

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 22nd January 2013 at

The Limes, High Street 7.45pm.

Mr Hallett (Chairman), Mr Webb, Ms Hirtzel, Mr Geraghty, Mrs Pidgeon, Mr Pidgeon, Mr Sappol, Mr Goater, Mr Robinson, Mrs Cooper
District Cllr Cathcart, District Cllr McCraith
Members of Public –0

01. APOLOGIES FOR ABSENCE

Mr Clarke, Mr Freeman, Mrs Mead-Blandford, County Cllr Mrs Oliver

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

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

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 20th November 2012

It was agreed the minutes of the Parish Council Meeting held on Tuesday 20th November 2012, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Traffic Calming Gates

Following the submission of gate photographs to the County Highway Engineer by Mrs Oliver, the officers had come back again with the design for the Henly Bridle Gate which Councillors had previously looked at and felt that it was not suitable. Details were circulated again with the same opinion stated. The Clerk was asked to go back to Highways, refer to the photographs submitted, advising that the Henly gate was not what the Parish Council wanted.

-Clerk

4.2 High Street Waiting Restrictions

Mrs Oliver had advised in a written report that the SPAR regional manager continued to be very helpful and supportive ensuring that deliveries to the store did not occur at the busiest times. A meeting with the primary school and college, to discuss routes to school, had been postponed. The Chairman advised that there were two letters from parishioners relating to this issue discussed at the January Finance and General Purposes committee meeting and a further letter had been received which was read to the meeting. The letter related to speed along The Causeway and High Street and a flashing speed sign was suggested. Mr Robinson stated that to stop speeding a restriction at The Hoops could be installed. He added that speed reduction signs would not make any difference to the speed that people drive. The Chairman stated that the County Council Highway Officer had advised that a restriction at The Hoops was not practical. After further discussion the Clerk was asked to contact Highways regarding the actions they had agreed to implement to see if there was anything further the Parish Council should be doing. The communication to be copied to Mrs Oliver. The Chairman agreed to circulate the e-mail from Mrs Oliver which listed the action points. Mr Sappol advised that there was an item in the Village Voice, which Mrs Oliver had prepared, which listed County Council bullet points. Mrs Hirtzel to urge a new date for the postponed school meeting.

-Clerk, Mr Hallett, Mrs Hirtzel

4.3 Presentation of Quality Council Certificate

CAPALC had advised that the certificate of accreditation would be presented to the Parish Council, by the Chairman of the panel, at the meeting on the 5th February 2013.

4.4 Bassingbourn At Home

Mr Sappol advised that Ms Pemberton-Ford had prepared an item for the Village Voice. It was emphasised that this was not a Parish Council organised event but moral support would be given.

05. CORRESPONDENCE**5.1 Insurance Claim –The Rouses**

A letter had been received from GAB Robins Ltd relating to an incident where a tree from The Rouses had fallen onto outbuildings in a garden on Knutsford Road. They asked for the communication to be passed to the Parish Council insurers.

Mr Webb advised that the tree was on the area of land rented by the Parish Council and that the previous owners of the property in Knutsford Road had contacted the County Council on a number of occasions to ask them to deal with the trees along the boundary. The County Council had not taken any action. They were prepared to write a statement to confirm this if needed. Mr Cathcart was also aware of the several trees on the land which are very near to houses. He suggested that all trees should be checked. Mr Webb confirmed that this would happen in the Spring. After further discussion it was agreed that the letter from GAB Robins be acknowledged and forwarded to the County Council with a covering letter. The correspondence to be copied to the Parish Council Insurance company for information at this stage.

-Clerk

5.2 Overhanging Shrubbery

The Clerk read a letter from residents of The Limes expressing concern over overhanging branches from the garden of 65 High Street, which were causing pedestrians to walk in the road. There was also ivy growing down the fence which was beginning to spread across the pavement.

-Clerk

The Clerk was asked to send a letter asking for the shrubbery to be cut back.

06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

07. FINANCES**7.1 Payment of Accounts**

E-ON

Pavilion electricity (inc. £2.71VAT)	£56.91
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BOILER CARE AND REPAIR LTD

Installation of bath in cemetery lodge	£560.00
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VIKING

Stationery (inc. £24.65VAT) £90.19 to be paid by APC/LPC & SMPC	£147.88
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TOTAL

	£764.79
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The invoices were checked by the Chairman. Agreed. PROPOSED Mr Webb SECONDED Mrs Cooper

The following payments were made at the Finance & General Purposes committee meetings on 4th

December 2012 and 9th January 2013

WORBOYS FARM PARTNERS

Half year allotment rent	£ 150.00
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CAMBRIDGESHIRE COUNTY COUNCIL

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

Clerks salary and expenses 1/11/12 –30/11/12	£715.27
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BUCHANS LANDSCAPES

Grounds Mtce November 2012 ((inc. £276.53VAT)	£1659.19
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The Rouses Fencing and installation (inc. £755.58VAT)	£4534.66	£6193.85
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GLASDON UK LTD

Litter bin for bus shelter (inc. £8.85VAT)	£ 53.14
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CAMBRIDGESHIRE ACRE

Renewal of membership 2013	£ 30.00
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INFORMATION COMMISSIONER

Renewal of data protection registration	£ 35.00
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HALES PRINTERS

Newsletters	£ 749.00
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SOCIETY OF LOCAL COUNCIL CLERKS

Membership 2013	£ 127.00
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THE ROYAL BRITISH LEGION POPPY APPEAL

Balance of payment for poppy wreath	£ 1.50
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BASSINGBOURN URC

Hire of meeting room April –December 2012 5@£10	£ 50.00
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THE LIMES COMMUNITY FUND

Hire of meeting room August –December 2012 8@£10	£ 80.00
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MRS S WALMESLEY

Clerks salary and expenses 1/12/12 – 31/12/12	£778.61
BUCHANS LANDSCAPES	
Grounds Mtce December 2012 (inc. £276.53VAT)	£1659.19

08. COMMITTEE REPORTS

8.1 Planning

A report was not available for this meeting.

