

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**DRAFT Minutes of Meeting held on Tuesday 5<sup>th</sup> January 2010 at**  
**The Chapel Room, South End 7.30pm**

PRESENT:, Mr Hallett ( Chairman), Mr White, Mr Robinson, Mrs Falcini, Mr Crow, Mrs Pidgeon, Mr Bunton, Mr Dickerson

District Cllr Cathcart

Members of Public –1

**01. APOLOGIES FOR ABSENCE**

Mr Pidgeon, Mr Clarke, Mr Webb, District Cllr Mr McCraith, County Cllr Mrs Oliver.

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

There were no declarations made.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 1<sup>st</sup> January 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman after the following amendments were made:

Item 06 HGV ISSUES AND COUNTY ADVISORY FREIGHT MAP should read –Details had been circulated to Councillors. Mrs Falcini stated that six axle vehicles were regularly using South End.

Item 21 DATE OF NEXT MEETING should read -5<sup>th</sup> January 2010.

**04. MATTERS ARISING**

CONNECTIONS BUS PROJECT –The project had been advised that the Parish Council would no longer fund the attendance of the bus.

THE ROUSES –The Clerk advised that the Solicitor had asked her to arrange a meeting with him. Mr Crow urged the change of use application before any agreements were signed. This was being dealt with by Mr Webb. Mr White agreed to attend the meeting with the Solicitor and the Clerk who would arrange an appointment.

*-Clerk*

NOTICE BOARDS –The board outside the SPAR shop had been erected. The Clerk to ask Mr Webb for a key. Mr Sagggers was to arrange for a quotation to repair the board outside The Limes.

*-Mr Sagggers & Clerk  
-Mr Hallett*

SWING CHAINS – Councillors were unsure whether they had been installed. Mr Webb to be asked.

TRAFFIC CALMING –The Highway Engineer was aware of the request and the Clerk was urged to advise in writing.

*-Clerk*

NORTH END MOAT –The Chairman had found some minutes which were fairly clear that the moat was church property. The current church wardens now needed to agree this.

VILLAGE COLLEGE LIASON MEETING –Mrs Falcini and Mr Webb to give a report on the recent meeting at the Parish Council meeting.

*-Mrs Falcini & Mr Webb  
-Clerk*

DOG WASTE BINS –In Hand. Clerk to urge.

RAILING OVER STREAM ON RECREATION GROUND –Mr Cathcart reported that he had a meeting with the housing officer. According to plans the Parish Council property only extended to the west side of the stream and the footpath from Knutsford Road was District Council property. Under riparian rights the District and Parish owned half the stream. Mr Cathcart would continue to pursue a contribution from the District Council towards the railing.

*-Mr Cathcart*

A1198 ROAD MARKINGS –Mrs Oliver had advised that Highways were to get costs for refreshing the markings from a contractor.

KEFFORD CLOSE FENCE OWNERSHIP –The Chairman advised that the title deeds did not mention anything about owning the fence. As the posts were on the other side, it would be assumed the fence belonged to Mr Cousans. Clerk to advise him.

*-Clerk*

PPP APPLICATION –This would be completed by the Chairman.

*-Mr Hallett  
-Mrs Falcini  
-Mr Robinson*

YOUTH PROVISION –Mrs Falcini was trying to contact Mrs Piggott to compile a reply.

PAVILION WATER –Mr Robinson agreed to check the water meter.

DISTRICT COUNCIL CONSULTATIONS –The Chairman had responded as discussed.

ASHWELL STRET HEDGING –Mr Crow advised that 380 yards of hedging was required which allowed 56 yards for parking. He expressed concerns that once the hedge was planted it might be

run down by machines or lorries. He asked for other Councillors to look at the location before a final decision was made. It was advised that Mrs Oliver had raised the hedge planting with the County Council.

VILLAGE SIGN –The Chairman asked Mr Crow to prepare a specification for the work which actually needed to be carried out on the sign. Quotations could then be sought. *-Mr Crow*

FRIENDS OF ROYSTON HOSPITAL –The Clerk to send a letter of support as agreed at the last meeting. *-Clerk*

#### 05. CORRESPONDENCE

CCC STREET LIGHTING –Notification of charges 2009/10 £3,561.62 and inventory details. The estimated cost for 2010/11 was quoted as £3008.84.

CCC – Details of press release regarding North End Traffic Order. This was included in the correspondence circulation pack.

PURCHASE OF SALT BINS –The Chairman had been advised by County Cllr Mrs Oliver that the Clerk would have received a letter from the County Council about purchasing bins. The Clerk advised that the letter had been received before the recent bad weather and had been circulated with the monthly correspondence. She was asked to get the information for discussion at the Parish Council meeting on the 26<sup>th</sup> January 2010. *-Clerk*

FOR INFORMATION

COMMUNITY CARE GUIDE -2010

NHS THE FUTURE OF MUSCULOSKELETOL SERVICE –Consultation until 15<sup>th</sup> March 2010

WILDLIFE TRUST -2010 Wildlife Training Workshops

CAMBRIDGESHIRE ACRE –Community Action Winter 2009

CCC –Unmetered festive lighting connections

LOCAL COUNCIL REVIEW –December 2009

VICTIM SUPPORT –Letter of thanks for donation

#### 06. OPEN FORUM

There were no items raised.

#### 07. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce December 2009 (inc. £194.78VAT)	£1493.29	
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Additional Recreation Ground Contract (inc. £23.64VAT)	£ 181.25	£1674.54
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CAMBRIDGESHIRE ACRE

Renewal of membership		£ 35.00
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INFORMATION COMMISSIONER

Renewal of data protection registration		£ 35.00
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HALES PRINTERS

Newsletters		£408.00
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CHRIS MERTON

Installation of notice board		£ 45.98
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SLCC

Membership 2010		£106.00
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MRS S WALMESLEY

Clerks salary 1/12/09 –31/12/09

Salary	£681.18	
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Post etc.	£ 5.10	
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Telephone/Diary etc.	£ 1.80	£688.08
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Less Tax £28.20 NI £22.57 (Employer £26.26)		£637.31
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INLAND REVENUE

PAYE Oct-Dec 09 Tax £95.40 NI £159.04		£254.44
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TOTAL		£3196.27
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Agreed, PROPOSED Mr White SECONDED Mrs Pidgeon.

#### 08. BUDGET AND PRECEPT 2010/11

The Chairman had redrafted the budget, taking into account the comments from the December meeting, and circulated to Councillors. He had now included £5000 for the partial repair to the church wall and advised that the precept would have to be increased slightly above inflation. If the precept were to increase to £56,000 this would be an increase of 7.8% which might be a little

too high, for £55,000 it would be an increase of 5.8%. Discussions took place on adjustments. Mr Crow reminded Councillors that additional funding would be required by the Recreation Ground committee to cover the South End Recreation Ground grasscutting. Councillors then agreed a precept of £55,000 for 2010/11 which would be ratified at the Parish Council meeting on the 26<sup>th</sup> January 2010.

**09. SURFACING OF FOOTPATH 7**

The Clerk to urge with Buchans.

*-Clerk*

**10. CONSERVATION PROJECTS**

It was advised that Mrs Oliver had spoken to County Farms about renting land at Wellhead. She was waiting for feedback. Mr White confirmed that he had sent a letter to Cokenach Estates stressing that it was important the hedge line was retained, as discussed at the December meeting.

**11. PARISH CHURCHYARD**

The Chairman advised that he had still not had a definitive response from the church warden Mr Simpson. He had though looked through the Parish Council minutes from 1993 and found a reference to a letter from the Church Council asking the Parish Council to take over the maintenance of the Churchyard. It now looked very likely that it was the Parish Council's responsibility and they would have to put the wall in good repair. It had been noted that the wall did not look too bad from the footpath side. The problem was on the other side where there had been a lot of ivy. Mr Bunton suggested that it might be possible to apply for a grant towards the repair. Mr Cathcart stated that he had made this suggestion before. Mr Crow expressed his concerns over the Parish Council responsibilities and stated that he wanted to see the document from the Church.

**12. VILLAGE GREEN BEECH HEDGE**

As discussed at the last meeting, the hedge needed to be cut down by six inches. Mr Crow asked for a special cut to be made and not left until the annual cut. The Clerk was asked to get a quotation for the Parish Council meeting on the 26<sup>th</sup> January 2010.

*-Clerk*

**13. KNEESWORTH HOUSE LIAISON COMMITTEE**

Mr Robinson and Mr Bunton had attended a meeting which covered the meeting procedures. A few questions were asked one of them being about hospital security. Councillors agreed that it was good to now have a link established.

**14. CEMETERY LODGE**

The Clerk confirmed that Warners had been asked to advise the tenants to proceed with the insulation.

**15. OTHER CEMETERY BUSINESS**

RISK ASSESSMENT –There was no further update on the unstable headstones.

CEMETERY REGULATIONS – The Clerk had a list of graves which were contravening the regulations. Writing to the next of kin was in hand.

APPROVAL OF MEMORIALS –There were no memorials for approval.

FALLEN TREES –It was reported that there was an old apple tree, a yew tree and ivy which had fallen. Mr Bunton offered to remove it as he had a waste carriers licence. This was agreed.

MEETING WITH GRAVEDIGGER –To be arranged.

Mr Crow stated that he was disappointed with the way the cemetery grounds, especially the garden of remembrance, were maintained. Councillors agreed that they would make sure the concerns were addressed once the grass cutting season began in the Spring.

*-Mr Clark*

*-Clerk*

*-Mr*

*Bunton*

*-Clerk*

**16. ANY OTHER BUSINESS**

CAUSEWAY VERGES –Mr Dickerson expressed concern at the condition of the grass verges where vehicles crossed them to access front gardens. He stated that some properties had arranged for dropped kerbs but others had not. The vehicles had to pass over the footpath. Mr White agreed to include this in his e-mail to the Highway Supervisor, Dennis Vacher.

*-Mr White*

**17. DATE OF NEXT MEETING**

The next Finance and General Purposes committee would be held on the 2<sup>nd</sup> February 2010.

The Parish Council meeting would be held on the 26<sup>th</sup> January 2010 and Recreation Ground committee meeting held on the 17<sup>th</sup> February 2010.

The Chairperson closed the Meeting at 9.25pm

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Chairman

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Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**DRAFT Minutes of Meeting held on Tuesday 2<sup>nd</sup> February 2010 at**  
**The Chapel Room, South End 7.30pm**

PRESENT:, Mr Hallett ( Chairman), Mr White, Mr Robinson, Mrs Falcini, Mr Crow, Mrs Pidgeon, Mr Buntton, Mr Pidgeon, Mr Clarke, Ms Mead-Blandford

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

Members of Public –5

**01. APOLOGIES FOR ABSENCE**

Mr Webb, Mr Dickerson

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

Mr Crow and Mrs Falcini declared an interest under Item 08.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 5<sup>th</sup> January 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**04. MATTERS ARISING**

THE ROUSES –Mr White confirmed that he had asked Mr Webb for an update on the current position regarding the application for change of use. The Clerk was asked to follow this up and ask him to let the Parish Council know if he could not pursue this at present. *-Clerk*

NOTICE BOARDS –The Chairman now had the keys for the SPAR board. A set was handed to the Clerk. Mr Saggars was going to get a quote for the repair to the Limes notice board. *-Mr Saggars*

SWING CHAINS –It was not thought the chains had been repaired. Clerk to ask Mr Webb the position. *-Clerk*

TRAFFIC CALMING –A letter confirming the requests for the 20mph advisory signs and markings on the High Street had been sent to Mr Lines.

NORTH END MOAT –The Chairman advised that this had not progressed any further. Mr Crow stated that the landowner did not buy the bank on the west side as he didn't want the responsibility for the tree maintenance.

DOG WASTE BINS –In Hand. *-Clerk*

RAILING OVER STREAM ON RECREATION GROUND –Mr Cathcart confirmed that he had spoken to the Housing Officer Jeff Clarke about a contribution. He asked the Clerk to follow this up in writing suggesting the District and Parish Councils pay half each. *-Clerk*

A1198 ROAD MARKINGS –Mrs Oliver advised that the markings were at the top of the list for the next financial year. At the present time the whole budget was dealing with the poor road conditions.

PPP APPLICATION –The Chairman had prepared and sent the application.

YOUTH PROVISION – Mrs Falcini advised that a list of activities, including football, would be discussed and expanded on, at the next Recreation Ground committee meeting.

PAVILION WATER –Mr Robinson and Mr Buntton confirmed the repair to the pipe was in hand.

ASHWELL STRET HEDGING –Mrs Oliver reported that she had spoken to the footpaths officer about this. He believed there was a mix up over the length and exact position and suggested a site meeting be held. Mrs Oliver agreed to arrange. *-Mrs Oliver*

VILLAGE SIGN –Mr Crow listed repairs he felt needed to be carried out. The Chairman agreed to prepare a specification. *-Mr Crow*

THE CAUSEWAY VERGE –During the past couple of weeks the condition of the verge had deteriorated. Mr White suggested taking details of the offending vehicles and passing on to Highways. Residents should not be driving vehicles across the footpath to get to their properties.

**05. CORRESPONDENCE**

COPE SURVEY & Campaign for older people to retain cheque books. Mr White agreed to complete the survey. *-Mr White*

NHS Cambridgeshire –questionnaire about hearing services. Members were urged to complete the survey either on the forms provided or through the NHS website.

CAMBRIDGESHIRE HORIZONS –Public Consultation events. Details of the dates were on the

notice board.

WELLHEAD ARCHAEOLOGICAL PROJECT –Request for a grant. The South West Cambs Landscape Group had been given permission by the County Council to carry out an investigation in the field next to Wellhead. The field was covered in long grass and needed to be cut before the investigation took place. This would cost between £100 and £150. The group asked if the Parish Council would pay this cost.

*-Mrs  
Oliver*

Mr Crow expressed his concerns over the Parish Council being asked to pay for the grasscutting when the land belonged to the County Council. They were responsible for the grasscutting there but it had not been done. Mrs Oliver agreed to speak to County Farms and discuss again as an agenda item at the next meeting.

FOR INFORMATION

COPE NEWSLETTERS January & February 2010

CLERKS & COUNCILS DIRECT January 2010

CONSULTATION ON CAMBRIDGESHIRE'S THIRD LOCAL TRANSPORT PLAN –Poster on board

WAR MEMORIAL TRUST BULLETIN –November 2009

NOTTS SPORT CRICKET –Advertisement

CCC –Changes to Stagecoach and Norfolk Green services (not affecting Bassingbourn)

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**06. OPEN FORUM**

There were no items raised.

**07. PAYMENT OF ACCOUNTS**

BUCHANS LANDSCAPES

Grounds mtce January 2010 (inc. £227.24VAT)	£1525.75	
Additional Recreation Ground Contract (inc. £27.584VAT)	£ 185.19	£1710.94

MRS S WALMESLEY

Clerks salary 1/01/10 –31/01/10

Salary	£681.18	
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Post etc.	£ 6.90	
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Telephone/Diary etc.	£ 0.60	
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Contribution towards laser cartridge(inc.£7.98)	£ 53.56	
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Mileage July-Dec09 192 miles	£ 96.96	£839.20
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Less Tax £28.20 NI £22.57 (Employer £26.26)		£788.43
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PLAYDALE PLAYGROUNDS LTD

Deposit for cradle swing (inc. £322.20VAT)		£2470.20
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TOTAL		£4969.57
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Agreed. PROPOSED Mr White SECONDED Mr Crow

**08. REQUEST FOR FURTHER DONATION FROM THE BOWLS CLUB**

The meeting was closed between 8.22pm and 8.35pm for public discussion.

Representatives of the Bowls Club reported on their fund raising activities over the past two years. They confirmed they would continue in 2010. A security gate was the main focus which would cost in the region of £1000. The club had 30-40 members with 8-10 youngsters who they were encouraging to get involved. The Chairman advised Councillors that approximately £1,500 had been spent this financial year under the Section 137 power. The budget amount was £2,000. On a proposal by Mr White, seconded by Mr Clarke it was agreed that a donation of £250.00 be made. All Councillors in agreement.

**09. PURCHASE OF SALT BINS**

Discussions took place on the insurance position regarding salting of paths. Mrs Oliver stated that the County Council would not be advertising bins and salt if they thought there was a major risk. There was so much that could be done as individuals. It was stated that there was a salt bin in Knutsford Road and was used during the recent snow. The Chairman advised that the Parish Council had no legal obligation to provide bins. The Chairman then asked Councillors whether they wanted to investigate further. A vote was taken with five Councillors in agreement and four against. Carried. The Parish Council would now need to find out how many bins were needed and where they were going to go.

