed and Ms Sylvester confirmed that they all had to be trained and accountable to someone as they would be working with vulnerable people. Mrs Mead-Blandford suggested that a questionnaire be put out in the Village Voice to see what the youngsters of the village wanted. Mr Bunton suggested an appeal be put out to local businesses for funding. Mr Goater stated that the Parish Council should make a commitment to keeping the youth club open but the youngsters needed to have activities that they want to do. After further discussion it was proposed by Mr Webb that the Parish Council fund £1000 to keep the youth club going for four months. The questionnaire would go out in the April edition of the Village Voice and Ms Sylvester would prepare a letter appealing for financial help from local businesses which would also go in the April village voice. This proposal was seconded by Mr Goater. A vote was taken with six Councillors in favour and four against. Carried. Mrs Mead-Blandford agreed to compile a draft questionnaire, to be agreed by Councillors, before forwarding for inclusion in the Village Voice. Ms Sylvester agreed to liaise with the Clerk regarding the letter for businesses.

The Chairman thanked Ms Sylvester for attending the meeting and Mrs Mead-Blandford urged her to involve the youngsters on the streets more.

04. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 7th February 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

05. MATTERS ARISING

ALLOTMENT ACCESS –Mr Hallett confirmed that he had advised the allotment holders and landowner.

FALLEN TREES –Mr Bunton confirmed that the fallen tree had been cleared.

USE OF THE LIMES –Concern was expressed over the accusation made by a parishioner discussed at the last meeting. The committee were unaware at the time of the exact content and Mrs Mead-Blandford asked that all such correspondence be copied to the committee in future.

EMERGENCY PLAN –The Clerk advised that Mr Nickson was not in a position to take on the project at this time.

WALNUT TREE CLOSE SIGN –The District Council had confirmed that the street nameplate was being made.

DOG WASTE BIN –The Chairman had spoken to Mrs Isherwood, the Village College Premises Manager. Mr Webb and Mrs Mead-Blandford advised that the bin was on the agenda for discussion at the next liaison meeting.

06. CORRESPONDENCE

REV DR DONALD MCFADYEN –Fordham Charity. Rev McFadyen advised that he had written to a number of people in the village to see if they knew of any people that the charity could help. The charity, which was established in 1900, was set up to help ‘the deserving poor’ of Bassingbourn. The fund which was not part of the Church finances had been underused for a number of years and the Trustees now wanted to make it more active. Rev McFadyen asked if there were any people known to Councillors, in genuine financial straits, who might be eligible for a grant. Mr Hallett had some application forms for any applicants.

FIRE SAFETY/COMMUNITY WARMTH CHAMPION –Village Volunteer. Mr Fergus Sharman had advised that he was in the process of becoming the Fire Safety Community Champion and was also going to take on the role of Community Warmth Champion as well. He asked whether he would be able to promote the schemes on the website and the Village Voice, which was agreed. The Clerk to reply to Mr Sharman. -Clerk

SCDC - The Parish Planning meeting on the 22nd February 2012 had been postponed due to insufficient items for discussion. The District Council were making good progress on preparing the evidence for the new South Cambridgeshire Local Plan. They intended to hold a workshop with Parish Councils to start exploring the vision for South Cambs over the next 20 years and the issues that need to be addressed. Therefore it was intended to use the date set for the Parish Council Liaison meeting, 29th March 2012, for a Local Plan Workshop. Two representatives from each Parish Council were invited. The Parish Council Liaison meeting would be rearranged for a future date. The Clerk asked any councillors interested in attending to let her know.

FOR INFORMATION

NORSE LANDSCAPE DEVELOPMENT AND FENCING –Advertisement

CLERKS & COUNCILS DIRECT –March 2012

COMMUNITY CARE GUIDE

WOODBERRY –Advertisement

WAR MEMORIALS TRUST –Bulletin February 2012

AGE UK –Invitation to Spring meeting 28th March 2012, Imperial War Museum

NHDC –New Housing Growth Targets –Consultation 17/2/12 -30/3/12

07. OPEN FORUM

There were no points raised.

08. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

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

MRS S WALMESLEY

Clerks salary 1/02/12 –29/02/12

Salary SCP25 £705.22

Post etc. £ 3.34

Telephone £ 4.00 £712.56

Less Tax £16.40 NI £12.39 (Employer £16.03)	£683.77
TOTAL	£2294.64

Agreed. PROPOSED Mrs Cooper SECONDED Mr Bunton

09. SALT/GRIT STORAGE

The Clerk confirmed that green salt bins could be ordered at £93.00 plus VAT each. The order would be placed. The Highway Supervisor would also be asked whether the locations identified for their installation were suitable. *-Clerk*

10. QUEENS DIAMOND JUBILEE CELEBRATION

Mr Webb reported that a large marquee had been secured for the On-Set site on Bassingbourn Road. It was intended to hold a private function on the Saturday night with a village celebration on Monday 4th June 2012. A committee was being set up in the village to run the events. Mr Webb asked if the Parish Council would contribute financially towards the celebration on Monday. It was advised that £3,000 was in the budget for 2012/13 to support the event but detail was needed from the committee on what this would be used for. It had been suggested at a previous meeting that the Parish Council could fund a bus to transport parishioners back and forward to the On-Set site. Mr Cathcart reported that he was pursuing a classic car collection to display. Mrs Mead-Blandford suggested that the High Street be decorated with bunting as part of the celebration. There would be a further update at the next meeting.

11. VILLAGE MAINTENANCE

CHURCHYARD WALL –A letter had been received from the District Council Conservation Department regarding the grant application. They advised that there was still some money in the current year's budget and if a proper specification and schedule was submitted together with detailed estimates, it was possible that a grant could be allocated before the end of the financial year.

Mr Bunton confirmed that he had copied the specification to an architect and hoped to have a response by the end of the week. If he could not help then the Parish Council would need to look elsewhere. The Chairman advised that he also had someone in mind that may be able to help. In the meantime the Clerk was asked to reply to the Conservation Department advising that the project was still live but an application for grant aid would not be made during the current financial year.

*-Mr
Bunton,
Mr
Robinson
& Clerk*

12. SHELTERED HOUSING

A letter had been sent to the County Council from the Parish Council Chairman, Mr Hallett. Mr Cathcart stated that the concern had been registered and reiterated that he wanted to see a quality sheltered housing scheme continue. The District Council were looking to see if they could involve mobile wardens.

The Chairman advised that in her report Mrs Oliver had stated that issues were within the District Council and not the County Council. A county wide review had shown that South Cambridgeshire District Council was substantially more expensive than Fenland in providing the service.

13. ANY OTHER BUSINESS

LITTER BIN –Mr Clarke advised that the recently installed bin by the village green had been pulled over. Mr Webb agreed to look and reinstate. *-Mr Webb*

JUBILEE –Mrs Mead-Blandford stated that she would like to see attractions for all people in the village. Mr Webb confirmed that the committee set up to arrange the celebration would hopefully arrange a variety of activities.

CO-OPTION OF COUNCILLOR –The District Council had now given the go-ahead for the Parish Council to co-opt following the non attendance of Mr Nicholls over six months. Mr Webb confirmed that he had found out that Mr Nicholls no longer lived in the village. Clerk to advertise the co-option. *-Clerk*

DISTRICT COUNCIL UPDATE –Mr Cathcart reported that the District Council had frozen council tax for 2012/13 but rents were being increased substantially. Solar panels were being installed on some South Cambridgeshire properties but various issues regarding their purpose needed to be addressed. Mr McCraith added that the District Council were starting the process for the new development plan which would take some time to compile. He encouraged anyone available on the 29th March to attend the District Council workshop, advised under

correspondence, as the plan would affect all villages.

14. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 3rd April 2012

The Chairman closed the Meeting at 9.20 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 3rd April 2012 at
The Limes, High Street 7.45pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mrs Mead-Blandford, Mr Webb, Mrs Cooper,
 County Cllr Mrs Oliver, District Cllr Cathcart, District Cllr McCraith
 Members of Public –2

In the absence of Mr Robinson, the meeting was chaired by Mr Hallett

01. APOLOGIES FOR ABSENCE

Mr Saggars Mr Bunton, Mr Robinson, Mr Goater, Mr Pidgeon, Mrs Pidgeon, 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 6th March 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Bassingbourn Youth Club

Mrs Oliver introduced a parishioner, Mrs Candice Warren who was getting together a band of volunteers to help with the village youngsters. The volunteers were going to meet with other parties to assess what the youngsters wanted. The volunteers were also intending to hold special events. Mrs Warren stated that there were only five attendees at the existing youth club and she felt that it was time to turn things around. Mrs Oliver added that Mrs Warren would be working with the Youth Development Co-ordinator and the ex Community Youth Worker, Pat Piggott, and she would be given training. There was also an offer of funding for equipment from a resident.

Mrs Oliver and Mrs Warren advised of a plan to take 13 youngsters from low income families to a theme park. They would be accompanied by CRB checked helpers. This had happened in the past and would be separate from the Youth Club project. Mrs Warren asked if the Parish Council would contribute financially to the cost.

A discussion then took place on the trip with Mr Webb stating that it was a good idea but a full breakdown of costs would be needed. Mrs Warren was also urged to get adequate insurance for the trip. It was then proposed by Mrs Mead-Blandford seconded by Mr Webb that a decision be deferred until after the meeting of the volunteers and until after the insurance issue was resolved. All Councillors in agreement. This would be an agenda item at the next meeting.

Mrs Mead-Blandford confirmed that she had prepared a questionnaire for the village youngsters which had been included in the recent Village Voice.

4.2 Walnut Tree Close Street Nameplates

The nameplate had been reinstated.

4.3 Salt/Grit Bins

The Clerk to officially place the order for the bins and confirm the position for them to be sited by Highways.

-Clerk

5. CORRESPONDENCE

5.1 Royston and District Model Aircraft Club

The Secretary, Ron Beech, had expressed concerns over the Large Model Association (LMA) using Bassingbourn airfield for the purposes of flying their large models during the week commencing 7th May terminating in a display on the weekend of 12-13 May 2012. The LMA in general fly models considerably larger in both physical size and engine capacity than would normally be allowed under the Royston and District Model Aircraft club licence granted by the MOD. Mr Beech wanted to inform the Parish Council that the arrangement had been made without their prior knowledge and consent and any complaints received from local residents for activities during this period were nothing to do with their club and not connected in any way.