8.2 Finance and General Purposes

The report had been circulated and recorded at the end of the minutes.

8.3 Recreation Grounds

The report had been circulated and recorded at the end of the minutes.

8.4 Cemetery

The report had been circulated and recorded at the end of the minutes.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

County Cllr Mrs Oliver had submitted a written report which was circulated to Councillors.

9.2 District Council

Mr Cathcart reported that it was not clear whether the Litlington wind farm application would be going before the District Council planning committee in February or March 2013. There were some concerns raised by the planners and these were being resolved. Their report when issued would be complex.

10. WORKING GROUPS

10.1 Bassingbourn Village College/Primary School Liaison Group

Mr Webb reminded the meeting that the representatives on the working group were Mrs Mead-Blandford and Ms Pemberton-Ford. Ms Pemberton-Ford had now resigned from the Parish Council. A replacement was therefore needed. He added that there was a new Headteacher of the Village College so it would be a good time to call a meeting. The representative did not need to be a member of the Parish Council but a report was required for the Parish Council meetings. Mrs Hirtzel offered to replace Mrs Pemberton-Ford.

10.2. Pavilion Project

Mr Webb advised that a decision on who to appoint as a Project Officer would be taken at the next Recreation Ground committee meeting on the 20th February 2013.

10.3 Kneesworth House Liaison

The Chairman reiterated discussions at previous meeting that this committee was organised by Kneesworth House and not the Parish Council. Mr Robinson expressed concern over the lack of enthusiasm shown by the hospital representatives at the meetings. Questions had been asked in relation to activities without a satisfactory answer being given. The latest scheduled meeting was cancelled at the last minute with bad weather being the reason. Mr Robinson added that the weather was perfectly okay at that time. A discussion took place between Councillors on issues at Kneesworth House but they were not within the remit of the Parish Council to resolve. Councillors agreed that the working group could be a useful forum.

10.4 Conservation

The Chairman reported that the group had met recently and organised a hedge cutting team at the clunch pit and also a village tidy. The hedgehog survey continued through the Village Voice. The working group had asked for funds from the budget to purchase a decent sized tree to replace a stolen oak tree given to the village by the royal estate for the jubilee. The group proposed to replace it with a 2-3 metre Rowan tree which would cost in the region of £25 -£30. Councillors agreed that the working group could spend up to £35 on the tree.

10.5 Affordable Housing

The results from the recent Housing Needs Survey would be presented to the Parish Council at the Finance and General Purposes committee meeting on the 5th February 2013. Mr Cathcart added that once the presentation had taken place the Parish Council working group would meet.

11. ALLOTMENTS

11.1 Formation of Allotment Holders Association

The Chairman reported that with the current bad weather not a lot was happening on the site. The majority of tenants were up to date with their rent. The outstanding payments would be chased for payment. As the Parish Council had decided to keep the letting of the allotments within their remit there was no urgency in forming an Allotment Holders Association. The Chairman agreed to contact tenants to see if they were interested. There had been one application for an allotment, and they were all now taken, but there would probably be some become vacant when the rental payments were chased.

11.2 Allotment Fencing and Water

Mrs Pidgeon confirmed that she would pursue this once the weather improved. She added that quite a lot of the allotment holders had erected their own fencing around their plots. She suspected water would be the priority for the tenants.

12. COUNCILLORS ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK12.1 Meeting Agendas

Mr Goater had been asked if the meeting agendas could be put in the Village Voice. It was stated that the requirement was that the agenda should go on display three clear days before the meeting and so was displayed on the village notice boards and website. Due to publication deadlines it would not be finalised in time for the Village Voice.

12.2 Grit Bins

A lot of parishioners were very pleased with the additional grit bins in the village during the current bad weather. Requests had been made for further locations. It was agreed that, now they had proved themselves, this would be an agenda item for discussion at the next Finance and General Purposes committee meeting on the 5th February 2013. Mr Robinson asked Councillors to consider some sites before the meeting so that this could be progressed.

12.3 Firework Display

Mr Webb suggested that as Basingbourn Barracks were to close, and therefore there would not be any further bonfire night fireworks, a firework display be organised in the village. The Parish Council could be involved in arranging this. Councillors agreed that this would be an agenda item for discussion at the Finance and General Purposes committee meeting on the 5th February 2013.

12.4 Cemetery Lodge

Mrs Cooper passed on the thanks of the tenants of the Cemetery Lodge for the replacement bath. She also advised that she had met with a contractor to discuss the specification for the external decoration. The Clerk confirmed that she had received the quotation which would be discussed at the next Cemetery committee meeting on the 5th February.

13. DATE OF NEXT MEETING13.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 5th February 2013

13.2 Recreation Ground Committee

Wednesday 20th February 2013

13.3 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 5th March 2013

13.4 Planning/Parish Council Meeting

Tuesday 19th March 2013

The Chairman closed the Meeting at 9.15 pm

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(Chairman)

.....
Date

Basingbourn-cum-Kneesworth Parish Council**PARISH COUNCIL MEETING 22nd January 2013*****Comments made by the public during Open Forum***

(where no Councillor action had been agreed)

There were no members of the public in attendance.

CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

22 January 2013

The Cemetery Committee has met twice, on 04 December and 09 January.

Following a request from relatives, it has now been agreed to permit kerbed graves. The Cemetery Regulations have been reviewed, updated and agreed.