**10. SURFACING OF FOOTPATH 7**

A further two options had been provided by a contractor for the path. One being to install a ground protection reinforcement mesh and then seed and the second to supply and install mulch onto a geotextile membrane. A discussion took place on the location of the path. The Chairman stated that if money was not spent around the village things would deteriorate. He had asked for additional funds from the P3 grant. Some Councillors felt that people expected footpaths during the winter to be muddy and therefore dressed accordingly. After discussion it was agreed that further quotations should not be sought and Mr Bunton volunteered to see if he could arrange for some wood chippings to be put on the path.

*-Mr  
Bunton*

**11. CONSERVATION PROJECTS**

Mrs Oliver reiterated that County Farms were not interested in leasing the Wellhead land. They would prefer a sale and were waiting for fine detail of the proposals for the site from the Parish Council.

Mr Crow advised that a 'burdock bash' was to be held at the clunch pit wood on the 13<sup>th</sup> February. The conservation group would also be planting around seventy new trees. The Chairman stated that there were some people in the village who did not know where the wood was. Mr Crow confirmed that direction signs would be erected on the morning of the 13<sup>th</sup>. Details of the event were on the village website.

**12. PARISH CHURCHYARD**

There was nothing further to report. The Chairman reiterated that until some definite facts came forward from the Church Warden this could not progress.

**13. LOCAL LIFE AWARD**

The Chairman had suggested at the Parish Council meeting that an award, in the form of a certificate, be given to say thank you for contributions made by parishioners to the village. He showed Councillors an example. If this did go ahead, a request for nominations would have to be made and Councillors would have to be careful not to leave people out. A discussion on how this could work took place with suggestions that it could be an annual presentation, maybe at the annual general meeting. After further discussion it was proposed by Mr Robinson, seconded by Mrs Pidgeon that this initiative went ahead. All Councillors in agreement. It was also suggested that once up and running, a similar award could be considered for the village youth.

**14. KEY REGISTER**

The Chairman was made aware that there was not a system in place to show where keys for Parish Council property, were kept. Councillors agreed a register be compiled so that everyone knew who to contact when there was a problem. A list would be drawn up.

*-Mr Hallett*

**15. CEMETERY LODGE**

Mr Robinson had read the sub-meter at the cemetery Lodge which provided details of the power supply to the Chapels. The reading was 530. It was agreed that the cost per unit be worked out and a refund made to the tenants. Clerk to arrange. Mr Robinson agreed to read the meter quarterly.

*-Clerk*

**16. OTHER CEMETERY BUSINESS**

RISK ASSESSMENT –There was no further update on the unstable headstones.

CEMETERY REGULATIONS – The Clerk had a list of graves which were contravening the regulations. Writing to the next of kin was in hand.

APPROVAL OF MEMORIALS –There were no memorials for approval.

FALLEN TREES –Mr Bunton had removed the tree. He thanked Mr Howes, a local landowner, for letting him dispose of the ivy on his land.

MEETING WITH GRAVEDIGGER –To be arranged.

CEMTERY PATH-Mr Clarke expressed his concerns over the condition of the gravel path leading to the Chapels. The repair had been mentioned before the refurbishment project. It was agreed that Mr Clarke and Mr White would draw up a specification for the next meeting where repair to the path would be an agenda item.

*-Mr Clark  
-Clerk*

*-Clerk*

*-Mr  
Clarke &  
Mr White*

**17. ANY OTHER BUSINESS**

POTHoles –Councillors were urged to report any potholes to County Highways who wanted to

know where they were.

**POLICE STATISTICS** –Mr Robinson expressed concern over the high level of violent crime included in the recent statistics for Bassingbourn. He was interested to know where the crime took place. The Chairman advised that Kneesworth House statistics were supposed to be set apart from the village but on this occasion were included. There was also a party held in the village which had resulted in some crime. He then explained the purpose of the Police Neighbourhood Panel meetings and the priorities. Mr Cathcart added that it was recognised that anti social behaviour was better in the village but the police were asked to keep monitoring.

**KNUTSFORD ROAD BRAMBLES**-Mr Crow reported the brambles needed cutting back by the District Council before the Spring. Mr Cathcart agreed to speak to the District Council.

*-Mr  
Cathcart*

**FOOTPATH 6** –Mr Crow expressed concern over some mature trees which had been cut down without planning permission. He asked to Clerk to arrange a meeting with the District Council Tree Officer so that she could see the damage. He agreed to meet with her once the date was known.

*-Clerk &  
Mr Crow*

**NORTH END FOOTPATH** –Mr Clarke expressed concern over the narrow footpath. Highways had placed bollards on the path making it very difficult for pushchairs. The Chairman advised that this was an issue discussed with the Highway Engineer, Mr Lines, at a meeting in November 2009. He would check the measurements and contact Mr Lines.

*-Mr Hallett*

**HUCKLE TRUST** –Mr Clarke advised that he had been contacted by the Solicitor, Limbach Banham, suggesting that as the return on the investment was so low, the Trust be dissolved. It was believed the Trust funds had to be spent on a capital project relating to recreation. The Trust document needed to be looked into. Mr Clarke agreed to speak to the Solicitor to find out how, if the Parish Council wanted it to, the Trust could be wound up.

*-Mr White*

#### **18. DATE OF NEXT MEETING**

The next Finance and General Purposes committee would be held on the 2<sup>nd</sup> March 2010 and Recreation Ground committee meeting held on the 17<sup>th</sup> February 2010.

The Chairperson closed the Meeting at 9.35pm

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Chairman

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Date



**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**DRAFT Minutes of Meeting held on Tuesday 2<sup>nd</sup> March 2010 at**  
**The Chapel Room, South End 7.30pm**

PRESENT:, Mr Hallett ( Chairman), Mr White, Mr Robinson, Mrs Falcini, Mr Crow, Mrs Pidgeon, Mr Buntton, Mr Pidgeon, Mr Clarke, Mr Sappol, Mr Webb, Mr Dickerson

District Cllr McCraith, District Cllr Cathcart

Members of Public –1

**01. APOLOGIES FOR ABSENCE**

County Cllr Mrs Oliver

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

There were no declarations made.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 2<sup>nd</sup> February 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**04. MATTERS ARISING**

THE ROUSES –Mr Webb confirmed that he had found the appropriate form and would complete it after checking with the Chairman. Expenditure for the planning application was approved up to a maximum of £200. Mr Crow expressed concerns over the length of time this had taken.

*-MR Webb  
& Mr  
Hallett*

NOTICE BOARDS –Mr Saggars was to get a quote for the repair to the board outside The Limes.

*Mr Saggars*

SWING CHAINS –Mr Webb had received confirmation the chains had been ordered.

DOG WASTE BIN –The bin had been purchased and was stored in the Chapel. The Clerk to arrange installation.

*-Clerk*

RAILING OVER STREAM ON RECREATION GROUND –The Clerk confirmed that a letter had been sent to the District Council asking them to contribute to the cost of the railing. Mr Webb advised that he had received a quote for the railing from Mr Merton, for £260.00. As expenditure had been approved at a previous meeting, he would ask Mr Merton to proceed.

*-Mr Webb*

PAVILION WATER –Mr Buntton advised that this had been discussed at the Recreation Ground committee meeting. The work would be carried out, after the football season, at the end of April.

ASHWELL STRET HEDGING –Mrs Oliver to arrange a site meeting to discuss.

*-Mrs Oliver  
-Clerk*

VILLAGE SIGN –Quotations for the refurbishment were being sought.

THE CAUSEWAY VERGE –Highways had been asked to contact the offenders. Mr Crow advised that he had received complaints from families walking from the Barracks, along the Causeway. Mr Robinson stated he had spoken to some residents at the lower end who had been told they were only allowed to use County Council contractors to carry out the work of dropping the kerbs. They had quoted excessive prices. Mr White agreed to ask Mrs Oliver to follow up the County Council charges.

*-Mr White*

LOCAL LIFE AWARD –The Chairman would update Councillors at the Parish Council meeting.

*-Mr Hallett*

KEY REGISTER –The first draft had been prepared.

KNUTSFORD ROAD BRAMBLES –Mr Cathcart advised that funding for the cutting back would have to come out of the 2010/11 budget. The work was urged as birds would be nesting within the next month.

*-Mr  
Cathcart*

FELLED TREES –The District Council Tree Officer had visited the pathway adjacent to 91 High Street and, as none of the felled trees were protected, the District Council could not take any action.

NORTH END FOOTWAY –The Chairman confirmed that the footway was very narrow and not wide enough for a pushchair. The only solution he could see was to extend the path into the brook which David Lines the Highway Engineer had advised would be expensive as it would have to be piped. There wasn't even any scope to cut the grass back. The Chairman agreed to contact Mr Lines again but did not think the situation would be any different.

*-Mr Hallett*

HUCKLE TRUST –Mr Clarke had asked the Solicitor to send information regarding the winding up of the Trust, to the Clerk.

**05. CORRESPONDENCE**

GREEN INFRASTRUCTURE REVIEW –Consultation questionnaire. The Chairman agreed to complete and return.

*Mr  
Hallett*

CAMBRIDGESHIRE AND PETERBOROUGH MINERALS & WASTE –Consultation. The Clerk was asked to circulate with the monthly correspondence.

*-Clerk*

FOR INFORMATION

CHARITY COMMISSION NEWS Autumn 2009

THE PLAYING FIELD –Winter 2010

NEPTUNE OUTDOOR FURNITURE/MARSHALLS –Advertisement

WAR MEMORIALS TRUST –Bulletin February 2010

CPALC –Winter bulletin 09/10 –distributed to Councillors

STANDARDS COMMITTEE NEWSLETTER –Winter 2009/10

EARTH ANCHORS/WICKSTEAD –Advertisement

SCDC –Neighbourhood Panels Publicity –on notice boards

NSPCC –Details of helpline

COPE –March 2010

**06. OPEN FORUM**

The meeting was closed between 8.55pm and 9.00pm for public discussion.

STREET LAMP –It was reported that a street lamp at the end of South End was not working. Mr White offered to find out the number and let the Clerk know.

*-Mr White  
& Clerk*

GANG MOWERS –Mr Bunton updated Mr Crow about the mowers, which was discussed at the Recreation Ground committee meeting.

**07. PAYMENT OF ACCOUNTS**

BUCHANS LANDSCAPES

Grounds mtce February 2010 (inc. £227.24VAT)	£1525.75	
Additional Recreation Ground Contract (inc. £27.584VAT)	£ 185.19	
Reduction to beech hedge on village green (inc. £5.25VAT)	£ 35.25	
Tree work on Elbourn Way (inc. £66.50 VAT)	£ 446.50	£2192.69
ESSEX COUNTY COUNCIL		
PPP Training Mr Hallett & Mr Webb		£ 105.00
CAMBRIDGESHIRE COUNTY COUNCIL		
Street lighting 2009/10		£3561.62
EARTH ANCHORS LTD		
Dog waste bin (inc. £34.12VAT)		£ 229.07
HALES PRINTERS		
Newsletters		£ 369.00
VIKING DIRECT		
Stationery		£ 16.40
E-ON		
Pavilion electricity (inc. £1.15VAT)		£ 24.13
BASSINGBOURN BOWLS CLUB		
Donation		£250.00
MR & MRS BEUKES		
Electricity contribution for Chapels 540 units @10.2p+5% VAT		£ 56.76
MRS S WALMESLEY		
Clerks salary 1/01/10 –28/02/10		
Salary	£681.18	
Post etc.	£ 3.00	
Telephone/Diary etc.	£ 0.20	
Stationery	£ 7.53	£691.91
Less Tax £28.20 NI £22.57 (Employer £26.26)		£641.14
<b>TOTAL</b>		<b>£7445.81</b>

Mrs Falcini expressed her concerns over the unauthorised expenditure for the cutting of the beech hedge. This was discussed at the Parish Council meeting on the 26<sup>th</sup> January 2010 and the contractors had been advised in writing that they must only take instructions from the Clerk. It was then proposed by Mrs Pidgeon, seconded by Mr Pidgeon that the expenditure be approved. Agreed.

**09. PURCHASE OF SALT BINS**

The Chairman to find out how many were needed and proposed locations. A decision would then be made by the Parish Council whether or not to proceed with the purchase.

*-Mr  
Hallett*

**11. CONSERVATION PROJECTS**

It was advised that the area proposed for the archaeological dig was the area Mr Saggars was interested in for allotments. Councillors did not think that County Farms had a tenant on this land. Mr White advised that the land could be claimed as permanent set aside and should be cut once a year. He added that the County Council should therefore be prepared to cut. He would make this suggestion through Mrs Oliver.

*-Mr White*

**12. PARISH CHURCHYARD**

This was still with the Church Warden.

**13. ADOPTION OF STANDING ORDERS FOR LOCAL COUNCILS**

The Chairman had prepared a draft version for discussion. He suggested a 'standards committee' be formed to address allegations of breaches of the Code of Conduct. Some Councillors expressed concerns that this may be confused with the actual Standards Committee. Mr Cathcart and the Chairman to seek advice from CPALC and the District Council. It was agreed that employee issues would be dealt with by the Chairman and Vice-Chairman. These comments would be taken into account for a final draft to be prepared for approval at the Parish Council meeting.

*-Mr Hallett  
& Mr  
Cathcart*

**15. CEMETERY LODGE**

Warners Letting Agency had carried out a property inspection. The wall lights in the living room were not working and the mixer tap on the bath was leaking making the water pressure very low in the shower. Warners had also asked the Parish Council to arrange for the oil boiler to be serviced as it had not been done for two years.

After discussion it was agreed that Mr Robinson look at the wall lights to find the problem. It was also agreed that he arrange for the boiler service, and the repair to the bath tap, up to a maximum expenditure of £250.00.

*-Mr  
Robinson*

**16. OTHER CEMETERY BUSINESS**

RISK ASSESSMENT – Ongoing.

CEMETERY REGULATIONS – The Clerk had a list of graves which were contravening the regulations. Writing to the next of kin was in hand.

APPROVAL OF MEMORIALS – There were no memorials for approval. The Clerk advised that she had received a letter of thanks from Mrs Liz Chapman, for the engraving and erecting of a plaque in her Mother's memory. She had also sent some old photographs of the village for the website.

MEETING WITH GRAVEDIGGER – The Clerk had asked Mr Lyon to contact her when he was in the area.

CEMETERY PATH – Mr White and Mr Clarke had met on site to discuss the requirement. The area of path leading to the Chapel needing to be repaired was about 12 foot. Mr White was getting some costs. The Chairman reminded Councillors that the budget for Cemetery maintenance in 2010 was limited.

*-Mr  
Clarke  
-Clerk*

*-Mr White*

**17. ANY OTHER BUSINESS**

VILLAGE COLLEGE/PRIMARY SCHOOL LIASON MEETING – Mrs Falcini advised that the next meeting was to be held on the 15<sup>th</sup> March 2010. Mr Bunton asked Mrs Falcini and Mr Webb to thank the Village College for erecting a fence to prevent access to The Cedars.

DISTRICT COUNCIL TAX – Mr McCraith reported that a council tax increase of 2.9% had been approved.

STORAGE OF VILLAGE DOCUMENTS – It was agreed that Mr Clarke and Mr Bunton see if there was any shelving worth keeping from the Elbourn Memorial Hall (Red Cross Hut), now that notification of demolition had been received. Mr Clarke again expressed his concerns over the lack of progress in a Parish Council meeting room. He added that somewhere was needed to store local memorabilia, such as village albums.

ELECTION PACKS – These had been received and were handed out to present Councillors.

**18. DATE OF NEXT MEETING**

The next Finance and General Purposes committee would be held on the 6<sup>th</sup> April 2010 and Parish Council meeting held on the 23<sup>rd</sup> March 2010.