5.2 CCC Minor Highway Improvements

The County Council had advised that there were a high number of bids received for the scheme and listed the priority for consideration of the bids. The first assessment of the South Cambridgeshire bids was currently being undertaken and those passing through the filtering process would be considered at a panel meeting on the 25th April 2012. It was expected that the initial assessment would be completed during the next two weeks with the Parish Council being advised if their bid would proceed to the panel stage on the 16th -17th April.

5.3 Communication various issues

It was suggested that due to the low Councillor attendance at this meeting the communication with a parishioner, on issues including recreation, highways and other Parish Council matters, should be deferred until there were more Councillors present. This was agreed. Mr Webb confirmed that he would reply to the parishioner on the recreation ground points.

-Mr Webb

5.4 Invitation to attend Jubilee Celebration at Burghley House

An invitation had been received from Mark Lloyd, the Clerk to the Cambridgeshire Lieutenancy, to a diamond Jubilee picnic. Parishes were being asked to nominate two people, each of whom would be able to take a guest. The event was being organised by the Counties of Cambridgeshire, Lincolnshire, Northamptonshire and Rutland and would be held on Wednesday 13th June 2012. The Queen would be visiting the picnic.

After discussion Mr Vic Nickson and Mrs Pat Piggott were nominated. The Clerk was asked to find out whether they were available to attend and if so arrange their tickets.

-Clerk

6. OPEN FORUM

There were no points raised.

7. FINANCE

7.1 Payment of Accounts

BUCHANS LANDSCAPES	
Grounds Mtce March 2012 (less war grave payment) (inc. £268.48VAT)	£1610.87
POST OFFICE LTD	
Cemetery bin emptying 2012/13 (SCDC)	£ 178.33
WEBCENTRIC LTD	
Website hosting 1/10/11 -30/9/12 (inc £15.00VAT)	£ 90.00
NALC	
Local Council Review Subscription 2012/13	£ 15.50
MR M HALLETT	
Re-imbursments for allotment stake wood (inc. £6.00 VAT)	£ 36.50
BASSINGBOURN OVER 60'S CLUB	
Donation agreed at Parish Council meeting 20/3/12	£ 60.00
LITLINGTON PARISH COUNCIL	
Contribution to stationery shared with Steeple Morden & Arrington	£ 14.39
TOTAL	£2005.59

Agreed. PROPOSED Mr Clarke SECONDED Mrs Cooper

8. QUEENS DIAMOND JUBILEE CELEBRATION

8.1 Update on village celebration

Mr Webb reported that two meetings had been held and volunteers from the village had come forward. There had been a lot of response regarding stalls and the plans for a parade through the village were progressing nicely. He then asked Councillors to approve the release of the budgeted funds for the celebration. A quotation for a bus service from the village to Brook Orchard had been received which would cost £250 for the day. Mr Webb then proposed that the Parish Council authorise expenditure of up to £1000, from the budgeted £3,000. This was seconded by Mrs Mead-Blandford with all Councillors in agreement. The next meeting of the group would be held on the 25th April 2012.

*Mr
Webb &
Mr
Hallett*

Mr Webb then advised that banners were going to be made to and asked for a website page to be set up with contact details. It was agreed that Mr Webb and the Chairman would work together.

8.2 Request from residents at Elm Tree Drive

Councillors were made aware of a request from a resident of Clarkes Way for funding towards a celebration in Clarkes Way and Elm Tree Drive. It was agreed that the Clerk would reply stating that Councillors welcomed their initiative but the Parish Council were concentrating their finances on the main village celebration.

-Clerk

9. VILLAGE MAINTENANCE

9.1 Churchyard Wall

The Chairman reported that he had spoken to John Simpson, Church Warden, who advised that the Diocese did not have architects available to help. When work to the Church was required the PCC had to find their own professionals. The Chairman reiterated the requirement made by the District Council for the professional specification. Mrs Mead-Blandford suggested that a letter could be sent to the Church to see if any of the congregation had the necessary skills. Mr Webb asked for a copy of the specification prepared by Councillors and agreed to liaise with the Chairman.

*-Mr Webb
& Mr
Hallett*

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

10.1 Elbourn Way Picnic Area

It was reported that copies of The Listing had been set alight under some play equipment in the area. Fortunately the equipment did not catch fire. Mrs Cooper had offered to clear the area but when she returned it had been cleared. Mr Webb stated that the surrounding residents were very good and monitored the area. Mr Webb was then made aware of a problem with the netting on the climbing frame. He had recently repaired part of it and added that this repair may need a handyman. He agreed to look to see what needed to be done.

-Mr Webb

10.2 Wellhead Cress Beds

Mrs Mead-Blandford expressed concern over the beds and who maintained them. It was stated that the area was owned and managed by County Farms. Mr Webb thought that the area was self controlling; Mr Cathcart added that the section from Wellhead to the Brook was an awarded water course, managed by the District Council. If there was a problem they should be advised.

10.3 County Council Update

Mrs Oliver reported that the County Council website had recently been assessed and had come out as the top local Government website in the UK.

There had been a very good evening at the contact centre, for the Sport Relief fund raising event, which had taken a lot of donations.

10.4 Broadband

The Chairman reported that the installation of broadband in the village appeared to have come to a halt. Two cabinets had been installed and equipment appeared to have been powered up but further work remained to be done. He agreed to send the details to Mrs Oliver to follow up.

*-Mr
Hallett*

11. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Wednesday the 25th April 2012

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 Wednesday 25th April 2012 at
The Limes, High Street 7.45pm

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

District Cllr Cathcart

Members of Public –4

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 3rd April 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Bassingbourn Youth Club

Mrs Candice Warren was invited to update Councillors on her progress with setting up a new youth club in the village. She reported that the new club would be run on a voluntary basis by a committee affiliated to 'Young Lives' who would also provide training. Pat Piggott had offered to help with the setting up and there was also a group of fantastic volunteers. Mrs Warren asked if the Parish Council would support the club. Amanda Silvester, the Youth Development Co-ordinator had advised that, if agreed by the Parish Council, the funding allocated to the village college club discussed at the meeting on the 6th March 2012 could be directed to new club. The Chairman stated that it was refreshing to hear the news and wished the club good luck. The Clerk was asked to confirm the funding situation with Ms Silvester. Mr Bunton asked how often the club would run. Mrs Warren replied that once a week, from 6pm -9pm on Wednesday, was planned with maybe a skeleton service in the holidays. There had been an offer of a County Council worker once a month to help. Mrs Mead-Blandford confirmed that she had put a questionnaire in the recent Village Voice aimed at the youngsters in the village. To date she had received little feedback and suggested that she went out with the questionnaires to talk to the youngsters hanging around. The Chairman stated that the problem with this was that the youngsters were not all from the village so the questionnaire would not be relevant. Mrs Mead-Blandford agreed to give the questionnaires to Mrs Warren to follow up on what the youngsters wanted. Mrs Blandford also offered to go and speak to the youngsters but it was agreed to wait and see what happened with the new youth club.

-Clerk

Mrs Warren was then asked about the trip she was planning to Wicksteed Park which had been discussed at the last meeting and supported by the Parish Council with the proviso of her providing full details. Mrs Warner stated that she had compiled the information and left it with Councillors so that a final decision on support could be made at the next meeting. Mr Cathcart stated that he welcomed the initiative and suggested that there might also be some funding available through the 'Community Chest'. He volunteered to make enquiries.

*-Mr
Cathcart*

4.2 Salt/Grit Bins

These would be installed by the winter.

5. CORRESPONDENCE

5.1 Closure of Royston Hospital

An e-mail had been received from Mr White expressing concern over the proposal to close Royston hospital. He asked for this to be brought to the attention of the Parish Council. The e-mail had been forwarded to Councillors.

5.2 Stagecoach changes to bus services

There were to be some changes to services but details of these were not yet available. Once known this would be discussed at a future meeting.

5.3 Various Village Issues

Concerns had been received over street signs and this would be discussed later in the meeting under Item 9.2. Concerns had also been received from the same ~~residents~~ residence over Councillor attendance at Parish Council meetings. There were some inaccuracies in the concerns. The Chairman stated that the Parish Council was made up of a good group of people, all doing different things, which worked very well. They all had busy lives and did their best to attend the meetings. There were seldom any thanks from people in the village and the only time there were members of the public present was when there was a complaint or they wanted support. Mr Webb, the Recreation Ground Chairman, agreed to respond to concerns relating to recreation issues.

-Mr Webb

5.4 Freedom of Information Request

The Clerk advised that she had received a request from a parishioner, Mr Wright, for a copy of an invoice paid for the refurbishment of the pumps. She would provide this in accordance with adopted published scheme within 20 days.

-Clerk

6. OPEN FORUM

There were no points raised.

7. FINANCE

7.1 Payment of Accounts

E-ON		
Pavilion electricity (inc.£9.72VAT)		£204.02
BUCHANS LANDSCAPES		
Additional grasscutting 2011/12		
11 cuts recreation grounds @ £59.50	£654.50	
5 strims recreation ground @ £28.00	£ 140.00	
VAT	£158.90	£ 953.40
VIKING		
Brother mono printer & paper (inc. £15.60 VAT)		£ 93.58
HALES PRINTERS		
Newsletters April 2012	£563.00	
Newsletters March 2012	£515.00	£1078.00
BASSINGBOURN COMMUNITY BOOK CAFE		
Donation 2012/13		£ 700.00
HUCKLE TRUST		
Accumulated War Stock dividends (paid into PC account)		£ 78.28
MR HALLETT		
Printing of brochures (High Street agreed on 15/11/11) inc £24.37VAT)		£146.25
TOTAL		£3253.53
Agreed. PROPOSED Mrs Mead-Blandford SECONDED Mr Clarke		

8. QUEENS DIAMOND JUBILEE CELEBRATION

8.1 Update on village celebration

The Clerk read an update provided by Mr Webb. It stated that a procession was planned from Spring Lane to Brook Orchard and a mini bus would be running from 1pm -6pm and this would go from Kneesworth through the High Street, up to North End, and on to Brook Orchard. The service would be free and would stop at the usual bus stops. Ten stalls had now confirmed their attendance and various games were planned throughout the afternoon. Refreshments during the day would be provided by Hatties, Yuva, a BBQ and there would be a bar. Bands would be playing in the marquee. The committee were going to hold a competition for the best float/parade fancy dress as well as a competition for the best decorated house along the procession path.