The scale of cemetery fees has been reviewed and charges increased for the first time since 2009. The increases are around 5%.

In respect of unstable headstones, attempts to contact the relatives through the stonemasons have been unsuccessful and the way to progress this issue is being reviewed.

The replacement bath has now been installed in the cemetery lodge. A third quote is being obtained for the exterior painting of the lodge.

The committee meets again on 05 February.

M W Hallett

FINANCE & GENERAL PURPOSES COMMITTEE REPORT

22/1/2013

Since the last full meeting of the PC, the F&GP committee has discussed far ranging topics from problems with traffic in the High St to village maintenance.

The budget for next year should have been seen by all and hopefully found acceptable. I have tried to keep the precept increase below inflation and to utilise our growing surplus.

The Youth Club is strong and we have supported it as best we can. It would appear to be growing in numbers and the enthusiasm of the team running it and the results they have achieved has, I hope, ensured its continued survival. To this end, we propose to make regular payments, monthly, to the Club for them to spend as they see fit. We will continue to monitor the club and of course, if numbers should fall, re-evaluate our support.

A lively and enjoyable discussion took place on the High St traffic problems with some good ideas from members of the public. In general, it was agreed to continue to find a way to ensure the safety of pedestrians.

Village maintenance has been ongoing and we thank Geoff for the refurbishment of the notice boards.

The litter-bin has been installed at the bus shelter in the High St and just requires a bag!

We will continue to support residents in the village and wisely control the PCs finances.

Peter Robinson

RECREATION GROUND COMMITTEE REPORT

22/1/13

The last meeting was held on 19th December 2012.

The main gates to the Rec are now padlocked with a combination lock and the number has been given out to all necessary parties.

Quotes have been received for repairing and painting the rec benches and other benches in the village. Three quotes were received and the work was awarded to Stuart Littlefair.

The Parish may initially be responsible for repairs to a garden and oil tank in Knutsford Road. They were damaged by a falling tree. The tree was in the area of the Rouses currently leased by the Parish from County Farms. There is some evidence, however, that work to make the tree safe was requested by the previous owners of the building (before the lease came into effect) but had not been carried out by County. If the Parish is deemed liable for the repairs then a claim against County to refund the money will be instigated.

A general check on the health of all the trees in the rec will be undertaken in the Spring.

The next meeting will held on the 20th February 2013.

Rupert Webb

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 19th March 2013 at The Limes, High Street 8.10pm.

Mr Hallett (Chairman), Ms Hirtzel, Mr Geraghty, Mrs Pidgeon, Mr Pidgeon, Mr Sappol, Mr Goater, Mr Robinson, Mrs Cooper, Mrs Mead-Blandford, Mr Freeman
County Cllr Mrs Oliver, District Cllr McCraith
Members of Public –3

01. APOLOGIES FOR ABSENCE

Mr Clarke, District Cllr Cathcart

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

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

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 22nd January 2013

It was agreed the minutes of the Parish Council Meeting held on Tuesday 22nd January 2013, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Traffic Calming Gates

Following the last Finance and General Purposes committee meeting Mr Robinson had investigated gate costings and advised that he could get a gate for under £200. The Clerk reminded the meeting that an approved Highway contractor would have to install it. Once Mr Robinson had the detail of the gate the Clerk would forward to the Highway Engineer for agreement.

*-Mr
Robinson
& Clerk*

4.2 High Street Waiting Restrictions

The Chairman advised that a site meeting had been held with residents of the High Street and the County Highways Engineer, Karen Lunn. They had walked the High Street and looked at positions for white lines and yellow line restrictions. Ms Lunn had advised that white lines could only go the length of the dropped kerb and this was not long enough. During the meeting bollards had been discussed along with a 20mph speed restriction. People at the meeting were in favour of this speed limit through the village but were concerned over the 20mph repeater signs which would be needed to support the speed limit, through the High Street which was in a conservation area. Mr Hallett advised that Ms Lunn had provided preliminary costings of £4,300 for the change but this could be cheaper if included with the already approved speed limit change at the Primary School. Mrs Oliver challenged this figure stating that County Officer Brian Stinton had said that the Parish Council would only have to pay for the signs.

A discussion took place on whether the reduction in speed limit would slow vehicles down. It was acknowledged that it was difficult to reach 20mph in the High Street during the day. It was late at night when there were speeding issues. Mr Robinson stated that he knew people break speed limits but some action needed to happen. Mrs Oliver confirmed that the police were very supportive in what the village was trying to do. She added that at one point a speed table was discussed for the top of the High Street but Ms Lunn did not think that this was required with a speed reduction.

After further discussion it was agreed that a 20mph scheme be agreed in principle with the Chairman going back to Ms Lunn to challenge the cost.

A discussion then took place on waiting restrictions and access protection markings. It was advised that everyone at the site meeting were in favour of waiting restrictions. Some residents of the High Street without any off road parking were concerned at not being able to park outside their property and suggested a Resident Parking Scheme. Mrs Mead-Blandford thought that this might affect the businesses on the High Street. Mrs Oliver suggested that the concerned residents liaise directly with Ms Lunn.

The Chairman advised that this would be an agenda item for the next meeting to see if the issue could be progressed.

The Chairman then reported that, following a suggestion by a resident for flashing speed signs, he had asked the current County Council view. He had been told that they were not recommending these signs at present

-Mrs

as they no longer had the impact that they had originally. Mrs Mead-Blandford agreed to advise the resident.

Mead-Blandford

05. CORRESPONDENCE

5.1 Street Lighting in The Tanyard

The Parish Council had been copied in on a communication from the residents sent to the County Council relating to the replacement street lights. Mr Robinson confirmed that there was no light at the end of The Tanyard towards the Recreation Ground. The meeting was advised that a similar complaint made by Elm Tree Drive residents had been successful and the lighting problem had now been resolved.