The Chairperson closed the Meeting at 9.50pm

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Chairman

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Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**DRAFT Minutes of Meeting held on Tuesday 6<sup>th</sup> April 2010 at**  
**The Chapel Room, South End 7.30pm**

PRESENT:, Mr Hallett ( Chairman), Mr White, Mr Robinson, Mrs Falcini, Mr Crow, Mr Bunton, Mr Clarke, Mr Sappol, Mr Webb, Mr Dickerson, Mr Geraghty

District Cllr McCraith, District Cllr Cathcart

Members of Public –1

**01. APOLOGIES FOR ABSENCE**

Mrs Pidgeon, Mr Pidgeon, County Cllr Mrs Oliver

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

There were no declarations made.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 2<sup>nd</sup> March 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**04. MATTERS ARISING**

**THE ROUSES** –Mr Webb reported that the application for change of use was with the District Council after a few small changes to the design and access statement. The planning fee was £167.50, cheque to be approved under Item 07. Mr Cathcart expressed concerns over the BMX facility becoming too organised which the village youngsters did not want. Mr Webb confirmed that the intention was for them to be free to do whatever they wanted provided they kept in the designated area. Mr McCraith suggested the youngsters be involved from the beginning, including the production of any safety notices, which would be discussed by the Recreation Ground committee.

**NOTICE BOARDS** –The board outside The Limes still needed to be repaired. Mr Dickerson offered to carry out the work, which was accepted.

**SWING CHAINS** –Mr Webb advised that the chains were still not correct. He had been in contact with the suppliers.

**DOG WASTE BIN** –This was awaiting installation. Mr Dickerson agreed to arrange.

*-Mr  
Dickerson*

**RAILING OVER STREAM ON RECREATION GROUND** –The contractor had been asked to proceed.

**THE CAUSEWAY VERGE** –Mr White advised he would find a quotation for the lowering of the kerbs.

**LOCAL LIFE AWARD** –The Chairman had noticed that the District Council had recently started up a ‘Local Hero’ award, which might overlap. He would report back to the committee once more information was known.

**KEY REGISTER** – The register was complete.

**KNUTSFORD ROAD BRAMBLES** –It was stated that the work should now be delayed until the birds had finished nesting. Mr Cathcart agreed to confirm this with the District Council Ecology Officer.

*-Mr  
Cathcart*

**NORTH END FOOTWAY** – The Chairman had again contacted the Highway Engineer, David Lines, about the narrow footpath. Mr Clarke stated that he would like to be involved in any site meetings.

**GREEN INFRASTRUCTURE REVIEW** –The Chairman had completed the consultation.

**HUCKLE TRUST** –Awaiting details from the Solicitor (Limbach Banham), confirmed by Mr Clarke.

**STREETLIGHTS** –It was stated that SC20 South End and SC10 Tower Close had still not been repaired, even though the faults were reported weeks ago. The Chairman agreed to raise this with County Cllr Mrs Oliver.

*-Mr Hallett*

**STANDING ORDERS FOR LOCAL COUNCILS** –These were in hand.

**RED CROSS HUT** –Mr Bunton and Mr Clarke had removed some shelving from the building before it was demolished.

**VILLAGE VOICE** –Mr Sappol reported that he was now helping the Editor, Ann Lynn, with the advertisement invoices.

**05. CORRESPONDENCE**

ANDREW LANSLEY MP –Pot holes in Cambridgeshire. Mr Lansley provided details of the policy for Cambridgeshire County Council regarding potholes. Current policy dictated that they are repaired on a risk basis. The County Council attempted to repair the most dangerous ones within 24 hours but those not deemed in the highest risk category were aimed to be repaired within 7 to 28 days.

A discussion took place on outstanding pot hole repairs in the village. The Clerk was asked to report the following to the Highway Supervisor:- *-Clerk*

South End -Three potholes near the junction with the High Street.

The Causeway –Near Numbers 75 and 131 (have been repaired before)

Tower Close –At the entrance and on the bend.

FOR INFORMATION

CPALC Membership News 2010-11 –distributed to Councillors

BASSINGBOURN BOWLS CLUB –Letter of thanks for donation

COPE –Newsletter 65 April 2010

NEPTUNE –Advertisement

ANDREW LANSLEY MP –Youth facility survey results

LOCAL COUNCIL REVIEW –Spring 2010

FUTURE JOBS FUND –Poster on notice boards

SOUTH CAMBRIDGESHIRE COMMUNITY CHEST –Application form and guidance notes

CAMBRIDGESHIRE ACRE –Community Action Spring 2010

CLERKS AND COUNCIL DIRECT –March 2010

**06. OPEN FORUM**

There were no points raised.

**07. PAYMENT OF ACCOUNTS**

BUCHANS LANDSCAPES

Grounds mtce March 2010 (inc. £227.24VAT)	£1525.75	
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Additional Recreation Ground Contract (inc. £27.584VAT)	£ 185.19	£1710.94
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ROYSIA GAS AND OIL

Cemetery Lodge boiler service (inc. £12.95VAT)		£ 86.95
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DENISE ARTUS

Re-imburement for seeds Cluchpit Wood (inc. £15.09VAT)		£ 101.29
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MR R WEBB

Re-imburement for recreation ground shrubs		£ 40.80
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Annual fee for cemetery eurobin emptying (inc £29.93VAT)		£200.97
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CPALC

Part 1 Standing Orders for Local Councils		£ 25.00
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate		£ 109.08
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BASSINGBOURN COMMUNITY BOOK CAFE

Donation 2010/11		£ 700.00
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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Planning Application for change of use at The Rouses		£167.50
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TOTAL		£3142.53
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Agreed. PROPOSED Mr Clarke SECONDED Mr White.

**08. PURCHASE OF SALT BINS**

The Chairman suggested four salt bins be purchased to be sited on Park View, Spring Lane, Knutsford Road and by the primary school. He did not think it was practical to position a bin by the war memorial as it was in the conservation area. Mr Robinson expressed concerns over bins. He stated that there were problems with them in Whaddon where they had been moved and vandalised. A discussion took place on options other than permanent salt bins. All Councillors agreed that paths in the village should be treated. It was then proposed by the Chairman, seconded by Mr Webb, that four salt bins be purchased at a cost of approximately £100 each. An amended proposal was made by Mr Dickerson that the Parish Council look at an alternative scheme of keeping a centralised stock of salt. This was seconded by Mr Sappol. A vote was taken on the amendment with seven councillors in agreement, three against. Carried. The Chairman advised that the alternative scheme would be discussed at a future meeting.

**09. CONSERVATION PROJECTS**

Mr Crow advised that flower and grass seed had been sown at Clunch Pit Wood. He offered to continue to liaise with the Parish Council, on behalf of the Conservation Group, when he stepped down from the Parish Council in May 2010.

Mrs Oliver had advised that the land at Wellhead, which was to be used for the archaeological project, was not let. The County Council had no objection to the grass being cut but were not going to make any funding commitments to the work.

Councillors agreed that as the County Council were probably getting funding for the land, they should be prepared to use some of the money to cut the area. The Parish Council would therefore not fund Mr Pettitt to carry out this work, as requested by Mrs Hurst in February 2010. Clerk to advise her. -Clerk

**10. PARISH CHURCHYARD**

This was still with the Church Warden.

**11. REFURBISHMENT OF VILLAGE SIGN**

Two quotations had been received. Councillors agreed that the contract be awarded to Mr Merton who had quoted £125.00 plus materials at cost. He advised that there was no missing lead. It had become loose and folded over and he had effected a temporary repair. Mr Merton also suggested that the sign should be removed from the post allowing the same stain process behind the sign. The Clerk to advise the two contractors. -Clerk

**12. LITTERING AND DERELICT LAND**

The land causing concern was an area beside 248 The Causeway. Mr McCraith had involved the Environmental Health Officer and Housing Officer who had spoken to the tenants, and they had admitted the rubbish was theirs. Instructions and equipment had been provided for the tidying up. Mr White had also spoken to the Environmental Health Officer. He had suggested an adequate fence be erected, beside the property, to stop this happening again. Mr White would continue to urge the clearance with the District Council.

The Chairman reminded Councillors that the Conservation Group were organising a village tidy on the 17<sup>th</sup> April 2010.

**13. CEMETERY LODGE**

Mr Robinson reported that he had fixed the wall light. He had also arranged for the boiler to be serviced. The mixer tap in the bathroom was not leaking too badly. Councillors expressed their thanks to Mr Robinson for dealing with these issues.

**14. OTHER CEMETERY BUSINESS**

RISK ASSESSMENT – Ongoing. Councillors discussed options for the unstable headstones if the owners could not be found. It was agreed some quotations would be obtained from stonemasons for reinstatement. A decision could then be made whether this would be an option. -Clerk

CEMETERY REGULATIONS – The Clerk had a list of graves which were contravening the regulations. The list was nearing completion and the letters would be sent out once the forthcoming Parish Council election process had taken place.

APPROVAL OF MEMORIALS – There were no memorials for approval.

MEETING WITH GRAVEDIGGER – The Clerk had asked Mr Lyon to contact her when he was in the area.

CEMTERY PATH- Mr Clarke and Mr White agreed to urge the outstanding quotations for repairs to the path. -Mr  
Clarke,  
Mr White

**15. ANY OTHER BUSINESS**

HOUSING ALLOCATIONS – Mr Cathcart advised that Marshalls had decided that they would not move from the site in Cambridge. This area was designated for development so the allocation might have to move elsewhere in the District. Mr Cathcart added that if there was a change in Government the situation could change.

CHANGE OF USE – Mr Crow expressed concerns over residents in a property in Spring Lane who had purchased some farmland to extend their garden. A change of use application had not been submitted to the Parish Council.

CLARIFICATION OF CORRESPONDENCE – Mr Sappol asked for the clarification. The Chairman confirmed that correspondence could be in the form of a letter, telephone call or e-mail.

Items for discussion would be brought before the Parish Council.

**16. DATE OF NEXT MEETING**

The next Finance and General Purposes committee would be held on the 4<sup>th</sup> May 2010. The Recreation Ground committee meeting on the 14<sup>th</sup> April 2010 and, due to the General Election, and possible Parish Council Election, the Parish Council AGM date to be confirmed.

The Chairperson closed the Meeting at 9.40pm

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Chairman

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Date



**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**DRAFT Minutes of Meeting held on Tuesday 4<sup>th</sup> May 2010 at**  
**The Chapel Room, South End 7.30pm**

PRESENT: Mr Hallett ( Chairman), Mr White, Mrs Falcini, Mr Bunton, Mr Clarke, Mr Dickerson, Mrs Mead-Blandford, Mrs Pidgeon, Mr Pidgeon

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

Members of Public –3

**01. APOLOGIES FOR ABSENCE**

Mr Sappol, Mr Robinson

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

There were no declarations made.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 6<sup>th</sup> April 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**04. MATTERS ARISING**

**THE ROUSES** –The planning application was agreed by the Parish Council at the planning meeting held before this meeting.

**NOTICE BOARDS** –Mr Dickerson had carried out the repair to the door in front of The Limes. The Chairman thanked him. Mrs Mead-Blandford queried whether the jobs board behind The Limes board should be updated. She used to advertise any job vacancies for youngsters there but suggested that if it were a bigger board, all jobs could be advertised. Mr Clarke stated that there were too many notice boards and commented on the Parish Council board which he said had old information. The Clerk confirmed that as soon as the draft minutes were approved, by the relevant Chairman, they were put on the board. After further discussion it was agreed that Mrs Mead-Blandford would resurrect the notice board for young people and the new Parish Council would look into a larger board for all. Mr McCraith suggested a card be put on the shop board advising of the board for youngsters and the location.

*-Mrs  
Mead-  
Blandford*

**SWING CHAINS** –These had now been replaced.

**DOG WASTE BIN** –Mr Dickerson had installed the bin.

**RAILING OVER STREAM ON RECREATION GROUND** –The railing had been installed. Councillors agreed it looked good.

**THE CAUSEWAY VERGE** –Mr White had obtained a quotation for £3,900, for a dropped kerb at the entrance to a property, to compare with the County Council quote of £6,000. It was agreed that this was still a lot of money. Mrs Oliver advised that an authorised contractor must be used to carry out any work. The Chairman suggested a request to Highways could be made for bollards on the verge to protect it. Mr Bunton felt this may cause difficulties with grasscutting. Mrs Oliver suggested a meeting with the Highway Supervisor be arranged. She was to meet him the following day and would ask him, if he had time, to visit Bassingbourn.

*-Mrs Oliver*

**LOCAL LIFE AWARD** –In Hand.

**KNUTSFORD ROAD BRAMBLES** –Mr Cathcart confirmed that the best time to cut the brambles back would be at the end of July.

**NORTH END FOOTWAY** –The Chairman confirmed that David Lines had looked at all options and there was only one which was expensive. It would mean building over the stream. David Lines was willing to have another site meeting but there would be no point unless we could find a way to move the project forward. It was agreed that this could be something the Parish Council budgeted for in the future.

**HUCKLE TRUST** –Mr Clarke confirmed that he had received a letter from the Solicitor and passed it to the Chairman. The contents would be discussed at a future meeting.

**STREETLIGHTS** –They had been repaired.

**STANDING ORDERS FOR LOCAL COUNCILS** –These were in draft form. Part 1 of the Standing Orders had now been received to assist finalising the draft.

*-Mr Hallett*

**POTHLES** –The repairs had been carried out.

**05. CORRESPONDENCE**

REQUEST FROM WEBSITE –Allotment request from parishioner. The Chairman reminded Councillors that the area behind the school and land at Wellhead had been investigated without success. Mrs Oliver reiterated County Farms’ decision not to rent these areas of land. She agreed to see if there was any other county land available. Mrs Mead-Blandford stated that the Parish Council had a duty to investigate the provision of allotments and all Councillors agreed that it would be a task for the new Parish Council to see if there were any local landowners willing to release land to rent for this purpose. The Clerk to reply to the request, advising that there were some private allotments on Fen Road.

*-Clerk*

PPP –Acknowledgement of membership 2010/11

SCDC –South Cambridgeshire and Cambridge City Council Strategic Flood Risk Assessment. The Chairman agreed to complete and return.

*-Mr Hallett*

CCC –Introduction of Electronic Consultation. The County Council were proposing to enhance their electronic consultation processes for planning applications. In future they were intending on sending all planning related correspondence by e-mail. They asked for confirmation that the Parish Council would be willing to accept delivery of planning application consultations electronically. Councillors agreed that they were happy for electronic consultations but paper copies of plans would still be required as they were too big to view on screen. Clerk to reply.

*-Clerk***FOR INFORMATION**

THE PLAYING FIELD –Spring 2010

Playground equipment advertising

THE RING (Cambridge Past, Present & Future) Winter/Spring 2010

CCC –Cambridgeshire Older People’s Newsletter –April –June 2010

BASSINGBOURN COMMUNITY BOOK CAFE –Thank you letter for donation

CLERKS & COUNCILS DIRECT –May 2010

COPE NEWSLETTER 66 –May 2010

**06. OPEN FORUM**

The meeting was closed between 8.50pm and 8.55pm for public discussion.

ALLOTMENTS –It was suggested that the land at the Village College could be used as it was not being used for anything. The Chairman advised that the County Council and Village College had been approached about the land already with no success. Mrs Mead-Blandford suggested advertising for a land share. The Chairman said that this option would be considered when the new Parish Council look at the need.

**07. PAYMENT OF ACCOUNTS****BUCHANS LANDSCAPES**

Grounds mtce April 2010 (inc. £227.24VAT)	£1525.75	
Additional Recreation Ground Contract (inc. £27.584VAT)	£ 185.19	
Recreation Ground cut in march (invoice A184) inc £9.63VAT	£ 64.63	£1775.57

**CHRIS MERTON**

Replace swing chains		£ 110.50
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**CAMBRIDGE WATER**

Water rate	Cemetery	£ 15.10	
	Recreation Ground	£246.21	£261.31

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Chapel Rate		£109.00
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**HALES PRINTERS**

Newsletters		£408.00
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**MRS S WALMESLEY**

Clerks salary 1/04/10 –30/04/10

Salary	£681.18	
Post etc.	£ 8.69	
Telephone/Diary etc.	£ 0.80	
Stationery (inc £1.19VAT)	£ 8.00	£698.67
Less Tax £28.20 NI £22.57 (Employer £26.26)		£647.90
<b>TOTAL</b>		<b>£3312.28</b>

The Clerk advised that the water rate for the recreation ground was still very high. She thought the water had been turned off until a repair of the pipe could be made. It was stated that when the showers were used by the sports clubs, the water would have been on. It was also stated that as

the invoice was for the period 1/11/09 -30/04/10, the leak had not been discovered until early in 2010.