Mr Cathcart added that there would also be an exhibition of classic cars.

9. VILLAGE MAINTENANCE

9.1 Churchyard Wall

Mr Hallett reported that three professional architects had been approached to provide a specification. The requirements of the District Council, to enable the repairs to be considered for a grant, were again discussed.

9.2 Street Signs

It was advised that there was a sign on the south of The Causeway but not on the north entrance. This could cause some confusion for vehicles travelling from the south. Mrs Cooper advised that

the Tower Close nameplate was obscured by a hedge. Mr Cathcart suggested that a list of missing/required signs be produced and then submitted to the District Council as a whole. This was agreed. Councillors to let the Clerk know of any requirements. *-Cllrs*

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

10.1 Knutsford Road Entrance

Mrs Pidgeon advised that there were a lot of brambles at the entrance to Knutsford Road over the grass verge. Mr Hallett stated that this was a District Council responsibility. Mrs Pidgeon added that on the other side of the road there was a tree stump which had caused an accident. Mr Cathcart agreed to report to the District Council. *-Mr Cathcart*

10.2 Broadband

Mr Hallett confirmed that he had chased Mrs Oliver for an update and also copied the request to the BT officer, Annette Thorpe. A cabinet had been installed at the end of Elm Tree Drive and by the Pear Tree which had been powered up. There had been no action at the end of Spring Lane or at the entrance to The Causeway. BT had been carrying out some work outside the Barracks. Mr Sappol advised that he had received some information from Mrs Oliver for the Village Voice which stated that 90% of broadband was completed in Bassingbourn.

10.3 Backside Footpath

It was reported that more trees had been cut down and dumped by the footpath and this was becoming unsightly. It was agreed that this would be put on the agenda for the next Recreation Ground committee meeting. Mr Hallett suggested that land registry be contacted to find out who owned this piece of land. He volunteered to find out costs for the Recreation Ground committee which was agreed. *-Mr Hallett*

10.4 High Street Footpath

Mr Clarke expressed concern over the delay in the refurbishment of the footpath from 97 High Street to Spring Lane. He had been told that this would happen. Mr Hallett advised that the job was not on the County Council fault list and agreed to arrange for it to be added. *-Mr Hallett*

10.5 Park Close Parking

Mr Robinson advised that he had received a telephone call from a resident concerned over the parking by allotment holders. He agreed that there was a problem in the Park Close area. A discussion took place on the Parish Council providing a sign. Mrs Pidgeon suggested that the Parish Council providing a sign might set a precedent. All Councillors agreed that any sign should be provided by the District Council as it was on their land.

11. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Wednesday the 6th June 2012

The Chairman closed the Meeting at 9.10 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Wednesday 6th June 2012 at
The Limes, High Street 7.45pm

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

District Cllr Cathcart, District Cllr McCraith

Members of Public –4

1. ELECTION OF CHAIRMAN

Mr Hallett opened the meeting and asked for nominations for Chairman. Mr Clarke proposed Mr Robinson which was seconded by Mr Geraghty. There were no other nominations. Mr Robinson accepted the position of Chairman.

2. APOLOGIES FOR ABSENCE

Mr Pidgeon, County Cllr Mrs Oliver

3. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

4. MINUTES OF LAST MEETING

Minutes of the meeting held on Wednesday 25th April 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman after amendment to item 5.3 second sentence to read -Concerns had also been received from the same residence over Councillor attendance at Parish Council meetings.

5. MATTERS ARISING

5.1 Bassingbourn Youth Club

Mrs Candice Warren, the Youth Club leader, reported that she now had 13-14 volunteers. A bank account had been set up and the County Council Youth Development Co-ordinator had confirmed that the £1000 funding agreed at the Parish Council Finance and General Purposes committee meeting in March 2012 could be directed to the new club. The Clerk confirmed that she had received notice of this from Amanda Sylvester. Mr Hallett proposed the £1000 be paid to the Youth Club which was seconded by Mrs Mead-Blandford. Ms Pemberton-Ford expressed concern over the affiliation the Youth Club had with 'Young Lives' and suggested that clarification be provided before the money was released. She suggested that the Club could become a Charity. The Chairman explained the history of the previous club overseen by the County Council and how it had not been suitable for the needs of the village. Mrs Warren agreed to obtain a statement on the Youth Club from 'Young Lives' for the Parish Council. It was then agreed the cheque be issued.

5.2 Salt/Grit Bins

These would be installed by the winter.

5.3 Report on Queen's Diamond Jubilee Celebration

The Chairman advised that there had been a fantastic weekend of celebration in the village. The bus service from the village to On Set worked well. A lot of hard work had gone into the arrangements and special thanks were paid to Laurence Robinson, Mr Webb and the committee. There was a Parish Council budget of £3,000. An invoice had been received from WDG Inn Ltd for £2401.34 which it was agreed would be paid.

6. CORRESPONDENCE

6.1 CCC Street Lighting Briefing

Wednesday 20th June 2012 , 7-8.30pm, Comberton Leisure Conference Hall. This briefing was to explain the changes that would be taking place with the lighting columns and lanterns and the role the Parish Council were asked to play. One representative was invited from each Council. Ms Pemberton-Ford agreed to attend on behalf of the Parish Council. Clerk to forward details to her and book a place.

-Clerk

6.2 Audit Commission

Consultation on appointment of External Auditor 2012/13 and future years. The Audit

Commission were proposing to appoint Littlejohn to audit the returns of all small bodies in Cambridgeshire. The Commission had a duty to consult local Government bodies on the appointment. There were no comments made.

6.3 Knutsford Road Verge

Complaint from resident over brambles. The resident had made numerous requests to the District Council Housing Department with no avail. The fencing that the resident was planning to replace remained on hold as trees continued to suffocate and die. The brambles had also caused damage to the property.

-Clerk

Mr Cathcart confirmed that following the previous reports about the brambles he had sent an e-mail to the Neighbourhood Manager. To date nothing had been done. Mr Goater offered to help cut the brambles back if needed, as did Mrs Pidgeon, but as the District Council were ultimately responsible it was suggested this should be left to them. It was agreed that the Clerk would forward the communication to the Neighbourhood Manager copying to Mr Cathcart.

FOR INFORMATION

OVER 60'S –Letter of thanks for donation

CLERKS AND COUNCILS DIRECT –May 2012

NOTTS SPORT/LIVING SPORT –Advertisement

SCDC –Changes to waste and recycling collection for Jubilee week –Notice on board

PLANTSCAPE –Advertisement

CAMBRIDGESHIRE ACRE –The Playing Field Spring 2012

WAR MEMORIALS BULLETIN –May 2012

LUMINUS NEWS –Spring 2012

7. OPEN FORUM

There were no points raised.

8. FINANCE

8.1 Payment of Accounts

BUCHANS LANDSCAPES

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

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

LGS SERVICES

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

THE POST OFFICE

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

MRS S WALMESLEY

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

BASSINGBOURN YOUTH CLUB

Donation £1000.00

WDG INN LTD

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

TOTAL £7209.19

A cheque for £150.00 was also agreed for the half year allotment rent which was due on the 1st July 2012. This would be paid once the invoice was received.

Agreed. PROPOSED Mr Goater SECONDED Ms Pemberton-Ford

8.2 Internal Audit Report 2011/12

The report had been circulated to Councillors. As discussed at the Annual General Meeting, the Parish Council had agreed that a review of the effectiveness of the financial regulations would take place with procedures being tightened to make sure a payment was not made without the receipt of an invoice.

The Internal Auditor had highlighted the risk of the salary workings being recorded in the minutes. It was agreed that in future the detail would be put into the financial report with a net combined figure of pay and expenses shown in the minutes.

8.3 Clerks Annual Review

Mr Hallett advised that a review was due. It was agreed that a committee comprising of Mr Hallett, Mrs Mead-Blandford, Mrs Pidgeon and Ms Pemberton-Ford be set up to carry out the review. The Clerk would forward details of pay scales etc to them.

9. VILLAGE MAINTENANCE

9.1 Churchyard Wall

Mrs Oliver had agreed to speak to a member of the Bishop's team ~~the Bishop~~ to see if there was any help available. Mr Cathcart was also going to speak to the District Council Conservation Officer to see if there could be any relaxation in the rules. He confirmed that he had called in to see the officer concerned who was not on duty at that time. He would try again. Mr Hallett added that he had been chasing commercial quotes.

-Mr
Cathcart

9.2 Street Signs

The Parish Council had been made aware of the broken street sign on the eastern side of Old North Road, opposite Chestnut Lane and also the lack of a street sign nearby on the northern side of The Causeway at the junction with the Old North Road.

Mr Hallett had since noted the lack of street signage on Old North Road at its southern end by the junction with the A505, the lack of street signage on the western side of South End at its junction with the High Street, facing oncoming traffic from Kneesworth (and the lack of street signage at the western (Litlington) end of Brook Road.

-Clerk

There were also missing street signage elsewhere in the village but Mr Hallett did not believe there was a great deal of benefit reporting these. It was agreed that the Clerk contact the District Council and asked for signs, as noted above to be installed.

10. AGREEMENT OF TERMS OF REFERENCE

Copies had been circulated to Councillors. They were agreed without any changes. The Clerk to insert the date of their approval.

-Clerk

11. BASSINGBOURN OPEN DAY

Ms Pemberton-Ford asked for comments from Councillors on the possibility of holding a 'day'. The Chairman suggested that it would be an idea to have this in conjunction with another event in the village. He also suggested a working group be formed to plan an event for 2013. The Chairman added that this could enhance the idea for 'twinning'. Ms Pemberton-Ford welcomed help from anyone interested and agreed to get an initial idea for the next meeting.