5.2 Street Lighting Old North Road

The Chairman advised that the contractors wanted to move a street light from outside of Yuva to the other side of the road, outside Tudor Cottage, moving from one listed building to another. There had been a suggestion that the Parish Council should pay for an additional lighting column. Mrs Oliver advised that this issue had moved on and she had asked the contractors to revisit the design. A meeting was to be held with the residents, Parish Council Chairman, County Council and Balfour Beatty. The Chairman added that he would not recommend that the light is funded through the parish.

06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

07. FINANCES

7.1 Payment of Accounts

HALES PRINTERS

Newsletters £706.00

MRS S WALMESLEY

Clerks salary 1/03/13 –31/03/13

Salary SCP26 £ 728.17

Less Tax £10.60 NI £11.30 (Employer £14.37) £706.27

HMRC

PAYE 1/1/13-31/3/13 Tax £82.40 NI £142.57 (Employer £78.18) £224.97

TOTAL £1637.24

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

The following payments were made at the Finance & General Purposes committee meetings on 5th February 2013 and 5th March 2013

BUCHANS LANDSCAPES

Grounds Mtce January 2013 ((inc. £276.53VAT) £1659.19

HALES PRINTERS

Newsletters £ 706.00

CANBRIDGESHIRE COUNTY COUNCIL

Grit bins (inc. £111.60VAT) £ 669.60

MR G GOATER

Reimbursement for notice board materials (inc.£22.20VAT) £ 133.14

MRS S WALMESLEY

Clerks salary 1/01/13 –31/01/13 £720.37

BUCHANS LANDSCAPES

Grounds Mtce February 2013 (inc. £276.53VAT) £1659.19

ROYSIA GAS AND OIL

Repair the Cemetery Lodge boiler and service (inc. £78.44VAT) £ 470.64

MRS D ARTUS

Reimbursement for conservation tree and guard £ 26.98

MRS S WALMESLEY

Clerks salary & expenses 1/02/13 –28/02/13 £926.25

7.2 Bassingbourn At Home –Request for Funding

The Chairman advised that this and the firework display had not been budgeted for in the 2013/14 budget. He asked the Finance and General Purposes Chairman, Mr Robinson, to report.

Mr Robinson discussed the agreed budget and then proposed that figures be adjusted to allow for £3,000 to be allocated to 'Entertainment'. This was seconded by Mr Goater with ten Councillors in agreement and one against. Carried.

The Chairman then advised that the Bassingbourn-At –Home group were asking for £650, towards the cost of publicity, which could go up to £1000. The group hoped to make a profit and then any money could be paid back to the parish. It was proposed by Ms Hirtzel, seconded by Mrs Mead-Blandford that £650 be authorised. A vote was taken with seven Councillors in agreement, two against and one abstention. Carried. The Chairman confirmed that this was not a cash advance and would be paid on receipts.

7.3 Firework Display –Request for Funding

Mr Webb had previously suggested that £2000 would be needed to set up the village firework party. Mr Robinson thought that it was a great idea for the community. It was then proposed by Mr Pidgeon, seconded by Mrs Mead-Blandford that £2000 be allocated. A vote was taken with nine Councillors in agreement and two abstentions. Carried.

7.4 Project Reserves 2012/13

A list of project reserves had been circulated to Councillors. It was proposed that these would be the figures used to carry forward to the next financial year and would be shown on the end of year accounts.

The Clerk asked about the allocation for the maintenance of Fortune Way and Elbourn Way which had been carried forward since the housing was built. The Chairman confirmed that there was nothing in the Section 106 Agreements for both these sites to use the capital sum for the grasscutting. It was agreed that the costs for the open space maintenance would be deducted from the capital sum for 2012/13.

08. COMMITTEE REPORTS

8.1 Planning

Mrs Mead-Blandford read a report to the meeting.

8.2 Finance and General Purposes

The report had been circulated and recorded at the end of the minutes.

8.3 Recreation Grounds

A report had not been received.

8.4 Cemetery

The report had been circulated and recorded at the end of the minutes.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Mrs Oliver advised that the 127 bus service was being taken over by the operator Cozy Travel starting on the 2nd April 2013. There was a slight change to the timetable.

The contact centre had been used the previous Friday evening for the comic relief fundraising TV show. £80,000 had been raised in donations which was £20,000 more than in 2012. Mrs Oliver stated that the centre was well run and had it had been great fun to be part of the fundraising event.

Details of the Minor Highway Improvement bid, submitted at the end of 2012, were requested by Mrs Oliver as she was on the decision panel.

The approved trader's scheme set up twelve months ago was going very well. The website address was www.buywithconfidence.co.uk

Negotiations relating to the future of the clubs on Bassingbourn Barracks were edging ahead. Mrs Oliver reiterated that the Barracks would not close and the only issue was with the clubs and organisations on the site. It had to be proved that they could continue without any expense to the defence infrastructure.

9.2 District Council

Mr McCraith advised that the District Council had agreed a council tax increase of 1.99%. This increase was because the Government offer of a 1% one-off payment was not enough to keep services going.

10. WORKING GROUPS

10.1 Bassingbourn Village College/Primary School Liaison Group

Ms Hirtzel was trying to arrange a date for the next meeting.

10.2. Pavilion Project

An update was not available.

10.3 Kneesworth House Liaison

Mr Robinson reported that there was a meeting planned for the 15th April 2013 but again expressed his concern over the lack of interest shown by the representatives from Kneesworth House. There used to be monthly meetings but they had now become two monthly and the last one was cancelled. The Chairman stated that as far as he was aware there were no important issues relating to the hospital at this particular time. An invitation would be made for a representative to attend the Annual Parish Meeting.