The payments were then agreed. PROPOSED Cllr White, SECONDED Cllr Clarke.

**08. INTERNAL AUDIT REPORT 2009/10**

The Chairman stated that in previous years the internal auditor had picked up a number of points on their report back to the Parish Council. This year the points were minor. The Clerk advised that one of the points was that the community bank account was overdrawn at year end. This had been overlooked as the bank statements had been sent to the Pavilion Management Chairman in error so they were late arriving with the Clerk. She added that another problem was that, even though the bank statements had the Clerk's name and address on them, Barclays Bank would not let her transfer money from one Parish Council account to another as she was not a signatory. This again caused a delay. The Chairman confirmed that he had eventually sorted this out with the bank and statements would be sent to the Clerk in future.

**09. SALT/GRIT STORAGE**

The Chairman advised that Mr Robinson, Mr Bunton and Mr Dickerson were to come up with suggestions for an alternative to a salt bin. Mrs Oliver expressed her concern over a statement made in her absence, at the previous meeting, stating she and Mr McCraith had a personal agenda in trying to persuade the Parish Council to purchase salt bins. She added that work they did was for the village. Mrs Oliver also advised that the statement made about the Whaddon bin was incorrect. A car had driven into the bin and moved it.

*-Mr  
Robinson,  
Mr  
Bunton &  
Mr  
Dickerson*

**10. CONSERVATION PROJECTS**

Mrs Oliver advised that in the April 2010 minutes, Parish Councillors assumed that the County Council were receiving funding for the grasscutting at Wellhead when they received nothing. Mr White expressed surprise that they were not applying if they kept redundant farm land. The Chairman added that he hoped the archaeological dig went ahead even though the group's request for a grant from the Parish Council was unsuccessful.

**11. ASHWELL STRET HEDGING**

The Chairman reported that Mrs Oliver was going to try and arrange a site meeting with the Rights of Way officer, Andrew Stimson. Both the Chairman and Mr White had been in contact with him. The hedge was mostly within the 40ft of the Stret and the County Council had stated that they would not allow hedging to be planted within the 40ft unless they had written agreement from a third party to maintain the hedge. The Chairman outlined options. The first being to do nothing and let the hedge regrow naturally. Second option was to ask Cokenach Estates once again if they would plant the hedge inside the fence. The third option was to ask Cokenach Estates to replant the hedge with cell grown plants now, or with bare root plants in November if the Parish Council paid for the hedging. The Chairman added that there was £1,000 in the budget for conservation projects but felt that the conservation group would need some of that allocation. Mr Cathcart suggested that the District Council may be able to contribute. He would find out the position. He added that if this was an ancient hedgerow it would have been an offence to remove it and planning permission would have to be sought.

*-Mrs Oliver  
& Mr  
Cathcart*

**12. PARISH CHURCHYARD**

This was still with the Church Warden. Mr Clarke urged the Parish Council to reach a decision about ownership. The Chairman advised that there were only two possible outcomes either the Parish Council were responsible or not. If they were then a considerable amount of money would have to be spent. If there was no pressure from the Church side he suggested keeping on the agenda and prompting the Church Warden occasionally.

**13. CEMETERY LODGE**

There were no points to raise.

**14. OTHER CEMETERY BUSINESS**

RISK ASSESSMENT – Ongoing. Clerk to obtain costs of reinstating headstones.

*-Clerk*

CEMETERY REGULATIONS – The Clerk had a list of graves which were contravening the regulations. The list was nearing completion and the letters would be sent out once the forthcoming Parish Council election process had taken place.

*-Clerk*

APPROVAL OF MEMORIALS –There were no memorials for approval.

MEETING WITH GRAVEDIGGER –The Chairman reported that he had met the gravedigger John Lyon, with the Clerk. Mr Lyon was concerned at the way local gravediggers were straying beyond the grave boundary and leaving chalk behind. Mr Lyon offered the Parish Council the chance to retain him as the cemetery gravedigger and take the responsibility from the Funeral Director. Councillors were asked to think about the offer which would be discussed when the next review of cemetery fees took place.

The Clerk advised that following the meeting, she had sent a letter to Newlings of Royston Funeral Service asking them to remove excess soil from the graves they were responsible for by the end of May 2010. Most of the offending graves were created by them.

REPAIR TO CEMETERY PATH- Two quotations for the path and turning area had been received. The first for £5,900 plus VAT, for a higher specification, and the other £2315 plusVAT. The latter being to fill the potholes, install two retained turning areas adjacent to the Chapel and top the entire driveway with shingle. This was a lot more than the £600 allowed in the 2010/11 budget. The Chairman advised that he had since spoken to the second contractor, Stuart Buchan, who had stated that the pothole filling would not be permanent, but as the traffic was not very heavy, should last a while. Mr Buchan did not recommend the use of shingle on the path as it would be pushed into the grass. Discussions took place on the budget and whether it would be wise to have the work of the higher specification carried out as both gave a good quotation for their specification. It was then proposed by Mr White, seconded by Mr Clarke that the quotation from Buchans for the filling of the potholes and the installation of a turning area, for the price of £1315.00 plus VAT, be approved. All Councillors in agreement. The Parish Council would look at a long term plan when the budgets were reviewed. The Chairman suggested that the additional expenditure could come from the minor highway improvements budget. Clerk to ask Buchans to proceed.

-Clerk

GRAVE SURFACES –The Chairman reported that there were four graves with a bare surface and suggested that they should be covered with topsoil and grassed. He offered to do this and advised that the materials would be between £10-£12 per grave. Councillors agreed expenditure up to £48.00. Mrs Mead-Blandford expressed her concern over the feelings of the relatives. Mrs Pidgeon was in contact with one of the relatives and would ask permission. Mrs Falcini asked if this would be ongoing. The Chairman advised that he hoped that in future relatives would be encouraged to do the same once they had seen this.

-Mr  
Hallett &  
Mrs  
Pidgeon

## 15. ANY OTHER BUSINESS

A AND B ROAD REVIEW –Mrs Oliver reported on the recent County Council review of the A1198 stating that there were two changes within the parish. It was recommended that the speed limit from the Barracks to Kneesworth corner was reduced to 50mph and from Tudor Court to the A505. She added that it would be useful to have the section from Whaddon to the Barracks as 50mph. Mr White stated that it was okay reducing the speed limits but they needed to be enforced.

RECREATION GROUND WATER LEAK –Mr Bunton agreed to speak to the football club about how they turned off the Pavilion water.

-Mr  
Bunton

BROOK ROAD BENCH –Mrs Pidgeon advised that the bench was covered by the overgrown grass. Clerk to remind Buchans that this was on the grass verge cutting schedule. It was also reported that the grass opposite the doctor's surgery in Spring Lane was overgrown. This area was not on the village grasscutting maps and was believed to be the responsibility of the surgery.

-Clerk

KNEESWORTH RESERVOIR –Mr White advised that he had been in contact with Cokenach Estates about illegal swimming in the reservoir. The police were also made aware.

VILLAGE GREEN –The Chairman advised that he had put some spare grass seed on the village green. He volunteered to do the same with some moss killer which was agreed.

-Mr Hallett

## 16. DATE OF NEXT MEETING

The Chairman concluded the meeting by stating that this meeting was the last meeting of the four year term. He thanked all Councillors for their efforts. The AGM of the new elected Parish Council would be held on the 18<sup>th</sup> May 2010 and there would be an opportunity for co-option of Councillors, for the remaining vacancies, once the procedures to do that had been followed.

The Chairman closed the Meeting at 10.05pm

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Chairman

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Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 1<sup>st</sup> June 2010 at**  
**The Chapel Room, South End 7.30pm**

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

County Cllr Mrs Oliver, District Cllr Cathcart

Members of Public –5

**01. ELECTION OF CHAIRMAN**

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

**02. APOLOGIES FOR ABSENCE**

Mr Dickerson, District Cllr McCraith

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

There were no declarations made.

**04. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 4<sup>th</sup> May 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**05. MATTERS ARISING**

THE ROUSES –Mr Webb reported that, due to the request made by the District Council for a flood risk assessment, he had asked Jim Haigh to advise on the land. Headland Action would also be quoting a price to carry out the archaeological investigation requested.

NOTICE BOARDS – It was advised that there was still an outstanding issue with the absence of a key to the Jobs board.

THE CAUSEWAY VERGE –Mrs Oliver reported that Mr Vacher, County Highway Supervisor, was very aware of the situation and had held several site meetings with residents there. He was keen on placing bollards on the verge to stop the vehicles crossing. Mr Bunton expressed concern over the cost of installing bollards and suggested that the money could be better spent subsidising the cost of a dropped kerb. Mr Geraghty felt that the bollards would not stop the vehicles as they would use other resident's access. After further discussion Mrs Oliver agreed to arrange a site meeting with Mr Vacher to discuss further.

*-Mrs Oliver*

LOCAL LIFE AWARD –In Hand.

STANDING ORDERS FOR LOCAL COUNCILS –These were in final draft form and would be approved at the next Parish Council meeting.

ALLOTMENT REQUEST –It was stated that the Parish Council had a statutory obligation to provide allotments. Mr Sagers advised that he had been trying to move forward on an allotment project for the past two-three years and there was a big stumbling block with County Farms. Mrs Oliver then confirmed their policy decision not to rent the land to the Parish Council. The price of £45,000 to purchase the land was based on a valuation of £10,000 per acre. She added that she had asked again to see if there was any other land available to rent. Mr Sagers asked that the Parish Council write formally to County Farms stating that the Parish Council wished to enter into discussions over the rental of the triangle of land and also ask for a breakdown of the requested purchase price. This was agreed. It was then stated that only six requests for allotments were needed and so the Parish Council needed to step up a gear and start advertising for land. This would be an agenda item at the next meeting.

*-Clerk*

**06. CORRESPONDENCE**

SOUTH CAMBRIDGESHIRE COMMUNITY PRIDE & VILLAGE HERO AWARDS – Nominations by 31<sup>st</sup> July 2010. It was agreed that this would be an agenda item at the next meeting.

CAMBRIDGE UNIVERSITY HOSPITALS –Opportunity to meet the Governors of Addenbrookes Hospital. Mr Hallett agreed to put the details on the village website.

*-Mr Hallett*

*-Clerk*

LOCAL COUNCIL REVIEW –Renewal Invitation. Councillors agreed that subscription should be renewed.

HAYMARKET –Cereals 2010 traffic arrangements. The event was to be held near Chrishall with a satellite Park and Ride car park at Bassingbourn Barracks.

OVERGROWN HEDGE –Nightingale Avenue. The hedge had been brought to the attention of Mr Hallett. He agreed to speak to the owner and if the hedge was not cut back would ask County Highways to pursue.

*-Mr Hallett*

GREG LIDSTONE –Litter & Dog Waste removal. Mr Lidstone advised that he was trying to launch a business idea to offer the collection from dog and litter bins in the public areas combined with cleaning. He advised that he had recently left a business course at CRC and was currently not working. He added that he was determined to do something for himself and not claim Government handouts. Councillors agreed his initiative was commendable but as the Parish Council were tied in with a District Council arrangement, could not offer any opportunity to him in the village at this time. The Clerk to reply to Mr Lidstone applauding his efforts and advising of this.

*-Clerk*

**FOR INFORMATION**

CONNECTED COUNCILLORS –Guide to using social media to support local leadership

STANDARDS COMMITTEE –Newsletter Spring 2010

SUTCLIFFE PLAY –Advertisement

COMMUNITY CARE GUIDE

CAMBRIDGESHIRE ACRE –New Products and Services Guide

COPE –Newsletter June 2010

WAR MEMORIALS TRUST BULLETIN –May 2010

**07. OPEN FORUM**

The meeting was closed between 9.pm and 9.10pm for public discussion.

WELLHEAD TRIANGLE –It was advised that trees had been pollarded and logs thrown into the stream. Concerns were expressed over this work taking place at the wrong time of the year when birds were nesting. The grass had also been cut where birds were nesting and it was suggested that the RSPB should be advised. It was stated that the grasscutting was probably an innocent mistake. The Parish Council had been asked a while ago for a grant so that the grass could be cut for an archaeological dig. This was refused and the individual paid for the cutting personally. Mrs Oliver advised that she had spoken to County Farms about the pollarding and they confirmed that their contractor had pollarded 12 Willow trees and the logs had been left in eco piles. The contractor had now been asked to remove the logs and this would take place on the 7<sup>th</sup> June. Mr Sagers expressed his concern over this stating that this should be tied in with the letter to County Farms regarding allotments. It should be emphasised that County Farms were not managing that piece of land. Mrs Mead-Blandford suggested that the RSPB be notified. After further discussion between Mr Sagers and Mrs Oliver it was agreed the Clerk send a robust letter to County Farms expressing concern over the grasscutting and pollarding pointing out it was an environmental disaster.

*-Clerk*

VERGES AND BOLLARDS –It was stated that the Causeway would look a lot more acceptable with bollards than churned mud.

PARISH CHURCHYARD –Mr Simpson, the Church Warden, apologised for the delay in obtaining clarification of the Parish Council obligations. He was now approaching the Diocese to see if they could help. There was a question of the moat flooding. The Highways Supervisor was satisfied that the drainage outlet was now clear. Mr Hallett advised that he had found a letter that might help the Church in respect to the ownership of the moat. He would forward a copy to Mr Simpson.

*-Mr Hallett*

**08. PAYMENT OF ACCOUNTS**

**BUCHANS LANDSCAPES**

Grounds mtce May 2010 (inc. £231.61VAT)	£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)	£ 188.89	
Recreation Ground cut 2 cuts May ( inc £19.25VAT)	£ 129.25	£1873.26

**LGS SERVICES**

Internal Audit 2009/10 (inc. £30.63VAT)		£ 205.63
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**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Chapel Rate		£109.00
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MRS S WALMESLEY

Clerks salary 1/05/10 –31/05/10			
Salary	£681.18		
Post etc.	£ 5.14		
Telephone/Diary etc.	£ 0.80	£687.12	
Less Tax £28.20 NI £22.57 (Employer £26.26)			£636.35
<b>TOTAL</b>			<b>£2824.24</b>

Agreed. PROPOSED Mr Clarke, SECONDED Mr Webb

The Clerk agreed to prepare a financial statement of income and expenditure to date this financial year once the bank statements had been received.

**09. REVIEW OF TERMS OF REFERENCE**

These had been circulated to Councillors prior to the meeting. On a proposition by Mr Hallett, seconded by Mr Clarke, it was agreed there was no change.

**10. SALT/GRIT STORAGE**

This was an action for the Chairman, Mr Bunton and Mr Dickerson to suggest an alternative way of storing salt for use in the village.

**11. CONSERVATION GROUP**

Mr Crow made a report on behalf of the group advising that they had been on a walk around the grounds of Wimpole Hall looking for bats but due to the cold weather they were not out. He added that the walk had been enjoyable learning about the history of the Hall. The conservation group would be meeting soon to discuss actions required at Clunch Pit Wood.

The Chairman thanked Mr Crow for his report.

**12. ASHWELL STRET HEDGING**

Mr Hallett reminded Councillors that there was an action on Mrs Oliver to set up a meeting with Cocknach Estates and the County Rights of Way Officer. He added that as a result of attending a Rights of Way training course his attention had been drawn to a website which showed which farmers were receiving payments under the single farm payment scheme. It showed that Cocknach Estates were party to an agreement under the scheme and were receiving payments for maintaining hedging, part of which was no longer there. Mr Hallett then explained the history to the new Parish Councillors. Mr Cathcart advised that the District Council Tree Officer felt that the hedging could have been an ancient parish boundary. Mrs Oliver then agreed to arrange a site meeting, to be held after the 17<sup>th</sup> June 2010, to include Mr Hallett, Mrs Mead-Blandford, the District Council Tree Officer, Rights of Way Officer and Cocknach Estates.

*-Mrs  
Oliver, Mr  
Hallett,  
Mrs Mead-  
Blandford*

**13. THE HUCKLE TRUST**

Mr Hallett advised that the Parish Council needed to make a decision about winding up the charity which comprised of a cash sum and some war bonds. The Trust had been set up with very specific terms relating to the purchase of land for recreational use. If the Parish Council wanted to do anything different they would need to apply to the Charity Commission. Mr Hallett stated that there were three options the first to do nothing and leave the Trust as it was, the second to see if some land could be found for recreational use or thirdly apply to the Charity Commission to see if the funds could be used for the Pavilion or allotment land purchase. After further discussion the third option was agreed with the Charity Commission asking for a view on both the Pavilion and allotment land purchase. Mr Hallett agreed to draft a letter to the Charity Commission.