-Ms
Pemberton
-Ford

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

12.1 Path on The Causeway

Mr Clarke expressed concern over the delay in repairing the path. Mr Hallett confirmed that he had reported the problem to the County Council and received an acknowledgement. The area had been marked up. Mr Clarke then reported potholes on the footpath at the entrance to the Cemetery. It was agreed that this area was highway responsibility and Mr Hallett agreed to report. Mrs Cooper offered to take some photographs of the potholes if needed.

-Mr
Hallett

12.2 Dog Waste Bin

Ms Pemberton-Ford requested that consideration be given to the installation of a dog waste bin at the junction of the recreation ground into Ford Wood. She agreed to prepare a plan of where it could be sited.

-Ms
Pemberton
-Ford

12.3 District Report

Mr McCraith reported that there was a new District Council Head of Planning. The Enforcement department had been disbanded and would now be dealt with by the Planning Committee.

12.4 Kneesworth Roundabout Signs

Mrs Mead-Blandford expressed concern over the number of advertisements displayed around the roundabout. It was noted that they were for village businesses trying to get trade. This was a Highway Issue. Mr Hallett agreed to put an item in the Village Voice.

-Mr
Hallett

12.5 Windmill Close Shrubbery

It was advised that the bushes had worn away and it was suggested that grass would be more appropriate. The Clerk was asked to contact the Housing Association and request that grass seed be put down.

-Clerk

12.6 Footpath from Spring Lane

The Chairman asked the status of the footpath, which had been causing concerns. Mr Hallett confirmed that it was a public highway but the landowner owned the land. It was shown as a cross field footpath on the definitive map. The County Council and the Ramblers Association had both been involved in the problems. Mr Hallett added that unless the County Rights of Way Officer was willing to enforce the reinstatement not a lot could be done.

13. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 3rd

July 2012

The Chairman closed the Meeting at 9.47 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 3rd July 2012 at
The Limes, High Street 8.00pm

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

County Cllr Mrs Oliver, District Cllr McCraith

Members of Public –9

1. APOLOGIES FOR ABSENCE

Mr Sappol, Mt Goater, Ms Pemberton-Ford, District Cllr Cathcart

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

Minutes of the meeting held on Wednesday 6th June 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman after adding County Cllr Mrs Oliver to Apologies for Absence and an amendment to item 9.1 first sentence to read –Mrs Oliver had agreed to speak to a relevant member of the Bishop’s team to see if there was any help available.

4. MATTERS ARISING

4.1 Bassingbourn Youth Club

The Clerk reported that she had been speaking with Mrs Warren about the request for financial assistance relating to a trip to Wicksteed Park discussed at previous meetings. This was a separate project from the Youth Club which had now opened. The overall cost of the trip for youngsters from the village was £466.87. Mr Webb advised that he had seen the youth club in action and it was very well organised. It was good that there were so many youngsters already attending. A discussion took place on the youth budget. Mrs Vigus raised concern over funding stating that in the past she had run a youth club with 120 members without any financial assistance. The Chairman reminded Councillors that Mrs Warren was fund raising as well. Mrs Oliver stated that the Wicksteed Project was a one off. It was then proposed by Mr Hallett that the trip be support and proposed £250 be contributed. This was seconded by Mrs Mead-Blandford. A vote was taken with eight Councillors in agreement and one against. Clerk to advise Mrs Warren.

-Clerk

4.2 Salt/Grit Bins

These would be installed by the winter.

4.3 Bassingbourn Open Day

Ms Pemberton-Ford to provide an update at the next meeting.

5. CORRESPONDENCE

5.1 SCDC –Community Pride and Village Hero Awards

The District Council were now in the third year of this reward scheme to recognise the contributions of local people to their community and the work of Parish Councils in making South Cambridgeshire a place where people were proud to live. The Parish Council were invited to enter the Community Pride Awards and also encouraged to nominate one local resident for a Village Hero Award and one young person for the Young Hero Award. The closing date for nominations to both awards was 31st July 2012. Details had been circulated to Councillors.

-Clerk

The Clerk was asked to put this item on the agenda for the Parish Council meeting on the 24th July 2012 for further discussion.

5.2 Village Green Hedge

Communication had been received from Mr and Mrs Bonnett who were having difficulty getting out of their drive onto the High Street safely. The beech hedge had grown so high that the view along the road was severely restricted. They suggested that if a few inches were cut off things would be a lot easier.

Mrs Mead-Blandford advised that she had spoken to Mrs Bonnett. The village green hedge was one foot higher than their hedge and it was difficult to see if a small child was passing by. Mr and Mrs Bonnett had offered to cut the hedge themselves. Councillors agreed that one foot could be

-Clerk

removed and the Clerk was asked to give Mr and Mrs Bonnett permission to do this.

5.3 Code of Conduct 2012

An update had been received from the Senior Democratic Officer, Patrick Adams, and CAPALC on the Code of Conduct 2012 and new Register of Interests. A briefing advised that from 1st July 2012 the current regime requiring the registration and declaration of personal interests was abolished. There would no longer be 'personal and prejudicial' interest. In their place was a class of interests known as 'disclosable pecuniary' interests (DPI) which included interests held by a member's spouse, civil partner or similar. Councillors must register DPI's within 28 days of the 1st July 2012. There were complicated rules about declaring DPI's at meetings. If a member had a DPI in a matter under consideration at a meeting they may not participate in the discussion or vote. There were no longer any tests as to whether the interest was 'prejudicial' The prohibition was absolute unless a dispensation was obtained. Failure to comply with the rules was a criminal offence.

A standards committee newsletter and CAPALC Bulletin had advised that from the 1st July 2012 there was a requirement for all Parish Councils to adopt a new Code of Conduct and Complaints Procedure. CAPALC recommended that Parish Councils in Cambridgeshire and Peterborough adopt the Code of Conduct produced by the District Council. This approach should provide consistency and minimise costs of Parish Councils developing alternative Codes that may be extensive and difficult to police. South Cambridgeshire District Council were to make a decision on the 26th July 2012 on its Code of Conduct and would then notify Parishes. Drafts had been circulated.

This would be an agenda item at the Parish Council meeting on the 24th July 2012.

FOR INFORMATION

LOCAL COUNCIL REVIEW –Summer 2012

6. OPEN FORUM

There were no points raised.

7. FINANCE

7.1 Payment of Accounts

BUCHANS LANDSCAPES

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

HALES PRINTERS

Newsletters £ 563.00

MRS S WALMESLEY

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

HMRC

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

MR S STEVERSON

Architect fees for Pavilion Project £1000.00

TOTAL

£4084.50

Agreed. PROPOSED Mr Clarke SECONDED Mrs Mead-Blandford

7.2 Clerks Annual Review

Mr Hallett advised that the working group had the paperwork but had not yet met to discuss the review.

8. VILLAGE MAINTENANCE

8.1 Churchyard Wall

Mrs Oliver advised that the official architect for the diocese was Jeremy Lander of Freeland, Rees and Roberts of Cambridge. She suggested that he could give the advice needed. Mr Hallett confirmed that this was the name put forward by Mr Simpson and had made initial contact with him already. The fee he would charge would be around £1000.00 for the drawings. Mr Hallett added that he thought the Parish Council had now reached the point where they were not going to get advice for free. He offered to speak to Mr Lander again in detail which was agreed.

*-Mr
Hallett*

8.2 Street Signs

The Clerk had contacted the District Council regarding the street signs following the last meeting. She would urge a response.

-Clerk

9. THE CAUSEWAY TRAFFIC CALMING GATE

-Clerk

The Clerk advised that she had been contacted by Cambridgeshire Projects and asked whether the Parish Council had a preference for a natural effect gate or white. Councillors agreed that the gate should be white. Clerk to advise.

10. REPAIR OF WATER PIPE ON RECREATION GROUND

Mr Webb explained the history of the pipe which needed to be repaired. The Recreation Ground committee were hoping to form a working party to carry out the work. In the meantime a committee member had obtained a quotation from a contractor to dig a trench, lay the pipe and back fill the trench and re-lay the existing turf for a total of £850.00. Mr Geraghty advised that in order for the working group to hire a digger a handling certificate was needed and he was not aware that any of the group held one of these. To arrange the work through a contractor was the quickest and easiest option. It was then proposed by Mr Webb, seconded by Mr Geraghty that the contractor be used. All Councillors in agreement. Clerk to advise Mr Freeman.

-Clerk

11. STREET LIGHTING

Notification had been received from the County Council that Balfour Beatty would be working on the replacement street light programme in the village during November 2012. This programme would ensure that the County Council's street lights would provide new modern standards of street lighting operating more efficiently, save energy and reduce operating costs for many years to come. The new light source would be a white light, which would give a better quality of light allowing more detail to be seen. The new columns would be placed as close to the old columns as possible and they would generally be slightly taller giving a greater spread of light. The views of the Parish Council were invited.

Mr Hallett suggested that Councillors look at the County Council website for further details as it was possible to look at individual streets. Mrs Oliver added that the lighting would be far more efficient and effective.

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

12.1 County Council Update

Mrs Oliver reported that the County Council were to discuss Blue Badges at their cabinet meeting the next week. There were currently 32,000 holders in Cambridgeshire who were charged £2.00. This charge could be increased to £9.00. There had been a consultation with 60-70% of holders supporting the increased charge. Mr Geraghty stated that there was a lot of fraud relating to Blue Badge holders and this should be investigated.

12.2. Road Repairs

It was stated that there had been a hole on the road outside The Limes for six weeks. Paint had been sprayed around it but due to the delay in the County Council carrying out the repair the Chairman had filled the hole himself. It was noted that Highways had repaired a smaller hole and left the large one. There were markings all along The Causeway. Mrs Oliver agreed to urge with the Highway Supervisor.

-Mrs
Oliver

12.3 Potential Development of The Rouses

Mr Webb suggested that this item, relating to discussions in the previous planning meeting, be put on the agenda for the Parish Council meeting. The Parish Council were planning to spend a lot of money on the area for recreation so wanted to make sure Councillors were happy to proceed.

12.4 Jubilee Bunting

Mrs Mead-Blandford asked when the bunting in the High Street would be taken down. Mr Webb advised that one set of bunting had wrapped around telephone lines and couldn't be removed at the present time.