10.4 Conservation

-Clerk

The Chairman advised that the village tidy event was to take place soon and the date would be advertised around the village. The working group were looking to spend around £100 on more daffodil bulbs for planting in the Autumn. Approval for expenditure was being sought now so that they could be purchased at the right time. The expenditure of £100 was agreed.

10.5 Affordable Housing

A report from the working group had been circulated to Councillors. The group were recommending to the Parish Council that the Housing Needs Survey report be accepted and that initiatives on an affordable housing project go ahead subject to the reservation that there were many issues still to be resolved in particular the impact of the Local Plan on the proposals.

District Cllr Cathcart had stressed that the Parish Council should be cautious because of the changes in Planning Policy. He had heard that it was quite likely that villages could lose control of the affordable housing process at a much earlier stage and that Parish Councils may only be given a say in what happens. Matters should be a lot clearer by mid to late summer when the District Council should have formulated its local plan.

Councillors agreed with the recommendation to move ahead with a certain amount of caution but would not commit fully until after the contents of the local plan were known.

11. ALLOTMENTS

11.1 Formation of Allotment Holders Association

Mrs Pidgeon had been offered help with the process on how to set up an Association. She would liaise with the Chairman. A discussion took place on how an association could help with the purchase of seeds etc.

11.2 Allotment Fencing and Water

Mrs Pidgeon had obtained a rough idea of costing for water on the site. A stand pipe would cost in the region of £8,000 -£10,000. The water company had advised that a bore hole might be preferable.

11.3 Vacant Allotments

The Chairman reported that the allotment situation was an ever changing situation. He gave an update on vacant plots and advised that these would be advertised. He confirmed the annual rent as being £50 for a 250 sq metre plot. Mr Robinson suggested that if there was a spare plot it could be offered to the schools to try and get the youngsters involved in gardening. Councillors agreed that this was a good idea and would be followed up.

12. ANNUAL PARISH MEETING TUESDAY 23RD APRIL 2013

The Clerk discussed the draft agenda for the meeting. Reports from the Youth Club and Bassingbourn At Home would be requested this year. Reports from the County and District Councillors would also be added. It was suggested that an update on the clubs at the Barracks could be made and it was agreed that Cllr Oliver would report on this when presenting her report. Clerk to prepare a final agenda in liaison with the Chairman.

*-Clerk &
Mr Hallett*

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

13.1 High Street Bunting

Mr Goater advised that the bunting from the Diamond Jubilee celebration had been removed.

13.2 High Street Drain Covers

Mr Goater had noticed that some of the drain covers on the south side of the road had sunken. He agreed to look at which ones were affected and liaise with County Highways.

-Mr Goater

14. DATE OF NEXT MEETING

13.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 2nd April 2013

13.2 Recreation Ground Committee

Wednesday 17th April 2013

13.3 Annual Parish Meeting

Tuesday 23rd April 2013

13.4 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 7th May 2013

13.4 Planning/Parish Council AGM

Tuesday 21st May 2013

The Chairman closed the Meeting at 9.50 pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 19th March 2013

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

There were no comments made.

CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

19/3/13

The Cemetery Committee has met twice, on 05 December and 05 March.

Generally it has been a quiet time with relatively little business requiring discussion.

In the cemetery lodge the batch has been replaced and the central heating boiler has been repaired. Three quotations have been received for the exterior decoration, the contractor selected and the order placed. Quotations are being sought for the repair/replacement of the front door.

A request was received for a memorial in the Garden of Remembrance, where memorials are not currently permitted, although a few have been installed without permission. This aspect of the Cemetery Regulations was discussed and it was agreed that they should not be changed and memorials in the Garden of Remembrance should continue to be not permitted.

The committee meets again on 02 April.

M W Hallett

FINANCE & GENERAL PURPOSES COMMITTEE REPORT

19/3/13

Since our last Parish Council meeting, the F and GP committee has met several times.

Final tweaks were made to the budget, which was approved at the last meeting.

We have made progress with the many issues brought before us.

Street lighting has been completed but have brought to light (pun intended) a few places where lamps have been removed leaving some residents in darkness. The end of The Tanyards is a prime example.

Maintenance continues around the village as normal.

The minutes of our meetings are available also.

P J Robinson

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL ANNUAL GENERAL MEETING
Minutes of Meeting held on Tuesday 21st May 2013 at
The Limes, High Street 7.30pm.

Cllr Hallett (Chairman), Cllr Pidgeon, Cllr Webb, Cllr Mrs Pidgeon, Cllr Vigus,
 Cllr Mead Blandford, Cllr Clarke, Cllr Robinson, Cllr Cooper, Cllr Webb, Cllr Sappol, Cllr
 Freeman
 District Cllr McCraith, District Cllr Cathcart
 County Cllr Mr Dent
 MOP -15

PARISH COUNCIL ANNUAL GENERAL MEETING

01. ELECTION OF CHAIRPERSON

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

ELECTION OF VICE-CHAIRPERSON

- 02.** The Chairman asked for nominations for vice-Chairman. Cllr Mead-Blandford proposed Cllr Robinson, which was seconded by Cllr Freeman. There were no other nominations. Cllr Robinson accepted the position of Vice-Chairman.

03. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Hirtzel

04. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

The Chairman and Cllr Webb declared an interest under Item 15.

05. MINUTES OF LAST PARISH COUNCIL MEETING

Minutes of the meeting held on Tuesday 19th March 2013 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

06. MATTERS ARISING

6.1 Traffic Calming Gates

Cllr Robinson would circulate photographs to Councillors for discussion at the next meeting.