*-Mr Hallett*

**14. WEBSITE E-MAIL ADDRESSES**

Mr Hallett advised that at the present time there were e-mail addresses for the Parish Clerk, admin and planning. He suggested a new address be created for the Chairman and recreation which would look more professional. There might be a nominal setting up cost but there would be no additional running costs. Mr Hallett proposed that £50.00 be allocated for setting up the new addresses, which was seconded by Mr Clarke. All Councillors in agreement that the new addresses be added.

*-Mr Hallett*

**15. LISTING OF OLD SCHOOL**

Mr Hallett reminded Councillors that it was suggested a while ago that listing the building would help with its preservation. The cost was marginal. This was discussed by the Parish Council in December 2009 who agreed not to apply for listing at that time. Since then, at the Annual Parish

Meeting, Cllr Cathcart recommended that the building should be listed. Mr Hallett was now aware that a private individual was making an application. He added that if appropriate the Parish Council could send a letter of support. A discussion followed on why the building could be listed including the fact that it was a prominent building in the High Street, an interesting building which had been sensitively restored and it was in local ownership with community use. Mr Hallett stated that the groundwork for the application had already been done and it just needed a letter of support which Councillors agreed to. Mr Cathcart added that an application was turned down a few years ago as it did not meet the correct criteria. Clerk to send a letter. -Clerk

**16. CEMETERY LODGE**

The Clerk advised that a letter had been received from Warners Letting Agency stating that a recent inspection had taken place of the premises with no problems identified.

**17. OTHER CEMETERY BUSINESS**

RISK ASSESSMENT – Ongoing. Clerk to obtain costs of reinstating headstones. -Clerk

CEMETERY REGULATIONS – The Clerk would be sending out letters to the next of kin where graves were contravening the regulations. This had been delayed due to the parish elections. -Clerk

APPROVAL OF MEMORIALS – There were no memorials for approval.

EXCESS SOIL – Mr Hallett advised that the Funeral Director had not arranged for the removal of excess soil, as requested in a letter sent with a deadline of the 31<sup>st</sup> May 2010. He asked for quotes to be obtained to remove the soil with the cost would be recovered from the Funeral Director. -Clerk

**18. ANY OTHER BUSINESS**

TRAVELLER AND GYPSY CONSULTATION – Mr Cathcart stated that with new Government the position regarding EERA and the requirement was to be clarified.

RECYCLING – Mrs Oliver advised that there was to be an open day at the recycling centre at Waterbeach on the 19<sup>th</sup> June 2010. She urged people to go and look.

CONFIDENTIALITY – Mrs Mead-Blandford asked the position regarding confidentiality and the Parish Council. She was concerned that feedback from meetings was sometimes distorted. It was confirmed that almost everything relating to the Parish Council was in the public domain and information could be obtained through the Freedom of Information Act.

NOISE POLLUTION – Mr Goater expressed his concerns over the noise made by youngsters on scooters in the village. Mrs Oliver stated that the PCSO’s were very effective at dealing with the problem in the past. The Chairman agreed to speak to the PCSO about the problem at the police surgery. Mr Webb added that the PCSO had spoken to the youngsters recently and taken a note of their licence numbers. -Mr Robinson

**19. DATE OF NEXT MEETING**

The next Finance and General Purposes Committee meeting would be held on the 6<sup>th</sup> July 2010.

The Chairman closed the Meeting at 9.55pm

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Chairman

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Date



**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 7<sup>th</sup> July 2010 at**  
**The Chapel Room, South End 7.30pm**

PRESENT:, Mr Robinson ( Chairman), Mr Bunton, Mrs Mead-Blandford, Mr Goater, Mr Hallett, Mr Webb, Mr Sagers, Mr Dickerson

District Cllr Cathcart

Members of Public –3

**01. APOLOGIES FOR ABSENCE**

Mr Clarke, Mr Sappol, Mr Pidgeon, Mrs Pidgeon, District Cllr McCraith, County Cllr Mrs Oliver

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

There were no declarations made.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 1<sup>st</sup> June 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**04. MATTERS ARISING**

THE ROUSES – Mr Webb advised that this had been discussed at the recent Recreation Ground committee meeting and it had been decided that an initial archaeological investigation be carried out. Mr Haigh, a member of the committee, was seeing if he could get a cheaper quote for this. The need for an archaeological investigation was queried. Mr Webb confirmed that the planning officer was aware of exactly what was planned on the site. After further discussion Mr Cathcart agreed to speak to the planning officer to see if this condition could be removed.

*-Mr  
Cathcart*

NOTICE BOARDS – It was advised that there was still an outstanding issue with the absence of a key to the Jobs board.

THE CAUSEWAY VERGE –It was advised that there were two properties without a dropped kerb at present. A dropped kerb was planned for one of these in the next couple of months.

NOISE POLLUTION –Mr Goater advised that motorbikes had again been causing a nuisance in the village. He had been advised to contact the Neighbourhood Watch. Councillors suggested that he contact the village co-ordinator Vic Nickson.

CHURCHYARD –Mr Hallett advised that he had given details of the letter relating to the Moat to the church warden Mr Simpson. He had also advised him of a letter from 1993 in which the Parish Council had been asked to take responsibility for the churchyard. There was also a further letter dated 1994. Mr Hallett advised that these letters confirmed that the Parish Council did have a responsibility to include the wall and fencing. Mr Simpson had agreed to start the process of obtaining a faculty from the Diocese to carry out repair work to the wall. An agreeable specification would need to be prepared but it was envisaged a minimum amount of repair work would be required at this time.

WEBSITE E-MAIL –The new addresses had been compiled.

THE LIMES SCHOOLHOUSE –The Clerk confirmed that she had received an acknowledgement to the letter of support sent regarding the listing of the building.

SPRING LANE VERGE –Concerns were expressed over the overgrown verge which was believed to be cut in the past by the Doctors Surgery contractor. Mr Hallett agreed to contact the Practice Manager.

*-Mr Hallett*

**05. CORRESPONDENCE**

SCDC –Election of a Parish Council Member to the Standards Committee. There were two candidates to choose from. Councillors agreed a vote be made for Dave Kelleway from Teversham Parish Council. Clerk to return the ballot paper by the 9<sup>th</sup> July 2010.

*-Clerk*

ANDREW LANSLEY MP –Changes in Government Policy –Abolition of Regional Planning and Tackling unauthorised Development. Mr Lansley advised that the Government were to abolish unelected Regional Assemblies, top-down building targets and unwanted Regional Spatial Strategies. The new Secretary of State for Communities and Local Government had advised local authorities and the Planning Inspectorate that the intention to scrap Regional Strategies was already a material consideration which should be taken into account when considering current

planning applications and appeals. There was also considerable public concern about unauthorised development and a series of high profile cases involving travellers. Ways would be looked at to give more power and discretion to councils to tackle unauthorised development and trespass. The abolition of Regional Strategies would also mean the scrapping of top-down caravan pitch targets and a shift to locally led assessment and plans.

The Clerk was asked to reply stating that Councillors were pleased there was to be a bottom-up approach.

-Clerk

CCC –Stakeholder Meetings re budget cuts. The County Council had set a five year budget to release savings. This would have a particular impact on Connexions and Youth Work provision. The meetings would be held during July at venues throughout Cambridgeshire. Contributions could also be made by considering an informal consultation paper.

KEFFORD CLOSE TREES –The owners of 11 Kefford Close had asked for the annual cut of the hedgerow alongside their garden fence to take place. The Clerk to advise the contractors. The owners had also advised that there was a large tree towards the back of the green which was encroaching over the boundary of their garden. They were worried that debris from the tree could fall and cause damage. The District Council Tree Officer had advised that the Parish Council should be approached. Mr Hallett agreed to look at the tree.

-Mr Hallett  
& Clerk

OVERGROWN SHRUBBERY –There had been a complaint made on the website about overhanging shrubs on North End. Mr Hallett agreed to refer the complaint to the County Council Highway Supervisor.

-Mr Hallett

NORTH END NOTICE BOARD –The Parish Council had been advised that the notice board needed some repair and the catches needed adjusting. Mr Hallett to look and see exactly what was needed.

-Mr Hallett

#### FOR INFORMATION

CCC –Extended Consultation on The Local Transport Plan –extended until 30<sup>th</sup> July 2010

Cambridgeshire ACRE –Community Action Summer 2010

Notes from Planning Parish Forum Meeting 14<sup>th</sup> June 2010 -with Chairman

WICKSTEED /SC SLATER LTD–Advertisement

CAMBRIDGESHIRE COMMUNITY SERVICES –NHS Keeping in touch

BULB CATALOGUE

COPE –Newsletter No 68 July 2010

CLERKS & COUNCILS DIRECT –July 2010

## 06. OPEN FORUM

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

ACCESS THROUGH THE BARRACKS –Concerns were expressed over the difficulty obtaining access to the footpath on the barracks with security sporadic. This problem had been brought up before and there were negotiations with the Ministry of Defence. It was stated that there was a MOD policy to make their land more accessible. Mr Hallett advised that a footpath was not shown on the definitive Rights of Way map. It was agreed that this would be an agenda item at the Parish Council meeting on the 27<sup>th</sup> July to which a representative from the Barracks would be invited to attend.

FOOTPATH 7 –Councillors were asked what the plan was for the laying of chippings on the footpath. Mr Bunton confirmed that they would only be put down on the stretch by the Church where it became very muddy during the winter months.

## 07. PAYMENT OF ACCOUNTS

### LIMBACH BANHAM

Cheque in lieu of 103235 (2009/10FY) £ 364.45

### BUCHANS LANDSCAPES

Grounds mtce June 2010 (inc. £231.61VAT)	£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)	£ 188.89	
Recreation Ground estimated 3 cuts June (inc.£28.87VAT)	£ 193.87	
Recreation Ground cut 2 cuts May ( inc £19.25VAT) B021	£ 129.25	£2067.13
<b>SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL</b>		
Chapel Rate		£109.00
<b>SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL</b>		
Emptying of Recreation Ground bins 1/4/10-31/3/11 (inc £173.63VAT)		£1165.79
<b>SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL</b>		
Uncontested Election		£ 225.00

NALC			
Local Council Revue Subscription			£ 13.50
VIKING DIRECT			
Stationery			£ 26.66
PLAYSAFETY LTD			
RoSPA Inspection 2010 (inc. £33.08VAT)			£222.08
HALES PRINTERS			
Newsletters			£447.00
CHRIS MERTON			
Village Sign Refurbishment	£156.79		
Recreation Ground Stream Barrier	£361.35		£518.14
MRS S WALMESLEY			
Clerks salary 1/06/10 –30/06/10			
Salary		£681.18	
Post etc.		£ 3.84	
Telephone		£ 1.40	
Mileage 1/1/10-30/6/10 (188 miles)		£ 94.94	£781.36
Less Tax £28.20 NI £22.57 (Employer £26.26)			£730.59
INLAND REVENUE			
PAYE April –June 2010 Tax £84.60 NI £146.49			£231.09
TOTAL			£5755.98

The Clerk was asked to hold the payment for South Cambridgeshire District Council litter bin emptying until a satisfactory response had been received from them regarding the emptying when the regular contractor was away.

Agreed. PROPOSED Mr Saggars SECONDED Mr Bunton

#### 08. SALT/GRIT STORAGE

This was an action for the Chairman, Mr Bunton and Mr Dickerson to suggest an alternative way of storing salt for use in the village.

#### 09. PROVISION OF ALLOTMENTS

The Chairman advised that he had looked at the regulations and six applications from parishioners in writing were needed for the Parish Council to look into providing them. They did not need planning permission. It was agreed that there would easily have been this number of enquires made over the years about allotments which had not been documented. Mr Cathcart advised that he was aware of an offer made by the landowner of land to the north and south of Saddleback Lane to rent for this purpose. Mrs Oliver had also agreed to make enquiries about sites. A discussion then took place on Wellhead. The Clerk stated that she had not yet written to County Farms/Estates as agreed at the last meeting because, following previous requests made through Mrs Oliver, further information on the potential use was needed for them to consider. A discussion followed where it was stated that the Parish Council were just going around in circles. It was then proposed by Mr Saggars, seconded by Mrs Mead-Blandford that the letter to County Farms is sent requesting either a sensible price for the purchase of the land or to rent it. It should be stated that the Parish Council were keen to use the land for allotments and the land would not be let for profit. Mr Saggars then advised the history of the land behind the Village College where all information had been gathered. He added that he was keen to progress the Wellhead land formally as this had not happened in previous representations. The Clerk advised Councillors to advertise to see if any other landowners were willing to offer land for allotments. She agreed to arrange for a notice to go in the Village Voice. She was also asked to write to the landowner advised by Mr Cathcart, expressing an interest in negotiations.

-Clerk

#### 10. CONSERVATION GROUP

BIG LOTTERY FUND COMMUNITY WILDLIFE AWARDS –The Chairman reported that there was funding available if a suitable application was submitted.

#### 11. ASHWELL STRET HEDGING

This was with County Cllr Mrs Oliver. Details of the history had been sent to Mr Cathcart.

#### 12. THE HUCKLE TRUST

Correspondence had been sent to the Charity Commission requesting advice, as discussed at the

last meeting.

**13. ELBOURN MEMORIAL HOUSING TRUST**

The Chairman reported that he had been contacted by Mr Penny who was trying to get clarification on the ownership of the land and cottages on the site. The title deeds could not be found. It had been stated in minutes that the charity did own the cottages and the frontage on the High Street. There was not though a clear record of the land on Spring Lane being transferred to the Trust. Further investigations would be made.

*-Mr Hallett*

**14. SOUTH CAMBRIDGESHIRE COMMUNITY PRIDE & VILLAGE HERO AWARDS**

Details had been e-mailed to Councillors. Mr Hallett explained that the community award was for Parish Council and the hero award was for individuals. This award would be good because it gave recognition to people across the district. Mr Sagggers proposed that Mr Bill Robinson's name be put forward, which was seconded by Mr Goater. Clerk to arrange. Councillors then agreed that details of the village local life award could be publicised on the village website.

*-Clerk &  
Mr Hallett*

**16. CEMETERY LODGE**

There was nothing to report.

**17. OTHER CEMETERY BUSINESS**

**RISK ASSESSMENT** – The Clerk reported that she had obtained an approximate cost for reinstating headstones which would be around £250 each. A discussion took place on whether the unstable stones should be laid down. The Chairman and Mr Hallett to look at the current situation.  
**CEMETERY REGULATIONS** – The Clerk would be sending out letters to the next of kin where graves were contravening the regulations. This had been delayed due to the parish elections.

*-Mr  
Robinson  
& Mr  
Hallett  
-Clerk*

**APPROVAL OF MEMORIALS** –There were no memorials for approval.

**EXCESS SOIL** –Newlings had advised that they would arrange for the excess soil to be removed as requested.

**CHAPEL KEY** –The Chairman advised that he had been given the key to the Chapel by Mr Clarke. This was so that the dehumidifier could be emptied. It was suggested that it could be turned off during the summer months.

**18. CHANGE TO SEPTEMBER AND NOVEMBER MEETING DATES**

The Clerk advised that she would not be able to attend the scheduled meeting on the 7<sup>th</sup> September and suggested that it be brought forward by one week to the 31<sup>st</sup> August. This was agreed. There had been an error with November Parish Council meeting which had been advertised as the 20<sup>th</sup> which was a Saturday. The date should be the 23<sup>rd</sup> November. The Clerk to send out revised dates to Councillors.

*-Clerk*

**CLERKS ANNUAL REVIEW**

Mr Hallett explained the salary structure to new Councillors. It was agreed that the Clerk be awarded a one spinal column point increase on the NALC pay scale, to SCP25 to take effect from the 1<sup>st</sup> April 2010.

**18. ANY OTHER BUSINESS**

**GYPSY AND TRAVELLER CONSULTATION** –Mr Cathcart advised that there was to be a meeting the following week. Details of this had been received from the District Council and forwarded to Councillors.

**OVERHANGING BRAMBLES** –They were overhanging the footpath from the field next to the cemetery. Mr Robinson agreed to cut them back.

*-Mr  
Robinson*

**CO-OPTION OF COUNCILLORS** –Mr Hallett advised that he had received enquiries from three parishioners but they had not been followed up.