12.5 Tree Planting

Mrs Mead-Blandford advised that the Woodland Trust had asked for trees to be planted in ~~rural~~ urban areas. She was advised to speak to the conservation group.

13. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 7th August 2012

The Chairman closed the Meeting at 8.57 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th August 2012 at
The Limes, High Street 8.00pm

PRESENT: Mr Hallett (Chairman), Mr Clarke, Mrs Mead-Blandford, Mrs Cooper, Mr Clarke, Mr Sappol, Mr Goater, Mr Freeman, Ms Pemberton-Ford (part)

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

1. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mrs Pidgeon, Mr Webb, Mr Geraghty, Mr Robinson, County Cllr Oliver, District Cllr Cathcart, District Cllr McCraith

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 3rd July 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman following amendment to Item 12.5 to read –Mrs Mead-Blandford advised that the Woodland Trust had asked for trees to be planted in urban areas. She was advised to speak to the conservation group.

4. MATTERS ARISING

4.1 Bassingbourn Youth Club

Candice Warren, the Youth Club Leader, was invited to speak, She advised that the youth club had been running for seven weeks now and was going from strength to strength. There had been a total of 221 attendees over this time with 56 regular members. There were 17 volunteer youth workers. Ms Warren confirmed that a booking had now been made with Wicksteed Park which she had made as a ‘Youth Worker’ which had more support than as an individual. She presented a copy of the receipt which the Clerk was asked to copy and return. Ms Warren invited anyone interested in seeing how the youth club worked to attend a meeting. She was keen for as much information on the club as possible to filter around the community.

-Clerk

The Chairman thanked Ms Warren for the update.

4.2 Salt/Grit Bins

The Clerk advised that the bins were on order and Highways had been advised of the locations. There were two bins which needed permission for installation on private property these were the garage forecourt and the ground in front of The Limes. The Clerk to approach the owners for permission and advise Highways.

-Clerk

4.3 Bassingbourn Open Day

Ms Pemberton-Ford to make recommendations.

4.4 SCDC Community Pride and Village Hero Awards

Mr Freeman expressed his apologies as he had experienced problems with his computer and could not reach the District Council deadline for the submission of the nomination forms. It was suggested that as this was an annual event the nominations could be submitted in 2013.

*-Ms
Pemberton
-Ford*

4.5 The Causeway

The potholes had still not been repaired. The yellow paint put around them for identification had now worn off. Mrs Oliver was going to chase their repair.

*-Mrs
Oliver*

5. CORRESPONDENCE

Items for correspondence related to agenda items so would be discussed then.

6. OPEN FORUM

There were no points raised.

7. FINANCE

7.1 Payment of Accounts

BUCHANS LANDSCAPES

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

MR R LEWIS

Repair to water pipe on Recreation Ground £ 850.00

MRS S WALMESLEY	
Clerks salary and expenses 1/07/12 –31/07/12	£705.97
ABSOLUTE AUDIO VISUAL SOLUTIONS	
Hire of equipment for Jubilee celebration (inc. £180.00VAT)	£1080.00
WHITEMEAD SERVICES	
Repairs to play equipment	£ 50.00
TOTAL	£4345.16

The Chairman checked the invoices for payment. PROPOSED Mr Clarke SECONDED Mr Goater. Agreed.

7.2 Clerks Annual Review

The Chairman had liaised with other Councillors and it was proposed that the Clerk's salary be increased from SCP 25 to SCP 26. This would take effect from the review date 1st April 2012. A proposal to contribute to a telephone service would be reviewed.

7.3 Review of Financial Regulations

Mr Webb had agreed to review the regulations and the current copy had been forwarded to him.

8. VILLAGE MAINTENANCE

8.1 Churchyard Wall

The Chairman advised that he was in discussion with the Architect Mr Lander. Mr Robinson had expressed his concern over having to appoint Architects. It was suggested that they would not need to be appointed if a grant was not applied for. It was though thought that the Diocese might need a professional specification in order to grant a Faculty. Mr Goater advised that he walked pass the wall regularly and it did not appear to have deteriorated during the recent wet weather. He suggested a minimal repair to the parishes own standards which was discussed. It was then suggested that a quotation be obtained for minimal repair before finding out about the requirements of a Faculty application. It was stated that a rolling programme of repair could be established once the minimal work had been carried out.

-Mr
Hallett

8.2 Street Signs

The Clerk confirmed that the signs were on order. The District Council had advised that they would not be able to include 'Ermine Street' on the Old North Road sign as only official street names could be put on the plates. The only time additional information was allowed was when a street was re-named. When a replacement was needed only the official name could go on.

8.3 Guise Lane Notice Board

The board was loose and leaning backwards. The Chairman advised that he had put some post crete around the wooden posts but they had now worked loose. He suggested wooden stays at the back. Mr Goater volunteered to look at the requirements and draw up a plan for repair.

-Mr
Goater

8.4 Clunch Pit Path

A request had been made by the conservation group for the path to be cut in September. It was impassable at present. It was agreed that a quotation would be obtained from Buchans for the one-off cut.

-Clerk

8.4.1 Tree Offer

Mr Clarke offered a walnut tree for planting to the conservation group. The Chairman would advise the group and ask them to contact Mr Clarke directly.

-Mr
Hallett

9. LOCALISM ACT 2011

9.1 Adoption of Code of Conduct

A draft Code of Conduct, which had been adopted by South Cambridgeshire, had been circulated to Councillors. The Chairman stated that the committee needed to get to the point where agreement to the Code could be ratified at the September Parish Council meeting. He urged Councillors to read the draft for discussion at the next meeting.

-Cllrs

9.2 Complaints Procedure

The Parish Council also needed to adopt and publicise a complaints procedure for Councillors who breeched the Code. This would be discussed again at the next meeting.

9.3 Dispensations

Parish Councils were now responsible for determining requests for a dispensation by a Parish Councillor under Section 33 of the Localism Act 2011. If a dispensation was granted the Councillor may remain in the room where the meeting considering the business was being held. The Parish Council could either delegate the decision on the dispensation to the Parish Clerk or reserve the decision for the full Parish Council. The Chairman reminded Councillors that a dispensation would be needed at the Recreation Ground committee meeting as all Councillors

were Trustees of the recreation ground. The dispensation awarded by the District Council would have lapsed.

10. CHANGE OF NOVEMBER PARISH COUNCIL DATE

The date for the November meeting had been booked as the 13th November 2012 when the Clerk had another meeting. She asked or the date to be changed to the 20th November which was agreed.

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

12.1 The Limes frontage

Mr Clarke expressed concern over the weeds growing through the tarmac at the front of The Limes. It was noted that this was the responsibility of the District Council. The Clerk was asked to advise them of the concern and ask for the front to be tidied up.

-Clerk

12.2 The Causeway Street Light Fault

Mrs Cooper advised that a light was on all of the time and flashing. She agreed to look for the column number and report to the County Council.

-Mrs Cooper

12.3 High Street drain covers

Mr Goater reported that during a recent heavy storm the drain covers on the High Street were beginning to lift causing a flood. The Chairman agreed to forward a link to Mr Goater so that he could report the problem to Highways on line.

-Mr Hallett/Mr Goater

12.4 Website

Mrs Cooper advised that her contact details were missing from the website. The Chairman agreed to update.

-Mr Hallett

12.5 Overgrown Shrubbery

Mrs Mead-Blandford had been advised that overgrown shrubbery from 81 High Street and the first two cottages on Spring Lane were causing a problem for some parishioners. It was agreed that a letter be sent to the residents asking for the shrubbery to be cut back. Mrs Mead-Blandford to let the Clerk know the numbers of the properties in Spring Lane.

-Mrs Mead-Blandford & Clerk

13. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 4th September 2012

The Chairman closed the Meeting at 9.10 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th September 2012 at
The Limes, High Street 8.30pm

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

District Cllr Cathcart, District Cllr McCraith

1. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mr Geraghty, Ms Pemberton-Ford, County Cllr Oliver.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 7th August 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Bassingbourn Youth Club

Mr Hallett and Mrs Mead-Blandford had both seen Mrs Warren since the trip for the village youngsters to Wicksteed Park had taken place and she had confirmed that it was very successful. Mrs Warren would provide an update for Councillors.

4.2 Salt/Grit Bins

The Clerk confirmed that the bins were on order and would be installed once positions had been finalised. She was to confirm with South Cambridgeshire District Council that a bin could be put in their frontage at The Limes and also ask the garage in the High Street if a bin could be located there. Mr Cathcart agreed to follow up with the District Council - Clerk to provide the contact. The Chairman agreed to speak to the garage owners.

4.3 Bassingbourn Open Day

Ms Pemberton-Ford to make recommendations.

*-Mr
Robinson
& Mr
Cathcart*

5. CORRESPONDENCE

5.1 Request for change to speed limit and signage on Chestnut Lane

A letter had been sent to the Parish Council and County Councillor Mrs Oliver raising concerns over Chestnut Lane and the speed limit. Mrs Oliver was currently liaising with the resident and the County Council. The Clerk advised that she was aware that a site meeting was being arranged.

6. OPEN FORUM

There were no points raised.

7. FINANCE

7.1 Payment of Accounts

MR & MRS BEUKES

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

MOORE STEPHENS

External Audit Fee 2011/12 inc. £100.20VAT) £ 601.20

MRS S WALMESLEY

Clerks salary 1/08/12 –31/08/12

Salary SCP26 (agreed 7/8/12) £728.17

Arrears ¼ -31/7 ([4mths@£22.95](#)) £ 91.80

Post etc. £ 4.50

Telephone/Internet £ 1.00 £825.47

Less Tax £29.00 NI £22.32 (Employer £27.04) £774.15

TOTAL £1441.41

The Clerk advised that the external audit fee for 2011/12 was over £100 more this year due to the extra auditor time investigating the complaint made by a parishioner. The complaint was brought to the attention of Councillors at the Parish Council Annual General Meeting in May 2012. The

Auditor had confirmed that the information in the annual return was in accordance with proper practices and no matters gave cause for concern that relevant legislation and regulatory requirements had not been met.

The invoices were checked. PROPOSED Mr Hallett SECONDED Mr Clark. Agreed.