6.2 High Street Waiting Restrictions

The Chairman reported that the temporary marks where the restrictions would be were to be put in by Highways. He then advised that he had received an e-mail from Karen Lunn, County Highways, who advised that there was no problem with a 20mph sign opposite the school on Brook Road facing Litlington traffic. The problem was the Bassingbourn side because there had to be a certain straight distance for drivers to see the sign therefore it would need to be in the High Street, between Crown House and the old Post Office. The Chairman showed examples of the sign normally put up and an alternative smaller sign which he suggested might be better. Councillors agreed that the smaller sign was preferential. The Chairman to advise Ms Lunn.

*-Cllr
Hallett*

6.3 Firework Display

Cllr Webb confirmed that the village would be organising the event, not the Parish Council, who would be loaning the upfront funding.

07. CORRESPONDENCE

7.1 Council Tax Update

The Chairman advised that the District Council had made a mistake with the council tax calculations for the current year. All Bassingbourn residents were being charged about £5 too much. This would be adjusted in due course.

7.2 Bassingbourn Charities –Events on Brook Road

A communication had been received from a resident of Brook Road concerned over noise from the Brook Road site when the fund raising events take place. It was pointed out that this went on until 3am during the 2012 weekend. The Chairman confirmed that he had replied to the resident

pointing out that the Parish Council were not involved and suggested taking the matter up with the organiser. Cllr Webb advised that there were three village individuals involved with organising.

7.3 Parish Paths Leaflets

A parishioner had been concerned that the leaflets were being given away during a village event the previous weekend, when they were previously on sale for £1 each. The Chairman stated that there were so many errors in the leaflet and they could be accessed on the internet anyway. He suggested that some time in the future the leaflet could be updated to provide the correct information. Cllr Webb added that it had also been brought to the attention of the Book Cafe and it was his decision to give them away.

7.4 Ex-County Councillor Mrs Oliver

A parishioner had suggested that the Parish Council give a token of appreciation to Mrs Oliver for her contribution to the village over the sixteen years that she served as County Councillor. Cllr Webb stated that she had a positive influence on items of importance in the village and agreed that a mark of appreciation be made. Cllr Robinson proposed sending flowers up to £30 from the village which was agreed. Clerk to liaise with Cllr Vigus.

7.5 Recreation Ground complaint

Cllr Webb advised for information that a volunteer had been carrying out some maintenance on the recreation ground and shouted at children playing with the locks on the equipment. There had been a complaint that he drove his van at them. Cllr Webb added that the children were known to run around without any supervision. This would be discussed in full at the next recreation ground committee meeting.

08. OPEN FORUM

8.1 Parking on Grass Verge and Pavements

Concern was expressed over the unsociable parking often blocking the footpath causing people to walk in the road. Cllr Robinson agreed that this was a big issue and had recently taken a photograph of a vehicle parked fully on the pavement opposite the SPAR shop, and forwarded it to the PCSO who was following up with the driver. He suggested that the best way to get anything done was through the police. The Chairman advised of the quarterly neighbourhood police panel meetings which were open to the public.

8.2 Speeding Vehicles

It was advised that this was a problem from Walnut Tree Close along North End. The Chairman agreed to bring this to the attention of Vic Nickson, the Speedwatch co-ordinator, and request that some speed checks are carried out in that location. A suggestion of rumble strips on the road surface was made and this would be discussed at a future meeting.

8.3 Further Residential Development

Concern was raised over the possibility of further housing and building on flood plains. Councillors were asked whether the planners were made aware of the springs in Bassingbourn. Cllr Cathcart agreed that flooding was an issue in the village which people commented on in the Issues and Options Consultation. He added that as a general rule the District Council did not allow development on a flood plain. A discussion took place on the springs and all agreed that they were an important amenity for the village. Cllr McCraith added that the District Council took flooding very seriously.

8.4 North End Ditch

It was advised that the ditch by Guilden Gate had been dredged with the dredging left on the side of the bank which looked a mess. It was not sure who had carried out the work. This would be investigated.

09. 9.1 Payment of Accounts

CAMBRIDGE WATER COMPANY

Water rate 1/11/12 -30/4/13 Recreation Ground	£68.55	Cemetery	£16.02	£ 84.57
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CAPALC

Membership 2013/14				£726.41
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HALES PRINTERS

Newsletters	£791.00			
BBCKathome posters (inc. £9.30VAT)	£ 55.80			
BBCKathome leaflets	£ 20.00			£866.80

LGS SERVICES

Internal Audit 2012/13 (inc. £35.00VAT)	£210.00
TOTAL	£1887.78

Mr Webb referred Councillors to the lower water charge due to the leak on the recreation ground being repaired. The Chairman referred to the CAPALC membership cost stating that membership should be reviewed for 2014/15.

The payments were then agreed. PROPOSED Cllr Mrs Pidgeon SECONDED Cllr Cooper

FOR INFORMATION –The following payments were agreed at the Finance and General Purposes committee meetings on 2nd April 2013 and 7th May 2013

BUCHANS LANDSCAPES

Grounds Mtce March 2013 ((inc. £276.53VAT)	£1659.19	
11 Additional cuts to Recreation Ground 2012/13 (inc. £196.35VAT)	£1178.10	£2837.29

THE LIMES COMMUNITY FUND

Use of The Limes for Parish Council meetings/working groups Jan-March 2013	£ 80.00
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WAR MEMORIALS TRUST

Membership 2013	£20.00
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MR J H SUCH

Mole control 5 visits @ £25	£ 125.00
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PLAYSAFETY LTD

RoSPA Inspections 2013 (inc. £39.00VAT)	£ 234.00
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HALES PRINTERS