**RECYCLING BINS** –Mr Bunton stated that the bins outside the primary school were always full. The Clerk advised that the Primary School arranged for them to be emptied through the District Council. Mr Cathcart stated that the delay in emptying them was with the operator, but it was the responsibility of the District Council to organise.

**PAVILION WORKING GROUP** –Mr Sagggers queried the position of the working group. Mr Webb advised that the Parish Council were starting afresh with a new working group which included members of the sports clubs who served on the Recreation Ground committee. Mr Webb had agreed to be Chairman. Mr Sagggers volunteered to join the group.

**19. DATE OF NEXT MEETING**

The next Finance and General Purposes Committee meeting would be held on the 3<sup>rd</sup> August 2010

The Chairman closed the Meeting at 9.45pm

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Chairman

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Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 3<sup>rd</sup> August 2010 at**  
**The Chapel Room, South End 7.30pm**

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

District Cllr Cathcart, District Cllr McCraith

Members of Public –4

**JAMES LYNCH (POLICE COMMUNITY SUPPORT OFFICER)**

Mr Hallett, the Parish Council Chairman, introduced PCSO Lynch.

PCSO Lynch advised that he had been working in the village for 5-6 months, replacing PCSO John Coppard and was still getting used to the beat. He distributed the latest neighbourhood report with statistics for Bassingbourn and the surrounding villages. He stated that there had recently been thefts from cars of catalytic converters in Steeple Morden and Bassingbourn. There had also been a burglary at Park View. Numerous speed checks had been carried out in the village which he felt did not show a problem. Mr Robinson stated that the reason for this was that the officer was too visible causing vehicles to slow down. PCSO Lynch confirmed that the officer carrying out the speed check had to be seen. It was suggested that further checks be carried out on North End and Brook Road by the primary school. Mr Goater asked how many hours PCSO Lynch managed to be in the village. He confirmed that he visited at least once a day and added that he had 10 villages to cover.

Contact cards were left for parishioners. The Chairman thanked PCSO Lynch for attending the meeting.

**01. APOLOGIES FOR ABSENCE**

Mr Dickerson, Mr Pidgeon, Mr Geraghty, County Cllr Mrs Oliver

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

There were no declarations made.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 6<sup>th</sup> July 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman following amendment to Item 05 OVERGROWN SHRUBBERY which should read–There had been a complaint made on the website about overhanging shrubs on Mill Lane.

**04. MATTERS ARISING**

THE ROUSES – Mr Webb advised that he was waiting for further details about another archaeological investigation contractor. Mr Cathcart confirmed that he had spoken to the District Council planners and they had stated that the investigation was a requirement. They had maps of possible interest areas in the village and this was one. Mr Cathcart also advised that the officer dealing with the application was concerned over the time it was taking supplying the information and was minded to refuse. Mr Webb confirmed that a response was being prepared relating to the flood risk assessment and he agreed to keep the officer updated. A discussion followed on the use of the land and it was stated that the land was owned by the County Council and work and access could not proceed until the lease had been signed. It was added that there was a public footpath crossing the land.

SPRING LANE FOOTPATH –Mr Hallett confirmed that the grass had been cut.

KEFFORD CLOSE TREES –Both Mr Hallett and Mr Webb had visited the resident. There was some dead wood. A meeting with the District Council Tree officer was to be arranged to discuss these and others causing concern in the village.

NORTH END NOTICE BOARD –Mr Hallett confirmed that he had made a repair.

ELBOURN TRUST–Following a request from John Penny, Mr Hallett advised that he had been to look for related paperwork in the Parish Council storage, without success. He stated that subject to confirmation the cottages were definitely owned by the Trust but for the land at the back the ownership was unclear. It was stated that paperwork needed to be produced to land registry.

THE CAUSEWAY BRAMBLES –These had been cut back.

**05. CORRESPONDENCE**

CCC –Changes to library services. Comments were welcomed on proposed routes and times

which were 14:30 -16:00 1<sup>st</sup> Monday and 13:15 -15:15 3<sup>rd</sup> Wednesday of the month. Both stopping in Knutsford Road. Mr Hallett advised that a meeting had been held at Cambourne the previous day and comments relayed through Mrs Oliver. There was to be a consultation in the near future on the changes. It was advised that the Book Cafe currently offered a delivery service to those unable to get out in the village.

**BASSINGBOURN BARRACKS** –Invitation to visit the barracks from Major Irvine who suggested that this could be on the 28<sup>th</sup> September before the next Parish Council meeting. Councillors agreed that they would welcome this opportunity to see how the Barracks operated. Mr Hallett agreed to reply and advise that details regarding the number of Councillors able to attend would be forwarded later.

*-Mr Hallett*

**NORTH END** –Request for tree works. Following the topping received about 18 months before they had now produced a heavy growth of dense leaf cover at the lower levels continually screening between each of the trees. The effect was so bad that the whole stretch of pavement was totally screened from the street lighting and would therefore be daunting as the darker evening draw in creating a dark tunnel to pass through the area. Mr Hallett advised that these trees were on County Highways land and were not contravening highway standards. The Chairman suggested that this could be something for the conservation group but it had been advised that the work required was beyond voluntary effort. After further discussion it was agreed that the Clerk ask Highways if they would arrange for the cut but if not whether they would have any objection to the Parish Council making the arrangements. The Clerk was also asked to get the opinion of the PCSO on the safety issue of walking the path in the dark. This might help to support the request to County Highways.

*-Clerk*

**BASSINGBOURN ROAD TREES** –Request for support from Litlington Parish Council regarding the cutting back of trees on Brook Road. Concerns had been raised at their meeting over pedestrians using the footpath and the overhanging trees. As a result a letter had been sent to Brook Orchard. Mr Bunton agreed to follow up with the owner.

*-Mr  
Bunton*

**CCC** –Winter Gritting Arrangements. The Clerk to copy to Councillors for comment at the next meeting.

*-Clerk*

**COMMERCIAL AIRCRAFT** –The Chairman had received an e-mail from a resident concerned over the increase in aircraft movements. The e-mail also expressed concern over policing in the village. He had acknowledged the correspondence and forwarded to County Cllr Mrs Oliver.

**BARRACKS OPEN DAY** –Major Irvine had advised that the families day would be held on the 7<sup>th</sup> August. This would be an opportunity for the parents and guardians of those soldiers who had completed 4 of their 14 weeks of training to visit. The Barracks had a coherent plan for the reception and security checking of the visitors but in a change to the norm, they would be using the main gate instead of the airfield gate. Major Irvine advised that he would gather feedback following the 7<sup>th</sup> August to decide whether this arrangement would work for future visits. He asked for any feedback to be forwarded to him.

**FOR INFORMATION**

LCR –Summer 2010

SMP Advertisements

**CAMBRIDGE AND PETERBOROUGH MINERALS & WASTE PLAN** –Details of submission to the Secretary of State

GLASDON –Advertisement

COPE –Newsletter 69 August 2010

## **06. OPEN FORUM**

The meeting was closed between 8.40pm and 8.55pm for public discussion.

**PUMPS/MILESTONES** –A request was made for the pumps and milestones to be painted. Councillors were made aware that they were listed. This would be an agenda item for the next meeting.

**WAR MEMORIAL PATH** –It was reported that the path was in a very bad state of repair. County Council Highways were already aware of this.

**NORTH END VERGES** –Concern was raised over cars parking on the side of the road with wheels encroaching onto the grass. The more vehicles parked the further the verge would be worn away. The parking was particularly bad when there were services at the church. It was stated that this was a church problem and should be brought to their attention. Mr Hallett advised that Mr Simpson, the Church Warden, was meeting with County Highways the following day to look at the drainage cuts by the moat. He added that when the cuts were reinstated, this should solve some of the drainage problems. Mr Hallett agreed to speak to Mr Simpson about the parking.

*-Mr Hallett*

SPORTS CENTRE –A request was made for the Parish Council members of the village college/primary school working group to find out why some of the facilities, such as the letting out of table tennis tables, were no longer available to parishioners. They were also to find out whether the village college was going for Academy Status as if they were a consultation would need to be carried out. Mr Webb, a member of the working group, agreed to ask at their next meeting.

*-Mr Webb*

**07. PAYMENT OF ACCOUNTS**

**BUCHANS LANDSCAPES**

Grounds mtce July 2010 (inc. £231.61VAT)	£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)	£ 188.89	
Recreation Ground estimated 2 cuts July (inc.£19.25VAT)	£ 129.25	£1873.26
<b>SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL</b>		
Chapel Rate		£109.00
<b>MRS S WALMESLEY</b>		
Clerks salary 1/07/10 –31/07/10		
Pay Review to SCP25 (agreed at F&GP meeting 6/7/10) + SLCC/NALC review 1/4/09		
New Salary SCP25	£705.22	
Arre 1/4/10 -30/6/10	£ 72.12	
Arre SLCC/NALC 1/4/09-31/3/10	£ 28.20	
Post etc.	£ 5.12	
Telephone	£ 1.00	
Envelopes	£ 4.00	£815.66
Less Tax £53.20 NI £36.25 (Employer £42.18)		£726.21
<b>TOTAL</b>		<b>£2708.47</b>

Agreed. PROPOSED Mr Hallett, SECONDED Mr Clarke.

Mr Webb advised that the payment to South Cambridgeshire District Council, withheld at the last meeting, had been paid. He asked again for reassurance that the bins on the recreation ground would be emptied when the regular contractor was absent. Mr Cathcart agreed to speak to the department again.

*-Mr  
Cathcart*

**08. SALT/GRIT STORAGE**

This was an action for the Chairman, Mr Bunton and Mr Dickerson to suggest an alternative way of storing salt for use in the village.

**09. PROVISION OF ALLOTMENTS**

The Clerk confirmed that she had sent a letter to Mr Worboys regarding the land discussed at the last meeting. Mr Cathcart agreed to follow up. A notice was also going to be put in the next edition of the Village Voice asking if there were any landowners willing to rent land to the Parish Council for allotment use.

*-Mr  
Cathcart  
& Clerk*

**10. CONSERVATION GROUP**

It was agreed that in future a report would be made at the Parish Council meeting under the Working Groups item. Mr Hallett confirmed that he had advised the group co-ordinator that Mr Dickerson and he were now in the group.

**11. ASHWELL STRET HEDGING**

Mr Hallett advised that there had been no further progress. Mr Cathcart added that the District Council Tree Officer was reluctant to take any enforcement action so there were limits as to what could be done. He suggested that at the very least the Tree Officer should write to both the landowner and the County Council pointing out what had happened. Mr Bunton expressed concern over the reluctance of the District Council to take enforcement action in this and other cases. After further discussion it was agreed that the Parish Council could not take this any further.

*-Mr  
Cathcart*

**12. THE HUCKLE TRUST**

Awaiting further information from the Charity Commission.

**13. REQUEST FOR A CUT OF CLUNCH PIT WOOD FOOTPATH**

It was questioned whether the cut could be carried out by the conservation group. Mr Hallett



advised that when the cut was last carried out there was some fairly extensive levelling work. This could not have been done by the conservation group. Now the cutting was not a big problem. Mr Hallett added that there was not a separate budget for this although there were funds allocated for conservation. Mr Bunton agreed to look at what was required regarding a cut and report back to the Chairman.

*-Mr  
Bunton*

#### **14. LOCATION OF VILLAGE MARKET**

Mr Hallett stated that the village market was a very good initiative but he was concerned as it had moved from land by the Church onto Parish Council land behind the war memorial without permission. There could be some liability issues. He suggested this be brought to the attention of the Transition Village Group, asking them to put their plans in writing. This would formalise the location. It was agreed the Clerk write to the group via Mr Saggars.

*-Clerk*

#### **16. CEMETERY LODGE**

There was nothing to report.

#### **17. OTHER CEMETERY BUSINESS**

**RISK ASSESSMENT** –The Chairman and Mr Hallett had carried out an inspection of headstones and had laid the dangerous unstable stones down. There were still some causing concern where the owners needed to be contacted.

*-Clerk*

**CEMETERY REGULATIONS** – Mr Hallett advised that he had second thoughts over the draft letter prepared ready to send out to the next of kin regarding the regulations. He felt that it could be worded differently and agreed to prepare a draft. It was suggested that the regulations, or an explanatory letter, could be sent out to the next of kin directly in future rather than rely on the funeral director to pass on the information.

*-Mr  
Hallett*

**APPROVAL OF MEMORIALS** –There were no memorials for approval.

**EXCESS SOIL** – Mr Hallett stated that the excess soil from the graves had still not been removed. The funeral directors had been given a deadline of the 31<sup>st</sup> May 2010. The Clerk advised that when she spoke to the Newlings Funeral Director he implied that the removal of the soil had been completed. She was asked to follow this up.

*-Clerk*

**MEMORIAL BOARD** –Mr Hallett volunteered to varnish the board to improve the appearance.

*Mr  
Hallett*

Mr Clarke stated that there should be a Councillor responsible for walking the grounds regularly to make sure they were in good order. Mr Hallett and Mr Robinson both confirmed that they already did.

#### **18. ANY OTHER BUSINESS**

**ATTENDANCE AT MEETINGS** –Mr McCraith advised that he felt items discussed at the Finance and General Purposes committee meetings were repeated again at the Parish Council meetings. He added that in other villages he only attended Parish Council meetings and intended to do the same in Bassingbourn. The Chairman expressed concern over the lack of representation of District and County Councillors at meetings to take back points raised to District and County level. Mr Cathcart suggested that more flexibility was allowed for Councillors to decide whether or not to attend. Mr Hallett then suggested as a trial that one of the District Councillors attend each meeting as some representation was needed particularly when discussing planning issues.

**DISTRICT COUNCIL** –Mr Cathcart reported that a full District Council meeting had taken place where discussions had been mostly related to the land contamination at Hauxton. A question had been asked about the Gypsy and Traveller policy but clarification was needed from the new Government. The next meeting would be held in September 2010.

**OVERGROWN VEGITATION** –Mr Goater expressed concern over the vegetation outside The Cedars site. Mr Hallett advised that a resident of South End had complained to the developer Braxted Homes, and to County Highways, so they were aware.

**COUNTY COUNCILLOR UPDATE** –Mrs Oliver had advised that the Guise Lane path, discussed at the Parish Council meeting, was maintained by the County Council and she had put the Highway Supervisor in contact with the Barracks. A consultation was due to commence in September 2010 with parishes about the shape in funding reductions/youth provision. A meeting had recently been held with the Barracks regarding activities for youngsters in the village. The County Council Locality Youth Manager was taking up the offer.

**VILLAGE DITCHES/STREAMS** –Mr Bunton expressed concern over the streams in the village especially the stream running under the High Street. It had been cleared by a resident once but had now overgrown and blocked in places. It was stated that most of the ditches were the same. It was agreed that this would be an agenda item for the next meeting.

NORTH END FARM ACCESS – Concern was raised over a new access on North End. Mr Hallett confirmed that Highways were not involved and it was noted that the pipe used was too small.

CO-OPTION –It was agreed that a short Parish Council meeting would be held before the Recreation Ground committee meeting on the 11<sup>th</sup> August 2010 to co-opt the last Councillor.

**19. DATE OF NEXT MEETING**

The next Finance and General Purposes Committee meeting would be held on the 31<sup>st</sup> August 2010

The Chairman closed the Meeting at 9.50pm

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Chairman

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Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 31<sup>st</sup> August 2010 at**  
**The Chapel Room, South End 7.30pm**

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

Members of Public –1

**01. APOLOGIES FOR ABSENCE**

Mr Clarke, Mr Pidgeon, Mrs Pidgeon, District Cllr McCraith, District Cllr Cathcart, County Cllr Mrs Oliver

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

Mr Hallett declared an interest under Item 10.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 3<sup>rd</sup> August 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman

**04. MATTERS ARISING**

BASSINGBOURN BARRACKS INVITATION –Mr Hallett had confirmed that Councillors would like to accept the invitation. He would be in touch with Major Irvine nearer the time.

*-Mr Hallett*

NORTH END TREE WORK –The Clerk confirmed that she had asked PCSO Lynch for his view on safety, relating to the path by the trees, before contacting the County Council. The Chairman and Mr Bunton also agreed to look to see the extent of work needed.

*-Mr Robinson  
& Mr Bunton*

NORTH END VERGES –Mr Hallett advised that he had spoken to the Church Warden about the parking.