7.2 Insurance Renewal 2012/13

The renewal invitation had been received and Mr Hallett had agreed to compare to the Asset Register. This would be on the agenda for the Parish Council meeting on the 18th September 2012.

7.3 Review of Financial Regulations

Mr Webb advised that he been through the regulations and suggested some amendments, which would strengthen the audit process. Each issue was advised and it was agreed that a draft document encompassing the changes be circulated to Councillors for approval at the Parish Council meeting on the 18th September 2012.

7.4 Completion of Audit 2011/12

As advised under Item 7.1 the Audit was now complete. The complaint made to the external Auditor was noted on the return with confirmation that the Parish Council had taken the necessary steps to avoid a reoccurrence. A copy of the return had been posted on the village notice board for the required time.

8. VILLAGE MAINTENANCE

8.1 Churchyard Wall

There was no further update. Mr Hallett had been busy with the Local Development Framework consultation response.

8.2 Street Signs

The signs were not yet in place. This item to remain on the agenda until the nameplates were installed.

8.3 Guise Lane Notice Board

Mr Goater advised that it looked as though the right side post had rotted and there was also water getting into the back board. It was a fairly major job with the cost of materials estimated around £100. Mr Goater confirmed that he was willing to carry out the repair if the Parish Council agreed to purchase the materials. It was proposed by Mr Hallett, seconded by Mr Webb that expenditure be agreed up to £130. All Councillors in agreement. Mr Goater advised that he would try and start the work the following weekend.

*-Mr
Goater*

8.4 The Causeway Traffic Calming Gate

The Clerk reported that the County Council contractor had advised that the final price for the gate was £596.00 plus VAT. The Chairman expressed concern over this as the estimated cost was advised as £500.00. He volunteered to get a different contractor, who carried out for the County Council, to provide a quotation. The Clerk was asked to relay the concern over the escalation of the costs to the Highway Supervisor.

*-Mr
Robinson
& Clerk*

8.5 Fillance and Mill Lane Wimpey Properties (for information)

The District Council had advised that they would be carrying out exterior wall insulation on their properties. They would use the garage area at the end of the Pear Tree public house for storage.

9. LOCALISM ACT 2011

9.1 Adoption of Code of Conduct

The Clerk had copied out information from the District Council and explained the requirement which needed to be approved at the Parish Council meeting on the 18th September 2012.

9.2 Complaints Procedure

The Standards committee were recommending that the Parish Council adopts a new procedure for dealing with allegations. A model had been forwarded for consideration.

9.3 Dispensations

Parish Councils were now responsible for determining requests for a dispensation by a Parish Councillor under Section 33 of the Localism Act 2011. If a dispensation was granted the Councillor may remain in the room where the meeting considering the business was being held. The Parish Council could either delegate the decision on the dispensation to the Parish Clerk or reserve the decision for the full Parish Council.

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

10.1 Motorbikes

Mr Clarke expressed concern over the motorbikes travelling at high speeds on the High Street. He was reminded that he could report this to the Police, if possible with a registration number. It was stated that someone had been caught on a moped the previous weekend.

10.2 Village Voice

Mr Sappol advised that he was intending on having a section on Bassingbourn gossip in the next issue. He then advised that he would only be able to continue as Editor, and arrange the advertising, for the next couple of issues. He had put out an appeal for a replacement.

10.3 Knutsford Road Brambles

Mr Cathcart reported that the brambles on the corner of Knutsford Road had been removed and the area sprayed.

11. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 2nd October 2012

The Chairman closed the Meeting at 9.30 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd October 2012 at
The Limes, High Street 8.00pm

PRESENT: Mr Robinson (Chairman), Mrs Mead-Blandford, Mrs Cooper, Mr Sappol, Mr Hallett, Mr Webb, Mrs Pidgeon, Mrs Vigus, Mr Geraghty, Ms Hirtzel

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

1. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mr Goater, Ms Pemberton-Ford, Mr Freeman.

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

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

4. MATTERS ARISING

4.1 Bassingbourn Youth Club

The Clerk advised that Ms Warren had said that she would provide an update. Mr Webb suggested that, so that she did not have to attend every meeting, a written report be requested. Clerk to arrange.

-Clerk

4.2 Salt/Grit Bins

The Highway Supervisor had confirmed that the bins were ready to be installed. He asked for someone to go around the village with him to agree their location. Ms Hirtzel offered which was accepted. The Clerk would liaise with the Highway Supervisor and Ms Hirtzel on a date. The Chairman confirmed that he would speak to the owner of Bassingbourn Garage to see if a bin could be positioned on the forecourt as agreed at the last meeting. The Clerk confirmed that she had spoken to the District Council Sheltered Housing officer about the Limes frontage and was waiting for a reply.

-Ms
Hirtzel &
Clerk

4.3 Bassingbourn At Home

It was stated that there was an article, by Ms Pemberton-Ford, in the latest Village Voice about the proposed event.

5. CORRESPONDENCE

5.1 Victim Support –Request for Donation

The Clerk advised that a letter had been received from Victim Support and reminded Councillors that the Parish Council had supported this cause in the past. A discussion took place on how the charity benefited Bassingbourn-cum-Kneesworth residents. It was then proposed by Mr Webb, seconded by Mr Sappol, that a donation of £75 be made this year. All Councillors in agreement. Clerk to arrange a cheque for signature at the next meeting.

-Clerk

6. OPEN FORUM

There were no points raised.

7. FINANCE

7.1 Payment of Accounts

BUCHANS LANDSCAPES

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

Awaiting invoice

HALES PRINTERS

Newsletters £ 749.00

MRS S WALMESLEY

Clerks salary & expenses 1/09/12 –30/09/12 £714.97

HMRC

PAYE July –September 2012 Tax £45.20 NI £94.79 £139.99

EARTH ANCHORS LTD

Dog waste bin for Elbourn Way (inc. £28.59VAT)	£171.54
WHITEMEAD SERVICES	
Repairs to cemetery Lodge door (as agreed at Cemetery committee meeting 2/10/12)	£120.00
TOTAL	£3554.69

The invoices were checked by the Chairman and Mr Hallett. PROPOSED Mr Webb SECONDED Mr Sappol. Agreed.

8. VILLAGE MAINTENANCE

8.1 Churchyard Wall

Mr Hallett stated that, as mentioned at the Parish Council meeting on the 18th September 2012, he had contacted the Diocese, received an acknowledgement but was awaiting a reply. John Simpson, the Church warden, had been updated.

8.2 Street Signs

The signs were not yet in place. This item to remain on the agenda until the nameplates were installed. The Clerk would urge with the District Council. -Clerk

8.3 Guise Lane Notice Board

Mr Goater had advised that the repair was taking longer than he had hoped because another volunteer who had offered help had to pull out. The repair was progressing.

8.4 The Causeway Traffic Calming Gate

The Clerk advised that she had discussed the cost of the proposed gate with the Highway Engineer, Karen Lunn, who was surprised at the cost. She had advised that the £500 estimate was based on a similar gate installation in another village. Other quotations Ms Lunn had received were over £1,000. A discussion took place on the effect of a one gate feature and Councillors agreed that they would like a picture and specification which the Clerk would obtain. -Clerk

9. REVIEW OF RISK ASSESSMENT

The current Parish Council Risk Assessment had been copied to Councillors. Mr Webb had been through the document and suggested some amendments. Mr Hallett advised that he would also look through the document, review and circulate a version with corrections for approval at the next meeting. The Chairman thanked Mr Webb for his work so far. -Mr Hallett

10. IT AND SOCIAL MEDIA IMPACT ON PARISH COUNCIL

Ms Pemberton-Ford had asked for this item to be put on the agenda. She was not in attendance at this meeting.

11. PARISHIONER RESPONSE TO LOCAL CONSTABULARY

Ms Pemberton-Ford had also asked for this item. Mr Hallett advised that he was aware that she was concerned over the 101 number for the reporting of crime. She had suggested that it would be better if the police officers could also be contacted by text or mobile. Mr Webb stated that he had never had a problem with the waiting time for the call centre for 101 calls adding that the only problem he sometimes encountered was being transferred to Hertfordshire police. The advice given by the village Neighbourhood Watch co-ordinator was to contact the PCSO by e-mail or mobile or an e-mail could always be sent to E-Cops. Mrs Oliver advised that the police preferred the 101 number to be used so that evidence could be built up. She explained that each morning the local policing team held a meeting to analyse the 101 calls so that they could set their priorities. -Mrs Oliver

A discussion took place on Councillor experience with response times and Mrs Oliver agreed to obtain details of these. Mr Hallett suggested that whoever attended the next Police Panel meeting could ask about contact by text and mobile.

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

12.1 Recreation Ground Bins

Mr Webb stated that the bins had not been emptied for the past two weeks. The Clerk advised that the litter picking contractor was aware of this and the reason was that the District Council could not gain access to the recreation ground as there was a lock around the gate both weeks. The bins were due to be emptied the following day and Mr Webb agreed to see if the gate was still locked. -Mr Webb

12.2 The Rouses

Mr Webb reported that the contractors preparing the land had discovered some asbestos. He suggested that, as this was County Council land, County Farms might be responsible for its -Mrs Oliver

removal. Mrs Oliver agreed to speak to County Farms.

12.3 County Council Report

Mrs Oliver reported that there was to be Safer Routes to School meeting with all parties to look at agreed routes for children to walk to school. Both the Village College and Primary school were keen to get this going.

More people were still needed to sign up to Connecting Cambridgeshire. Mrs Oliver urged all organisations to sign up.

Mrs Oliver stated that she would make the Portfolio holder aware of the concern over the traffic calming gate.

12.4 Overgrown Hedge

Mrs Mead-Blandford advised that a hedge was encroaching the pavement at 53 Spring Lane. Mr Cathcart agreed to investigate.

*-Mr
Cathcart*

12.4 Traffic Bollard

It was advised that the lights on the bollard were out. The Clerk to report to the County Council.