Newsletters	£749.00
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BBCK At Home (inc.£3.00VAT)	£199.00	£ 948.00
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THE POST OFFICE

Emptying of litter bins (inc. £217.83VAT)	£1307.00
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Emptying of Cemetery bin	£ 168.00	£1475.00
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T & J BIRD SIGNS

Banners for BCK at Home (inc. £33.33VAT)	£ 200.00
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NALC

Annual Subscription of NALC	£ 16.00
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CAMBRIDGSHIRE COUNTY COUNCIL

Annual Rent for The Rouses	£ 55.00
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WEBCENTRIC LTD

Hosting of Bassingbourn.org (inc. £15.00VAT)	£ 90.00
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BASSINGBOURN BOOK CAFE

Donation 2013/14	£ 700.00
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BASSINGBOURN YOUTH CLUB

Half year donation 2013/14	£1000.00
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E-ON

Pavilion electricity (inc. £4.40VAT)	£ 92.38
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MRS S WALMESLEY

Clerks salary 1/04/13 –30/04/13	£732.61
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BUCHANS LANDSCAPES

Grounds maintenance April 2013 (inc. £283.44VAT)	£1700.66
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9.2 Internal Audit Report 2012/13

The internal audit had been copied to Councillors. The Chairman stated that there was one advisory point raised and that was in connection with the insurance Fidelity cover which was only £150k. It was agreed that the Clerk arrange to increase this figure to £250k.

-Clerk

9.3 Agreement of Accounts and Statement of Assurance 2012/13

A copy had been distributed to Councillors before the meeting.

The Statement of Accounts on the Annual Return had which been completed by the RFO was signed by the Chairman. Councillors completed the Annual Governance Statement and this was signed by the Chairman.

10. ELECTION OF COMMITTEES FOR 2013/1410.1 Planning –All Councillors10.2 Finance and General Purposes –All Councillors10.3 Recreation Ground –Cllr Webb, Cllr Clarke, Cllr Geraghty, Cllr Freeman

10.4 Cemetery –Cllr Robinson, Cllr Pidgeon, Cllr Mrs Pidgeon, Cllr Clarke, Cllr Cooper, Cllr Mead-Blandford.

11. ELECTION OF WORKING GROUPS FOR 2013/14

11.1 Village College/Primary School Liaison – Cllr Mead-Blandford advised that for 2012/13 the representatives were Cllr Hirtzel and herself. She was unsure whether Cllr Hirtzel wanted to continue. It was agreed to defer this election until the next meeting. Cllr Vigus offered to represent the Parish Council if needed.

11.2 Affordable Housing –Cllr Robinson, Cllr Clarke, Cllr Pidgeon, Cllr Mead-Blandford, Cllr Mrs Pidgeon, Cllr Vigus, District Cllr Cathcart.

11.3 Conservation –Cllr Hallett, Cllr Cooper.

11.4 Kneesworth House –Cllr Clarke, Cllr Robinson.

11.5 Pavilion–Cllr Clarke, Cllr Webb, Cllr Geraghty.

Cllr Webb advised that the committee had not been very active in the recent months but would be towards the end of the year.

12. COMMITTEE REPORTS

12.1 Finance and General Purposes Committee

A report had not been prepared for the meeting.

12.2 Recreation Ground Committee

A report had been circulated and is attached at the end of the minutes.

12.3 Cemetery Committee

A report had been circulated and is attached at the end of the minutes.

12.4 Planning Committee

A report had not been prepared for the meeting.

13. COUNTY AND DISTRICT COUNCILLOR REPORTS

13.1 County Council

Cllr Dent reported that the street lighting issue on The Tanyard had been addressed with agreement to remove lamp number 30, outside his property, to reinstate on one outside 36-42.

The Old North Road lighting issue was ongoing.

Cllr Dent had received details of the Minor Highway Improvement bid list and would work his way through and report back on what was planned in the immediate area.

There were three streams of water feeding onto the A1198 and he was trying to find out who was responsible. County Highways and Anglian Water had stated that it was nothing to do with them.

The Chairman advised that he had also tried to follow this up. Cllr Mrs Pidgeon reported that there was someone digging earlier in the evening when she was passing.

People were urged to keep reporting pot holes on the County Council website. He added that they should be repaired within 21 days.

There was no update on the future of the Barracks at the present time but Cllr Dent was aware that the Golf Club was closing.

Cllr Dent concluded his report by confirming that he would pursue with the primary school the Safer Routes to School options.

13.2 District Council

Cllr McCraith reported that it was the District Council AGM on the 23rd May 2013 so there would be more information to report following that. Cllr Cathcart referred to the Litlington Wind Farm planning application stating that it was now likely to go to committee in July or September 2013.

14. MEETING MINUTES –FORM OF ADDRESS FOR COUNCILLORS

The Chairman advised that he had been looking at minutes for other Parish Councils and the way Councillors were referred to varied with the majority identified as Cllr. He suggested that the title Cllr would avoid confusion making it clear that it was the view of a Councillor and not a member of the public. He asked Councillors for their opinion. After discussion it was proposed by Cllr Webb that from now on all Parish, District and County Councillors be referred to as Cllr in the minutes. This was agreed.

15. ALLOTMENT FENCING

15.1 Formation of Allotment Holders Association

The Chairman reported that 14 allotment holders had expressed an interest in forming an Allotment Holders Association adding that the only problem was that nobody wanted to organise it. Cllr Pidgeon offered her help.

15.2 Allotment Fencing and Water

Cllr Mrs Pidgeon advised that most of the allotments were now fenced individually. She had contact three different people regarding a bore hole on the site and was waiting for feedback. She added that Cambridge Water wanted £10,000 for a water connection.