RECREATION GROUND BINS –No further update.

CLUNCH PIT PATH –The Chairman and Mr Bunton had cleared the path.

ELBOURN TRUST –Mr Hallett advised that he had located some correspondence from the time ownership of the Red Cross Hut was being investigated. This could potentially sort out some of the issues of the Trust. He asked Councillors if the information could be passed on to the Trustees which was agreed.

*-Mr Hallett*

**05. CORRESPONDENCE**

COUNCILLOR TRAINING –The Clerk advised that Whaddon Parish Council were holding Cllr Professional Development Training Stage 1 on the morning of Saturday 30<sup>th</sup> October 2010. Details had been circulated by e-mail and to date Mr Goater had volunteered to attend. The Clerk asked any other Councillors who wished to attend to let her know as soon as possible. She would be arranging a Stage 2 Training session later in the year/early 2011.

CCC WINTER GRITTING ARRANGEMENTS 2010/11 –Following the last meeting details had been circulated to Councillors. There were no comments.

Cambridgeshire ACRE –AGM 28<sup>th</sup> September 2010, St Ives. It was noted that this was the same day as the visit to the Barracks and the September Parish Council meeting.

DISTRICT COUNCIL LIAISON MEETING -18<sup>th</sup> October 2010. The Chairman and Mr Goater volunteered to attend. Mr Hallett also expressed an interest. The Clerk to see if this was possible.

*-Clerk*

TRANSITION VILLAGE GROUP –A note had been received from the group formally requesting permission for them and the Parish Church to hold the village market on the green behind the war memorial. Councillors agreed with this request. Clerk to advise.

*-Clerk*

**FOR INFORMATION**

KOMPAN Play Equipment –Advertisement

THE PLAYING FIELD –Summer 2010

LUMINUS GROUP –Headlines July 2010

WAR MEMORIAL TRUST –Bulletin August 2010

Charity Commission News –Summer 2010

**06. OPEN FORUM**

There were no points raised.

**07. PAYMENT OF ACCOUNTS****BUCHANS LANDSCAPES**

Grounds mtce August 2010 (inc. £231.61VAT)	£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)	£ 188.89	
Recreation Ground estimated 2 cuts August (inc.£19.25VAT)	£ 129.25	
Outstanding 2 Rec Cuts from invoice B059 (inc. £19.25VAT)	£ 129.25	£2002.51
<b>NEPTUNE OUTDOOR FUNRINTURE LTD</b>		
Litter bin and installation (inc. £77.87VAT)		£ 522.87
<b>MR M HALLETT</b>		
Re-imb for materials for cemetery board (inc. £2.20VAT)		£ 14.77
<b>SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL</b>		
Chapel Rate		£109.00
<b>MRS S WALMESLEY</b>		
Clerks salary 1/08/10 –31/08/10		
Salary SCP25	£705.22	
Post etc.	£ 2.24	
Telephone	£ 0.20	£707.66
Less Tax £33.000 NI £25.21 (Employer £29.34)		£649.45
<b>TOTAL</b>		<b>£3298.60</b>

Agreed. PROPOSED Mr Bunton SECONDED Mr Webb.

Mr Hallett thanked Mr Sappol for following up collection of fees for newsletter advertising. The Clerk was asked to forward current spreadsheets to the Chairman and Parish Council Chairman so that a comparison of expenditure against budget could be made. **-Clerk**

**08. CONSULATION ON CAPPING OF PRECEPTS**

A document and suggested answers to a questionnaire had been circulated following receipt from CPALC. It was believed Parish Council's would probably be capped as a percentage increase. If the precept was beyond this a local referendum would need to take place. Mr Hallett advised that in recent years expenditure was more than income as reserves were being used up. A point had now been reached where this could no longer happen. A lot of services had already been transferred from the District and County Councils and more were expected. The Government were also in favour of localism. After discussion it was agreed that the response from CPALC be expanded to include comments made by Mr Hallett. He agreed to prepare and submit the response by the due date. **-Mr Hallett**

**09. THE ROUSES –APPROVAL OF EXPENDITURE FOR ARCHEOLOGICAL INVESTIGATION**

Mr Webb reported that he had now received a letter from the District Council planners setting out their exact requirements. This had been sent out to the contractors. He asked for the approval of expenditure to be deferred to the next meeting when he would have solid costs. A discussion took place on whether another application could be submitted for the land to just be grassed. Mr Hallett advised that there was a record of investigations being carried out on Clear Farm in the past so any application for the Rouses site would have the same requirement. This would be an agenda item at the Parish Council meeting on the 28<sup>th</sup> September 2010.

**10. SALT/GRIT STORAGE**

Mr Webb suggested purchasing some dustbins to store. It was stated that a location for storing salt was the problem. A discussion took place on areas by The Limes and Knutsford Road where the sheltered housing was and it was suggested that a District Council garage could be rented. It was then agreed that the Clerk contact the District Council Housing Department to find out the position with garages and ask for their guidelines for salt provision in relation to the area around the sheltered housing. **-Clerk**

**11. PROVISION OF ALLOTMENTS**

The Clerk confirmed that an advertisement asking landowners if they had any suitable land would be in the next Village Voice. A reply had been received from Mr Worboys regarding the area in Saddleback Lane. There were two potential areas, one north east of the Church and the other

behind the affordable housing on The Causeway. Mr Saggars advised that he had met with Mr Worboys to discuss this and suggested a reply be sent now welcoming his offer and asking about potential lease costs and management regime. It was agreed the Clerk send a letter. The offer would be considered in more detail once all landowners had been given the opportunity to come forward. The Clerk then confirmed that she had not yet received a reply from County Farms regarding the Wellhead land.

**12. VILLAGE MAINTENANCE.**

PUMPS-Mr Hallett advised that they had last been maintained in 2003. He proposed that the two metal pumps be left this time. He offered to stain the pump at Guise Lane but the other two needed proper preparation and painting. Mrs Mead-Blandford suggested approaching Community Service to see if they could supply people to carry out this work. It was agreed that this would be a good idea for other village projects but it was felt this work was more specialised. Quotations would be sought.

*Mr Hallett  
&-Clerk*

MILESTONES –Mr Hallett advised these were listed and needed to be lime washed. He was willing to do this but there was currently a complication on a street works policy. Mr Bunton agreed to supply the lime wash.

*-Mr Hallett  
\*Mr  
Bunton  
Mr Hallett  
& Mr  
Robinson*

BUS SHELTER –The shelter in North End needed a coat of wood stain. Mr Hallett and the Chairman volunteered to do this.

**13. VILLAGE STREAMS/DITCHES**

Mr Bunton stated that the streams and ditches in the village were in a mess particularly the ditch which ran by footpath 6. Neighbouring residents were dumping their grass cuttings in the stream which did not help with the problem. It was suggested that Community Service or the Barracks could be asked to help with clearance. Mr Hallett explained the background of the responsibilities of the Environment Agency and the District Council for awarded ditches of which there were three in the village. The rest were under riparian ownership. He added that the Parish Council had the power to clear the ditches but not to trespass on other people's land. Permission of the landowner would be needed if any work was to be carried out. Mr Saggars advised that there were various landowners abutting footpath 6 and he was aware that some work on the ditch had taken place in the past. It was stated that the ideal would be for each property to clear their own piece of the stream. It was agreed that this suggestion would be made through the Village Voice. The Clerk was asked to find out what type of projects the community service people could assist with.

*-Mr Hallett  
& Clerk*

**14. DISPENSATIONS FOR PARISH COUNCILLORS**

Following a comment made at Internal Audit about all Parish Councillors being Trustees of the Recreation Ground, advice had been sought from the District Council about dispensations. The Democratic Services Team Leader had recommended an application for dispensation for all Councillors be made. The Clerk would complete the form and submit to the District Council by the 6<sup>th</sup> September 2010.

*-Clerk*

**15. THE HUCKLE TRUST**

A reply had been received from the Charity Commission. Mr Hallett reported that money from the Trust could not be used for allotments as any change must be close to the original aims. The scheme would need to be amended to use the money towards the Pavilion project. There were two ways forward which Mr Hallett outlined. There was a query which needed to be resolved regarding the Huckle Trust being linked to the two other Recreation Ground Trusts which would be followed up.

*-Mr Hallett  
&Clerk*

**16. CEMETERY LODGE**

The Clerk advised that the recent inspection report compiled by Warners Letting Agency did not highlight any problems.

**17. OTHER CEMETERY BUSINESS**

The Chairman suggested that as there should need to be more involvement with cemetery matters, especially if the Parish Council decided to appoint their own grave digger, a separate cemetery committee should be set up. This would need to be agreed at a full Parish Council meeting. After a brief discussion it was agreed this would be an agenda item at the meeting on the 28<sup>th</sup> September with a view to a meeting of the new committee being held early October. It was also

agreed that, as there was not any urgent business to discuss, the agenda items relating to the cemetery be deferred until then. These were Risk Assessment, Review of Burial Fees and Confirmation of Burial Procedure. The Clerk confirmed that there were no memorials for approval.

**18. ANY OTHER BUSINESS**

**WHADDON PLAY AREA** –Mr Saggars advised that he had been approached by a number of parishioners asking why the play area in South End was not as good as the recently installed area in Whaddon. The Chairman explained how fund raising had taken place in that village by groups of volunteers. Mr Webb advised that the Recreation Ground committee had authorised expenditure to repaint the existing equipment but were aware that it would need to be replaced at some stage soon. Mr Saggars suggested that an open invitation be put in the Village Voice asking parishioners to set up a fund raising group which Mr Webb agreed to write. The Clerk was asked to find out from Whaddon Parish Council the cost of their project.

*-Mr Webb  
& Clerk*

**PAVILION MEETING** –Mr Webb advised that a meeting had been held with the group looking at alterations and funding routes. This would then be put to the Parish Council to find out how they wanted to proceed.

**COMMUNITY ORCHARDS** –A leaflet was passed to Mr Saggars for the Transition Village Group.

**VILLAGE VOICE** –It was advised that from October 2010 the editorship would be handed back to Chris Holcroft on a temporary basis. A permanent editor needed to be found.

**CHURCHYARD WALL** –Mr Hallett advised that the District Council had confirmed that there could be some grant aid available to help with the cost of repair. He had asked for a meeting with the District Council officer to discuss what was needed. A specification would be prepared by Mr Hallett who would liaise with Mr Bunton.

**19. DATE OF NEXT MEETING**

The next Finance and General Purposes Committee meeting would be held on the 5<sup>th</sup> October 2010 and Parish Council meeting on the 28<sup>th</sup> September 2010

The Chairman closed the Meeting at 9.30pm

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Chairman

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Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 5<sup>th</sup> October 2010 at**  
**The Chapel Room, South End 7.50pm**

PRESENT:, Mr Robinson ( Chairman), Mr Bunton, Mr Goater, Mr Hallett, Mr Clarke, Mrs Pidgeon, County Cllr Mrs Oliver

Members of Public –3

**01. APOLOGIES FOR ABSENCE**

Mrs Vigus, Mr Webb, Mr Pidgeon, Mrs Mead-Blandford, Mr McCraith, Mr Cathcart

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

Mr Clarke declared an interest under item 13.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 31<sup>st</sup> August 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**04. MATTERS ARISING**

BASSINGBOURN BARRACKS VISIT –The visit had taken place on the afternoon of the 28<sup>th</sup> September 2010.

DISTRICT COUNCIL LIASION MEETING –The Clerk had arranged for the Chairman, Mr Goater and Mr Hallett to attend the meeting on the 18<sup>th</sup> October 2010.

WHADDON PLAY AREA –The Whaddon Parish Clerk had advised that the play area had cost around £65,000 most of this was raised through grants.

**Mrs Oliver gave the following report**

BROADBAND –BT had agreed that this would be improved in the village. This would happen in 2011 which was excellent news.

BAD WEATHER –Mrs Oliver had a link to the Health and Safety Website regarding clearing of snow on footpaths.

BROOK ROAD SIGNAGE –The Highway Officer, Karen Lunn, had quoted for flashing signs, plus installation, but before they could be installed a speed analysis would need to be carried out, which would be funded by the County Council. The speed watch figures were not acceptable. Mrs Oliver added that there were so many rules and regulations involved. The Chairman stated that the signs agreed with Mr Lines were solar panelled and would not need to be connected to a power supply. Mrs Oliver agreed to go back to the officers to check.

*-Mrs Oliver*

LIST OF FARMERS –Mrs Oliver asked for a list of farmers willing to help in bad weather to be compiled and passed to the County Council. Councillors to speak to farmers to find out whether they were prepared and if they held any equipment, and advise the Clerk who would forward the list.

*-Cllrs &  
Clerk*

**05. CORRESPONDENCE**

CPALC –AGM Saturday 13<sup>th</sup> November 2010, Bluntisham Village Hall. The Clerk had details.

FOR INFORMATION

LOCAL COUNCIL REVIEW –Autumn 2010

CCC INTEGRATED YOUTH SUPPORT SERVICES –Feedback from consultation

CAMBRIDGESHIRE POLICE SHRIEVALTY TRUST –Request for donation

CPRE –Litter pick campaign

CPALC Membership News 2010-11

CAMBRIDGESHIRE ACRE –Community Action Autumn 2010

**06. OPEN FORUM**

The meeting was closed between 7.45pm and 7.50pm for public discussion.

ASHWELL STRET HEDGE – Councillors were asked for an update on the reinstatement of the hedging. The Chairman advised that this item was now closed as the District Council did not want to pursue.

PAVILION –Councillors were then asked whether there had been any progress with a meeting to discuss the future of the Pavilion. Mr Hallett advised that a meeting had taken place, with working group formed by most of the Recreation Ground committee members. Nothing had yet

been written up.

THE ROUSES –A brief update on progress was given.

**07. PAYMENT OF ACCOUNTS**

**BUCHANS LANDSCAPES**

Grounds mtce September 2010 (inc. £231.61VAT)	£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)	£ 188.89	
Recreation Ground estimated 2 cuts September (inc.£19.25VAT)	£ 129.25	£1873.24
<b>SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL</b>		
Chapel Rate		£109.00
<b>MRS S WALMESLEY</b>		
Clerks salary 1/09/10 –30/09/10		
Salary SCP25	£705.22	
Post etc.	£ 4.16	
Telephone	£ 0.40	£709.78
Less Tax £33.20 NI £25.21 (Employer £29.34)		£651.37
<b>HM CUSTOMS &amp; EXCISE</b>		
PAYE July –September 2010		
Tax £199.40 NI £187.53		£306.93
<b>TOTAL</b>		<b>£2940.54</b>

Agreed. PROPOSED Mr Clarke SECONDED Mrs Pidgeon

**08. AGREE TERMS OF REFERENCE**

The Terms of Reference agreed in June 2010 had been split as a result of the setting up of a separate Cemetery committee. It was proposed by Mr Goater, seconded by Mr Clarke that the revised Terms be approved. All Councillors in agreement.

**09. VILLAGE YOUTH WORK**

Mr Hallett reminded Councillors of the presentation made at the Parish Council meeting regarding the County Council funding cuts which would leave Bassingbourn youth club without funding. He advised that £12,000 was allocated in the 2010/11 budgets for youth work but this included the work to the Rouses. A discussion took place on budgets and whether the Rouses project would proceed this financial year. Mr Bunton suggested that there were other avenues of funding that the youth club could take including approaching local businesses. Mrs Pidgeon added that other youth clubs were self funding. After further discussion Mr Bunton proposed that £2,000 be given from the 2010/11 budget with the youth club raising the rest. This was seconded by Mrs Pidgeon. All Councillors in agreement.

A discussion then took place on the requested archaeological dig at The Rouses. Mr Hallett advised that Planning Policy Statement 5 did make it clear that archaeological investigations were standard. Mr Webb referred to a letter of requirement from the District Council. The Clerk to arrange for a copy for circulation. Mr Bunton and Mr Robinson expressed concerns over the delay in the project. Mr Robinson suggested that if the land was taken back by the County Council after the change of use had been approved, they would want to change the use back to agricultural therefore reimbursement of the fee for the archaeological dig could be pursued.

*-Clerk*

**10. SALT/GRIT STORAGE**

Mr Bunton advised that he was personally looking for storage and if he found somewhere suitable there might be some room for salt storage. Mr Hallett reminded Councillors that the letter from the County Council advised that they were looking into supplying salt in bags. The Clerk confirmed that she had written to the District Council Housing Department, as agreed at the last meeting, asking their policy for gritting and salting of paths and whether there was anywhere in the Knutsford Road area for salt storage.