-Clerk

12.5 Village Lighting

Mrs Mead-Blandford advised that she had been speaking to a Balfour Beatty representative who advised that the reason why there were so many lights on The Causeway was because the old lights were not removed when the new ones went in. Mrs Oliver suggested that the Parish Council look at a finite map to see where lights were to be taken out. Mr Hallett advised that the map on the County Council website only showed the existing lights. Mr Geraghty expressed concern over the removal of some lights as he felt there were areas of the village that were poorly lit. North End especially was particularly dark. Mrs Mead-Blandford suggested that there should be a more even distribution. Mr Hallett advised that some of the lamps were District Council owned and therefore not part of the replacement scheme. Mrs Oliver advised that the new lights were more efficient and suggested that the Parish Council carry out a detailed survey of the village to see which lights could be removed.

12.6 Knutsford Road Litter Bin

It was advised that the outer casing of the bin was missing. It was suggested that this part of the bin could be purchased separately but confirmation that the lock was not broken was needed before the part was ordered. Mr Webb agreed to look.

-Mr Webb

12.7 Local Development Framework

Mr Cathcart advised that he was trying set up a meeting at the District Council offices to follow on from the recent consultation. He added that it was important to meet before the officers formed their view.

12.8 Budget 2013/14

The Chairman advised that it would soon be time for the budget discussions to commence and asked Councillors to give some thought to projects for the next financial year and where money should be spent.

13. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 6th November 2012

The Chairman closed the Meeting at 8.45 pm

Chairman

Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th November 2012 at
The Limes, High Street 8.00pm

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

District Cllr Cathcart, District Cllr McCraith

Members of Public 2

1. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mrs Pidgeon, Ms Pemberton-Ford, Mr Geraghty, Ms Hirtzel, Mr Sappol, County Cllr Mrs Oliver, District Cllr McCraith

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 2nd October 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Bassingbourn Youth Club

Ms Warren, the Youth Club Leader, had provided a written report which would be circulated. The club was running well with 75 young people registered and a weekly attendance of between 35-45 youngsters in one session.

4.2 Salt/Grit Bins

Mr Hallett and Ms Hirtzel had met and agreed where the bins should be installed. They were now in position. The garage did not give permission for a bin on their land and so the bin suggested for that position was put on the grass verge opposite the primary school. It was agreed that the salt/grit was for use by residents when needed.

4.3 Bassingbourn At Home

Ms Pemberton-Ford had advised that she had received a lot of positive feedback regarding the event. A suggested date was the 18th/19th May 2013.

5. CORRESPONDENCE

5.1 Local Funding Highways Bid 2013/14

Information regarding the latest round of bids had been received with the deadline for applications of the 21st December 2012. Councillors advised that they had not received this. The Clerk to forward again. It was suggested that an application could be made for a flashing speed sign which, along with the gate feature on The Causeway, would help reduce the speed. It was stated that it was important to keep the pressure on the County Council regarding the speed of the traffic through the village. Councillors were reminded that the application for 2012/13, for 20mph advisory speed signs at the primary school, had been successful and was awaiting implementation. Mr Webb advised that an application to improve the pathway outside The Hoops had also been previously submitted. A decision would be made on which improvements to bid for in 2013/14 at the Parish Council meeting on the 20th November 2012. Councillors would be asked for their suggestions then.

-Clerk

5.2 CCC Street Lighting Energy Charge 2011/12

The County Council had advised that the charge would be £1608.02, based on 77 street lights. An invoice would be sent in December 2012.

5.3 CCC/Balfour Beatty Street Lighting Designs for Bassingbourn-Cum-Kneesworth

Mr Hallett had received details which were circulated to Councillors for comment. A response had been returned.

5.4 MAGPAS –Request for a donation

The Parish Council were asked for help to support the emergency medical charity. It was proposed by Mrs Mead-Blandford, seconded by Mr Clarke that a £75 donation be made. All Councillors in agreement. The Clerk was asked to request details of incidents in the Bassingbourn area, where the service had been used, when the cheque was sent.

-Clerk

5.5 Tower Close –Complaint from residents

Mr Hallett had received a letter of complaint from a resident relating to another family living in Tower Close. The Parish Council were asked for their help in dealing with the problem family. Mr Hallett added that the resident had not wanted the details to be passed onto other parties. It was agreed that the Parish Council did not have any powers to help with the problem and, as there was a request that the information should not be passed on, there was nothing that could be done. Mr Hallett to reply.

-Mr
Hallett

5.6 CCC Winter Gritting Service

Details of the gritting service had been forwarded to Councillors for information.

5.7 Ford Wood

A resident of Spring Lane had reported that some students from the Village College had caused problems in the wood. The Principal had been advised and details had been forwarded to Woodland Trust representatives. It was suggested that this should be brought up at the next village college liaison meeting which Mrs Mead-Blandford agreed to do.

-Mrs
Mead-
Blandford

6. OPEN FORUM

There were no points raised.

7. FINANCE7.1 Payment of Accounts**HALES PRINTERS**

Newsletters Sept & October 2012 £ 1498.00

E-ON

Pavilion electricity (inc. £4.06VAT) £ 85.16

MRS D ARTUS

Reimbursement for daffodil bulbs (inc. £16.67VAT) £ 100.00

CAMBRIDGE WATER COMPANY

Cemetery water charge 1/5/12 -31/10/12 £ 16.02

Recreation Ground water charge 1/5/12-31/10/12 £192.76 £208.78

MRS S WALMESLEY

Clerks salary 1/10/12 –31/10/12 £725.37

MR MEAD-BLANDFORD

Installation of dog waste bin £ 50.00

Urgent Clearing of Play Area remains following fire £ 170.00 £220.00

VICTIM SUPPORT

Donation agreed at F&GP meeting 2/10/12 £ 75.00

TOTAL £2912.31

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

8. VILLAGE MAINTENANCE8.1 Churchyard Wall

Mr Hallett advised that the Diocese did not require a Faculty to carry out work on the wall. The Parish Council now had the option to carry out the first phase of the work, which would cost around £3,000, or both phases with the cost around £10,000 and using an Architect. With the second option a grant from the District Council could be applied for. Mr Goater had suggested at a previous meeting that if the appointment of an Architect could be avoided the first stage of the work should go ahead. It was noted that the work could not be carried out now until the Spring and so a re-quote would be sought so that work could progress as soon as possible.

-Mr
Hallett

8.2 Street Signs

The Old North Road signs had now been installed. It was not known whether the other requested signs on South End and Brook Road were in place. This would be checked.

-Cllrs

8.3 Guise Lane Notice Board

Mr Goater apologised for the delay in reinstating the board. The board had been repaired and stained and would be ready to go back up once the uprights were prepared.

-Mr
Goater

8.4 The Causeway Traffic Calming Gate

Following the last meeting the Clerk had forwarded details of the gate, with a breakdown in costs, to Councillors. Some had received the information and others had not. The Clerk was asked to resend and this would be an agenda item for discussion at the Parish Council meeting on the 20th November 2012.

-Clerk

8.5 Refurbishment of Village Benches

Mr Hallett advised that the Recreation Ground committee were obtaining quotations to refurbish the recreation ground benches. There were also benches in the village which needed attention and he suggested that these be included with the specification for the recreation ground. Mr Webb, the Recreation Ground Chairman, confirmed that he would include them and chase up some quotations. Mr Hallett to send him the details of the benches concerned.

*-Mr
Webb,Mr
Hallett*

8.6 Overgrown Hedge at The Fillance

Concern had been expressed over a hedge from 26 Mill Lane which was overhanging the footpath. It was believed that the residents were elderly and may not be in a position to cut the hedge back. The Clerk was asked to write to them, pointing out the overhanging hedge, and asking if they would like any help to get it cut back.

-Clerk

9. REVIEW OF RISK ASSESSMENT

Mr Webb and Mr Hallett had both reviewed the assessment. A revised draft had been circulated to Councillors. It was agreed that the updated document be adopted. All Councillors in agreement.

10. IT AND SOCIAL MEDIA IMPACT ON PARISH COUNCIL

Ms Pemberton-Ford had asked for this item to be put on the agenda. She was not in attendance at this meeting.

11. PROPOSALS FOR GYPSY AND TRAVELLER SITE AT METTLE HILL

Mr Hallett advised that he had received communication from Jo Mills, South Cambridgeshire District Council Director of Planning and New Communities, stating that the District Council were considering a proposal to reopen the Mettle Hill site. This would be considered at the Cabinet meeting on the 8th November and a recommendation on whether or not to purchase the land from Cambridgeshire County Council would be made for the full Council meeting on the 22nd November 2012. Mr Cathcart confirmed that he would be attending the meeting on the 8th November and pointed out that the County Council wanted to dispose of their interest in the traveller sites. He reminded Councillors that Mettle Hill had an existing permission for a traveller site. If the District Council did not take the site on, it would not be impossible for another party, without a connection to the village, to purchase it. If the site was to be developed it would be important that it was properly managed and the views of the showmen on the opposite side of the road, and traffic issues, were taken into consideration. He agreed that there were a lot of questions to be answered and addressed. Mr Clarke advised that an item in the local press stated that the show people, said that they would move out should the traveller site be reopened.

*-Mr
Cathcart*

After further discussion it was agreed that Cllr Cathcart would take the concerns expressed to the Cabinet meeting.

12. VILLAGE VOICE

Mr Hallett advised that Mr Sappol wanted to pass on the Editorship of the newsletter to someone else. This had been advertised in the publication. Until such time as a volunteer came forward, he would continue. Mr Hallett asked for anyone interested in taking over this position to let him know.

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

13.1 Remembrance Wreath

Mr Clarke offered to lay the wreath at the war memorial on Sunday 11th November 2012.

*-Mr
Clarke*

13.2 Tree Donation

Mr Hallett advised that the trees donated by the Woodland Trust would need to have tree guards. The cost of these was around £120. Councillors agreed that the purchase could go ahead.

13.3 Horse and Groom site

Mr Cathcart reported that the plans for a hotel on the site on Baldock Road were recommended refusal due to the size and scale of the development. There was also an issue with the sewerage disposal system which was not satisfactory.

13.4 Overgrown Hedge

Mr Clarke agreed to speak to the residents of 1 The Causeway asking for their hedge to be cut back, as it was causing a blind spot for other neighbours when moving their vehicles.

*-Mr
Clarke*

13.5 Elbourn Way Play Area

Mr Webb was advised that there was some of the wood from the vandalised play area fence in the wood behind. A safety mat had been retrieved.