**11. VILLAGE MAINTENANCE.**

BUS SHELTER –Mr Hallett had painted the shelter.

GUISE LANE PUMP –Mr Hallett had completed the wood staining.

PUMPS- Mr Hallett had prepared a specification for the two pumps needing attention, drafted from the 2003 specification. It was agreed that quotes be obtained so that the work could take place in Spring 2011.

*-Clerk*

MILESTONES –Mr Hallett was still to contact Highways regarding Street works Projects.

NORTH END TREES –The Chairman and Mr Bunton to cut back the trees on the path.

*Mr Hallett  
-Mr*



The Chairman thanked Mr Hallett for his work on the bus shelter and the pumps.

*Robinson &  
Mr Buntton*

**12. VILLAGE STREAMS/DITCHES**

Mr Hallett confirmed that he had put an item in the Village Voice asking residents to ensure their part of the stream was kept clear. The Clerk also confirmed that she had written to the Community Services office to see if clearing streams was a project they could help with. She had not yet received a reply. Mr Hallett added that all the Parish Council could do was to encourage the landowners who had the responsibility. He would follow up later.

**13. THE HUCKLE TRUST**

This was in hand. Clarification was needed from the Charity Commission regarding the two suggested methods to proceed.

*-Mr Hallett*

**14. ANY OTHER BUSINESS**

**GAS IN VILLAGE** –Mr Clarke advised that he had personally received a letter from FULCRUM stating that due to a lack of response, they would not be taking the proposal to install gas in the village any further.

**PRECEPT 2010/11** –Mr Goater asked the timescale for consultation on precepts. Mr Hallett confirmed that he had responded to the consultation on capping of parish precepts but at the present time there was no indication that this would happen. He explained the history of decreasing reserves. Discussions on the parish precept for 2011/12 would commence in December 2010.

**SIGNS ON NORTH END** –Mr Goater expressed concern over the number of signs advertising The Pear Tree. He was advised that Highways could be made aware to take enforcement action for the signs to be removed. The Parish Council did not have any powers for this.

**15. DATE OF NEXT MEETING**

The next Finance and General Purposes Committee meeting would be held on the 2<sup>nd</sup> November 2010

The Chairman closed the Meeting at 9.06pm

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Chairman

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Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 2nd November 2010 at**  
**The Chapel Room, South End 8.00pm**

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

Members of Public –4

**01. APOLOGIES FOR ABSENCE**

Mr Sappol, Mr Sagers, Mrs Vigus, County Cllr Mrs Oliver, District Cllr Mr McCraith

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

Mr Clarke declared an interest under item 11.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 5<sup>th</sup> October 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman after amendment to item 09 VILLAGE YOUTH WORK, second paragraph second sentence should read –Mr Webb had previously referred to a letter of requirement from the District Council.

**04. MATTERS ARISING**

BROOK ROAD SIGNAGE –Mr Hallett had been told that prices had increased significantly therefore the funding of the signage would have to go back to the full Parish Council.  
DISTRICT COUNCIL MEETING –Mr Cathcart congratulated the Chairman on his representations at the meeting on the Gypsy and Traveller sites.

**05. CORRESPONDENCE**

VICTIM SUPPORT –Request for donation. The Clerk reminded Councillors that they had donated to the charity in the past. It was proposed by Mr Hallett, seconded by Mr Clarke that £50 be given. All Councillors in agreement.

FOR INFORMATION

HERTFORDSHIRE CC WASTE DEVELOPMENT FRAMEWORK –Waste core strategy & development management policies pre-submission document and waste site omissions consultation 1<sup>st</sup> November -13<sup>th</sup> December 2010

RECORD PLAY/CPCL/LIGHTMAIN–Advertisement

THE PLAYING FIELD –Autumn 2010

MOBILE LIBRARY SERVICE –Promotional leaflets –details on notice boards

CLERKS AND COUNCILS DIRECT –November 2010

**06. OPEN FORUM**

The meeting was closed between 8.25pm and 8.45pm for public discussion.

THE CAUSEWAY VERGE –Residents expressed their concern at the delay in another resident of The Causeway installing a dropped kerb so that access to his property would not need him to cross the grass verge and footpath. Planning permission had been granted by the District Council in 2008 but to date there was no indication from the resident that he was prepared to act. He had stated that the work was too expensive. The path was made hazardous by the mud deposited when vehicles crossed the verge to park in the front garden. Surrounding residents expressed concern over the appearance of the garden and highway. Mr Bunton explained that the Parish Council had previously discussed the problem with vehicles crossing the footpath and they had advised County Council Highways, as this was a criminal offence. The Chairman added that he had also spoken to the resident on two occasions. Highways had suggested bollards be installed. Mr Cathcart agreed to contact the District Council planners to see if they could take enforcement action relating to the non implementation of the planning permission. Councillors agreed to support the residents and the Clerk were also asked to write to the District Council and give an update on the situation to County Highways.

*-Mr  
Cathcart &  
Clerk*

**07. PAYMENT OF ACCOUNTS**

BUCHANS LANDSCAPES

Grounds mtce October 2010 (inc. £231.61VAT)

£1555.12

Additional Recreation Ground Contract (inc. £28.13VAT)	£	188.89	
Recreation Ground estimated 2 cuts October (inc.£19.25VAT)	£	129.25	
Balance of 2 Rec cuts i/v September B100 (inc. £19.25VAT)	£	129.25	£2002.51
<b>SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL</b>			
Chapel Rate			£109.00
<b>HALES PRINTERS</b>			
Newsletters			£491.00
<b>CAMBRIDGE WATER COMPANY</b>			
Water rate 1/5/10-31/10/10 Recreation Ground	£359.32		
Cemetery	£ 18.04		£377.36
<b>STEWART LITTLEFAIR LTD</b>			
Painting of recreation ground play equipment			£695.00
<b>E-ON</b>			
Pavilion electricity (inc. £4.15VAT)			£ 87.10
<b>MR R WEBB</b>			
Re-imb for bollards (inc. £22.89VAT)			£153.69
<b>MRS S WALMESLEY</b>			
Clerks salary 1/10/10 –31/10/10			
Salary SCP25	£705.22		
Post etc.	£ 2.24		
Telephone	£ 1.20	£708.66	
Less Tax £33.00 NI £25.21 (Employer £29.34)			£646.32
<b>TOTAL</b>			<b>£4561.98</b>
Agreed. PROPOSED Mr Clarke SECONDED Mr Pidgeon			

#### 08. SALT/GRIT STORAGE

The Clerk read a letter of reply from the District Council regarding the gritting policy for the sheltered housing in the village. It advised that staff only cleared paths leading to the communal room when the weather was bad. The residents could take the grit themselves to clear their own paths. If the Parish Council agreed to store salt in the village, they were advised to get in touch with the Housing Officer who would be able to tell whether there was a free garage available for storage. Mr Bunton stated that it looked likely that he would have some space, as advised that the last meeting.

Mr Hallett reported that he had spoken to the landowner Roger Worboys about helping in bad weather. He had declined as he was not in the village often enough. The Chairman had also approached Tim Parker and was waiting for a reply.

#### 09. VILLAGE MAINTENANCE.

MILESTONES –Mr Hallett confirmed that he had contacted Highways regarding the milestone maintenance. He was waiting for a reply.

Thanks were given to the Chairman and Mr Bunton for cutting back the trees on the North End path.

#### 10. VILLAGE VOICE

Mr Hallett advised that a volunteer, Daniel Harris, had come forward to act as Editor for the newsletter from December 2010. Chris Holcroft had been acting as temporary editor since Ann Lynn resigned. Mr Harris had previous experience of newsletters.

#### 11. THE HUCKLE TRUST

Mr Hallett advised that a reply had been received from the Charity Commission regarding the approach the Trust could take to change its aims. They had advised that the simple approach was acceptable. The forms were still to be looked at but Mr Hallett asked the meeting for authorisation to go back to the solicitor if legal input was needed. This was agreed. The proposed aims were then discussed and it was agreed that the wording should be 'to further the recreation facilities of the village including but not limited to the purchase, lease and improvement of land for recreation and construction of buildings on such land'. Mr Hallett added that he wanted to make sure that every option that might be needed was covered.

*-Mr Hallett*

#### 12. ANY OTHER BUSINESS

VILLAGE COLLEGE GOVERNOR VACANCY –Mr Webb advised that there was currently a

vacancy on the board of college governors. Mr Hudson, the Village College Principal, invited any interested Councillors to contact him.

REMEMBRANCE SUNDAY –The Clerk had the poppy wreath for the service on the 14<sup>th</sup> November 2010. Mr Clarke had in the past laid the wreath at the war memorial on behalf of the Parish Council. It was agreed that he would do the same this year. Mr Nickson had advised that he had help from some volunteers with leaf clearing.

GYPSY AND TRAVELLER MEETING –Mr Cathcart advised that the District Council meeting would be held on the 14<sup>th</sup> December 2010 but he felt a decision would be carried forward.

**13. DATE OF NEXT MEETING**

The next Finance and General Purposes Committee meeting would be held on the 7<sup>th</sup> December 2010

The Chairman closed the Meeting at 9.05pm

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Chairman

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Date

**Bassingbourn-cum-Kneesworth Parish Council**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**Minutes of Meeting held on Tuesday 7<sup>th</sup> December 2010 at**  
**The Chapel Room, South End 8.00pm**

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

District Cllr Cathcart, District Cllr McCraith

Members of Public –1

**01. APOLOGIES FOR ABSENCE**

Mrs Pidgeon, Mr Pidgeon

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

Mr Clarke declared an interest under item 12.

**03. MINUTES OF LAST MEETING**

Minutes of the meeting held on Tuesday 2<sup>nd</sup> November 2010 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

**04. MATTERS ARISING**

**THE CAUSEWAY VERGE** –The District Council had advised that they could not enforce that the work agreed in the planning consent to be carried out within a certain time. They had agreed to make Highways aware as driving over the footpath was an offence. Mr Cathcart confirmed that he had also received this response from the District Council.

**05. CORRESPONDENCE**

**HIGH STREET PARKING** –A resident of the High Street had expressed concerns over vehicles obstructing driveways which was a real problem. He stated that the pharmacy was adding to the problem and felt that the additional parking should have been addressed by the planning authority before the pharmacy opened. He asked that the Parish Council discuss the problem as an agenda item.

It was stated that the parking problems was the responsibility of the highway authority and the police. Mr Sappol added that he also had problems in Playles Yard and had contacted Highways regarding white lines. Mr Hallett advised that since this letter was received there had been some follow up with the PCSO monitoring the situation. Mr Cathcart stated that a long while ago, a village car park in the Knutsford Road vicinity was discussed but it was felt that people would not park there and walk back. It was agreed that this would be an agenda item at the next meeting.

**CCC STREET LIGHTING 2010/11** –Total charge £3008.84 (£3562 2009/10). Mr Hallett advised of an alternative contractor, MHB Services, whose details would be circulated with the correspondence for information. The Parish Council had investigated using them in the past but on that occasion decided to stay with the County Council.

**BASSINGBOURN VILLAGE COLLEGE** –Request for assistance in closing footpath across Village College. Mr Bunton believed that when the land was sold for the village college, there was a covenant for vehicle access. The only authorities that could change this was the County Council and Secretary of State. This would be referred to the Recreation Ground committee for further discussion.

*-Recreation  
Ground  
committee*

**HERON SELF HELP SCHEME** –Request for financial assistance. To ensure the scheme continued to be confident of covering their costs, they were seeking a £25 contribution from each of the Parish Councils of the villages they serve. Councillors agreed that a £25.00 contribution be made.

**SCDC SOUTH CAMBRIDGESHIRE VILLAGE SERVICES & FACILITIES STUDY** – Questionnaire for completion. Mr Hallett agreed to complete.

*-Mr Hallett*

**FOR INFORMATION**

SCDC –Developing an exception site

IMAGE PLAYGROUNDS/LAPSETT –Advertisement

GLASDON –Advertisement

MHB SERVICES –Contractors for street lighting

WAR MEMORIALS BULLETIN November 2010

LINK -Poster for notice board

**06. OPEN FORUM**

There were no points made.

**07. PAYMENT OF ACCOUNTS**

**BUCHANS LANDSCAPES**

Grounds mtce November 2010 (inc. £231.61VAT)	£1555.12	
Additional Recreation Ground Contract (inc. £28.13VAT)	£ 188.89	£1744.01
<b>SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL</b>		
Chapel Rate		£109.00
<b>MRS S WALMESLEY</b>		
Clerks salary 1/11/10 –30/11/10		
Salary SCP25	£705.22	
Post etc.	£ 10.24	
Telephone	£ 2.60	£718.06
Less Tax £33.00 NI £25.21 (Employer £29.34)		£659.85
<b>TOTAL</b>		<b>£2512.86</b>
Agreed. PROPOSED Mr Clarke SECONDED Mr Hallett		

**08. BUDGET/PRECEPT 2011/12**

The Chairman had prepared draft proposals which he distributed to the meeting. He had suggested the precept be set at £58,000 with £15,000 earmarked for the Pavilion plans to get the project started, He had also tried to keep the total expenditure within the precept. The Chairman was thanked for his work on preparing this which would be discussed again at the January meeting and then finalised at the Parish Council meeting on the 25<sup>th</sup> January 2011. Councillors were asked to study the figures and advise of any changes.

*-Cllrs*

**09. SALT/GRIT STORAGE**

The Clerk reported that she had received a letter from the County Council regarding the winter service policy. Since the policy was adopted further work had been carried out. A decision table and plans of routes used which would be used for precautionary measures was attached. County Cllr Mrs Oliver had asked that additional routes in Bassingbourn parishes were essential but this had been rejected as the roads did not meet criteria set out by Central Government.

The Chairman stated that one way to try to keep the roads clear was for everyone in the village with four wheel drive vehicles to use them. Mr Bunton reiterated his offer to store salt in the village. The Clerk was asked to find out how the salt could be supplied and in what quantity.

*-Clerk*

**10. VILLAGE MAINTENANCE.**

**MILESTONES** –Mr Hallett had received a reply from Highways and a street works permit was not required. Mr Hallett would go ahead with the painting once the weather improved.

*-Mr Hallett*

**POTHLES** –It had been noted that potholes were not being filled as quickly as they were and there was a delay in street light repairs. There was still a pothole problem at the entrance to Tower Close. Mr Hallett agreed to chase with Highways and advise Mrs Oliver.

*-Mr Hallett*

**11. VILLAGE VOICE**

Mr Hallett advised that Mr Holcroft had agreed to take back the editorship for the time being and Mr Nicholls had agreed to help. Mr Sappol would continue to deal with the advertising. Mr Sappol expressed concern over the delay of the December edition as it would contain business advertisements for the festive period which had been paid for. Councillors agreed that Mr Holcroft, Mr Nicholls and Mr Sappol had their support and asked for the newsletter to be prepared, printed and distributed as soon as possible.

*-Mr  
Nichols &  
Mr Sappol*

**12. THE HUCKLE TRUST**

Mr Hallett reported that he had looked at the forms forwarded by the Charity Commission, but as there was a procedure to go through, had asked the Clerk to contact the solicitor, Mrs Parker from Limbach Banham, to progress.

*-Clerk*

**13. ANY OTHER BUSINESS**

**MEETING WITH CHIEF EXECUTIVE** –Mr Hallett reported on a recent visit by Mrs Jean

Hunter, Chief Executive of South Cambridgeshire District Council, to the village. In the meeting Mr Cathcart made the point that the village would like to be consulted on items rather than have conditions imposed. Mr Cathcart added that a flexible approach was needed which reflected a rural village. He felt that Mrs Hunter took this on board. He added that she was the first Chief Executive to officially visit the village.

JK ENVIRONMENTAL SERVICES –Mr Clarke advised on a press report that JK Environmental Services, based at the Wireless Station, had been taken over by Shell. He added that there were 102 employees based there.

PARISH COUNCIL TRAINING –The Clerk advised that she was hoping to arrange a Councillor training session for the 15<sup>th</sup> February 2011. This would cover the second of the three stages.

**14. DATE OF NEXT MEETING**

The next Finance and General Purposes Committee meeting would be held on the 12<sup>th</sup> January 2011

The Chairman closed the Meeting at 9.01pm

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Chairman

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Date