13.6 P3 Meeting

Mr Hallett reported that he had attended a meeting with the County Council Rights of Way Team. They had advised that there would not be a grant towards the cutting of the parish paths in 2013. The Parish Council could apply for a Community Chest grant. This would be an agenda item at the next Recreation Ground committee meeting on the 19th December 2012.

13.7 2013/14 Precept

The Chairman asked for input for projects for the next financial year. The budget preparation would begin at the next meeting.

14. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Tuesday the 4th December 2012

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 4th December 2012 at
The Limes, High Street 8.00pm

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

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

Members of Public 0

1. APOLOGIES FOR ABSENCE

Mrs Cooper, Mr Goater, Mr Sappol, Mr Webb

2. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

3. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 6th November 2012 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

4. MATTERS ARISING

4.1 Bassingbourn Youth Club

The Clerk had suggested to the Youth Club Leader, Mrs Warren, that a report could be provided for the full Parish Council meeting rather than an update every month.

4.2 Local Funding Highway Bid 2013/14

It had been agreed at the Parish Council meeting that a bid would be made for a speed table on The Causeway at the entrance to the High Street.

4.3 Hedge on The Causeway

As requested at the last meeting Mr Clarke had asked his neighbour to cut back his hedge which was obstructing the views of the road from neighbouring properties. Mrs Cooper had also spoken to the resident. To date no action had been taken. This would be monitored and if not cut back highways would be advised as it was a safety issue.

5. CORRESPONDENCE

5.1 Information Commissioner –FOI Appeal

The Clerk had received notification of the appeal which related to a request by Mr Wright for a copy of information he had already received in another format. The Information Commissioner would be in contact in the next few weeks to advise on the information they needed.

5.2 Church Close/Fortune Way shrubbery

A query had been received from residents of Church Close regarding the overhanging trees. Mr Webb had looked and confirmed that some trees did overhang the pavement but they were sufficiently high that pedestrians could walk under them without fear of being prodded or the need to stoop. He believed that the trees belonged to the house on the corner of Church Close and Fortune Way and therefore did not fall within the remit of the Parish Council.

5.3 North End Trees

Mr Hallett had been made aware of a potential problem with the trees overhanging the footpath from the Cross to the Church. A parishioner had been walking on the path when a small branch broke off. Mr Hallett advised that the main area where the trees were located belonged to County Highways and confirmed that he had forwarded the details to them.

6. OPEN FORUM

There were no points raised.

7. FINANCE

7.1 Payment of Accounts

WORBOYS FARM PARTNERS

Half year allotment rent £ 150.00

CAMBRIDGESHIRE COUNTY COUNCIL

Street light energy charges 1/10/12 -30/9/13 £1608.02

MRS S WALMESLEY

Clerks salary 1/11/12 –30/11/12

Salary SCP26	£728.17	
Post etc.	£ 6.50	
Telephone/Internet	£ 2.50	£737.17
Less Tax £10.60 NI £11.30 (Employer £14.37)		£715.27
TOTAL		£ 2473.29

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

7.2 Budget/Precept 2013/2014

The Chairman reminded Councillors that they were asked for ideas to include in the 2013/14 budget discussion. Councillors agreed that the youth of the village should continue to be supported, including the Youth Club, which would be included in a general 'Youth' budget so that options could be kept open. Mr Hallett advised that the Conservation Group had requested the same amount as for 2012/13. Councillors all agreed that parishioners needed to be involved more in discussing these requirements. The Chairman would prepare a draft for discussion at the next meeting.

*-Mr
Robinson*

8. VILLAGE MAINTENANCE**8.1 Churchyard Wall**

Mr Hallett advised that he had contacted two contractors. One did not respond to his enquiry while the other, Gordon Rogers who provided the most competitive quote last time, advised that his new price was £2959 for the phase 1 work. This was not a lot more than that quoted before. The third contractor, Coulsons, had not been asked to re-quote as they were considerably more expensive last time. Mr Hallett advised that the PCC now needed to give their formal agreement for the work to proceed. He proposed that the quotation from Mr Rogers for £2959 be accepted. All Councillors were in agreement.

The Clerk then advised that a letter had been received from the District Council Conservation Officer, Shona Smith. She advised that budgets for grants were likely to be cut, probably from next April, and if the Parish Council wanted to get funding in place for the repair works it was important to get the outstanding information to her quickly. It was agreed that the Clerk would reply giving the reasons why the Parish Council did not want to proceed with the grant application.

-Clerk

Mr Cathcart stated that there were to be changes to grant allocation and now every grant would be dealt with through the Leaders office where there was a single budget. Mr Hallett added that this would affect the Parish Council footpath cutting as the P3 grants were to be cut. The Rights of Way co-ordinator had advised that applications would now need to be made for Community Chest funding but this was for one-off projects and not for routine work. This would be taken into account in the draft budget the Chairman agreed to prepare.

8.2 Street Signs

It was advised that the sign at the end of The Causeway and the sign on South End were still outstanding. Clerk to obtain an update from the District Council.

-Clerk

8.3 Guise Lane Notice Board

There was no update available.

8.4 The Causeway Traffic Calming Gate

This was discussed at the Parish Council meeting where it was agreed that the Clerk would go back to the Highway Engineer advising that the proposed gate was not as envisaged. The Clerk had a meeting arranged with the Highway Engineer and would discuss the issue with her then. Mrs Oliver suggested that a photograph be taken of a design that the Parish Council would be happy with.

-Clerk

8.5 Refurbishment of Village Benches

Mr Hallett advised that he had passed on the details of the roadside benches so that they could be included with the Recreation Ground bench refurbishment. Mr Webb was dealing. It was advised that the bench on The Causeway at Kneesworth had been damaged. Mr Hallett confirmed that the bench was on the list.

8.6 Overgrown Hedge at The Fillance

The Clerk confirmed that she had sent a letter to the residents offering help if they were unable to cut the hedge back. She had not been contacted to date.

8.7 Purchase of Litter Bin for Bus Stop

The Clerk had details of a small litter bin which could be mounted on a wall. The bin was

-Clerk

available for a cost of £44.29 plus VAT and delivery. Councillors agreed that the bin, possibly in green, be purchased. Clerk to arrange.

9. PROPOSALS FOR GYPSY AND TRAVELLER SITE AT METTLE HILL

9.1 Request for Publicity

Mr Hallett advised that the newsletter Editor had been asked to include updates from the Mettle Hill protest in the Village Voice. A request had also been made to include on the village website. Mr Hallett stated that even though there is a disclaimer people would still think that the articles were from the Parish Council. Councillors agreed to decline the request as they feared the newsletter and website could become a forum for pressure groups.

Mrs Mead-Blandford reported that there was a sign on The Causeway relating to Mettle Hill. Councillors agreed that if the sign caused any offence to parishioners they would let the Parish Council know.

Mr Cathcart then advised that he had prepared a statement asking the District Council to address all concerns discussed at previous meetings. He read the statement to the meeting. Mr McCraith added that this was a fast moving situation. He supported the need to flag up concerns a lot of which were based on historic problems. Mrs Oliver suggested that the statement be kept until the outcome of the County Council Cabinet meeting was known which was agreed. She added that everything that could be done was being done.

10. AGREED PARISH COUNCIL MEETING DATES

Following the agreement of provisional 2013 meeting dates, at the Parish Council meeting, Mr Clarke expressed his concern over the number of Cemetery committee meetings. He suggested that these be held every two months instead of monthly. After discussion eight Councillors agreed that they wanted to retain the Cemetery committee meetings in their current form.

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

11.1 Vehicle Speed through High Street

Mr Freeman expressed concern over the speed and asked about police speed checks. Mrs Oliver advised that she could ask the police to carry out a seven day analysis which could help to support the proposed decrease in speed limit through the village. A discussion then took place on Speedwatch which was run by volunteers.

11.2 Neighbourhood Watch

Mr Vic Nickson had advised that he was stepping down as Neighbourhood Watch co-ordinator. This had been publicised in the Village Voice. The Clerk was asked to send a letter of thanks for his contribution to the village.

-Clerk

11.3 Parish Council Committees

Mr Clarke asked the Clerk to distribute a list of committees and their members to all Parish Councillors. He was concerned over the lack of attendees at these meetings.

-Clerk

11.4 Safer Routes to School

Mrs Hirtzel advised of discussion regarding Safer Routes to School for the primary school children. The options all included the avoidance of the High Street. Mrs Oliver confirmed that she had received notes of the meeting and suggested a further meeting with the SRTS officer and the Primary School. Mr Cathcart confirmed that he would make enquiries with the Elbourn Memorial Trust regarding the possible use of the Red Cross hut car park.

*-Mrs
Hirtzel,
Mrs Oliver
& Mr
Cathcart*

11.5 The Rouses

Mrs Oliver advised that a letter was going to be sent to the Parish Council as there was a big problem with the amount of work needed on the land to remove the asbestos. The County Council had stated that all the asbestos needed to be removed with the cost probably wiping out the whole project. A discussion took place on the use of asbestos in the past. Mr Cathcart stated that it was a common problem district wide. Mr Hallett reported that he had received a telephone call from a resident of Knutsford Road about a tree from The Rouses area which had fallen across the stream and destroyed a fence and shed. The resident's insurers would be in contact.

11.6 Request for additional street light

Mrs Mead-Blandford had been advised that a resident near Backside was regularly having her windows smashed by youths and had now barricaded them up. It was felt that if a light was installed closer to the property this would be a deterrent. Mr Clarke advised of the history and stated that the property did look as if it was empty. Mrs Oliver stated that there was still flexibility with the Balfour Beatty arrangements. Mr Hallett suggested that the replacement light

opposite Spring Lane would be a little nearer to her house so there might be some extra light from that. Mrs Hirtzel suggested that the resident be advised that the Elbourn Memorial Housing Trust, or the Church Charities, might be able to assist with funds to help the resident make the property look better. Mrs Mead-Blandford would pass on the information.

*-Mrs
Mead-
Blandford*

12. DATE OF NEXT MEETING

The next Finance and General Purposes Committee meeting would be held on Wednesday 9th January 2013

The Chairman closed the Meeting at 9.15 pm

Chairman

Date