15.3 Vacant Allotments

The Chairman had placed an advertisement in the Village Voice for the vacant allotments. Out of the 28 there was only one and a half plots currently available.

16. WEBSITE UPGRADE

Information had been circulated. It was agreed that the website provided a lot of information for the village and was visited by about 1200 people a month. The hosting fee was currently £75 per annum. The Chairman advised that Microsoft had decided to update Internet Explorer so some parts of the website could no longer be updated, hence the proposal to upgrade. Because there was so much material on the existing site the cost would be around £900 plus VAT. He added that some of the transfer of material may be possible by the Parish Council. The budget for the website was shared with the Village Voice so there was enough to cover this cost. The Chairman then proposed that the website be upgraded up to a total cost of £900 plus VAT this was seconded by Cllr Webb. All Councillors in agreement. Cllr Webb added that if there was to be any down time with the transfer people needed to be advised. The Chairman suggested that the upgraded site may work alongside the existing site and then switched when tested. The Chairman to arrange to upgrade.

*-Cllr
Hallett*

17. APPOINTMENT OF ELBOURN MEMORIAL TRUSTEE

John Penny, Secretary, The Elbourn Memorial Trust, asked the Parish Council to consider the appointment of a new Trustee, Hillary Wallis. He gave details of her background and association with the village. On a proposition by Cllr Webb, seconded by Cllr Freeman, the appointment was approved. The Clerk to advise Mr Penny.

-Clerk

18. ADOPTION OF REVISED CODE OF CONDUCT 2013

The District Council Demographic Team Leader, Mr Aisthorpe-Watts, had advised that the District Council had agreed to update their Code of Conduct to reflect new wording. The changes did not affect the principles themselves but did affect the wording that followed each principle and a new preamble to the principles had been added. Mr Aisthorpe-Watts asked that the Parish Council update their Code of Conduct and adopt it at the next Parish Council meeting. On a proposition by Cllr Mead-Blandford, seconded by Cllr Cooper, the amended Code of Conduct was adopted. Clerk to advise the District Council.

-Clerk

19. MATTERS ARISING FROM ANNUAL PARISH MEETING

19.1 Flooding and Ditch Clearance

The Chairman advised that significant concerns were raised following the flooding in North End over the Easter bank holiday weekend, and also people not clearing their ditches. He confirmed that the Parish Council did not have a responsibility for this and referred to the District Council who had responsibility for awarded watercourses, such as Bassingbourn Brook, and Cambridgeshire County Council for flooding. The Parish Council could relay concerns to these bodies. At present the only concern was the Moat on North End but as this was a scheduled monument, the Secretary of State would need to give permission for any work carried out. Cllr Cathcart advised that any concerns relayed to the District Council must be very precise with a map showing the exact location.

*-Cllr
Robinson,
Cllr
McCraith
& Cllr
Cathcart*

19.2 The Limes Clock

Cllr Robinson had offered to see if he could get the clock working again. The District Cllrs also confirmed that they would chase up at the District Council offices again.

19.3 Bassingbourn Barracks –Access for Ski Club

The Chairman advised that following the Annual Parish Meeting the Neighbourhood Watch co-ordinator, Les Burwitz, had on his own initiative approached his contacts asking them to send

comments on the suggestion of access through Guise Lane, to the Parish Council. A lot of correspondence had been received mostly opposing the suggestion and he gave an outline of the reasons. The Chairman stated that the Parish Council had not been involved in any discussions with the DIO, District Council or County Council and there was no reason why they would be at this early stage.

Members of the Public were invited to speak.

Representatives of the Ski Club advised that they had put forward some suggestions for the DIO and confirmed that no formal application had been made. They were exploring all options that would let them back onto the site, working with residents, so that the club could resume its activities. A discussion took place between the representatives and Guise Lane residents who were against access from this area. County Cllr Dent advised that at this time there were five points of access under consideration. He added that the problem was that the DIO would not make a decision. An agreement needed to be reached with the DIO and the village which was beneficial to everyone. Cllr Dent agreed to take all comments on board and would arrange the next meeting with the DIO.

-Cllr Dent

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

20.1 College Litter

Cllr Vigus advised that she had reported the Recreation Ground litter issue to the Village College but was told that they needed a letter from the Parish Council. The Clerk confirmed that, as agreed at the last F&GP meeting, a letter had been sent.

20.2 Litter Bins

It was reported that the litter bin outside the Cemetery had not been emptied. Cllr Webb also advised that the previous week the bins on the recreation ground were missed. He added that the gate was not locked and believed they were missed because there was no holiday cover for the regular collector. The District Councillors agreed to follow up with the Officers.

*-Cllrs
McCraith
& Cathcart*

20.3 Refurbishment of Benches

Concern was expressed over the condition of the benches. Cllr Webb confirmed that a contractor had been appointed for the refurbishment and would urge a start date. Cllr Mead-Blandford stated that the delay in the work taking place may be due to the poor weather conditions.

-Cllr Webb

21. DATE OF NEXT MEETING Wednesday 24th July 2012

Cllr Robinson thanked Cllr Hallett for presiding as Chairman over the past year

The Chairman closed the Meeting at 9.30pm

..... CHAIRMAN

.....DATE

COMMITTEE REPORTS 21st May 2013

RECREATION GROUND

The last meeting was held on 24th April 2013. This has to be delayed a week due to work commitments. The Tree Officer has suggested that we employ a tree consultant to assess the condition of the trees around the recreation areas. This has never been done before and befits a council with quality status. It is also a sign of due diligence should an accident occur involving any of the trees that are the councils responsibility.

A template for quotations for new fencing around the rec areas at South End and Elbourn Way has been created. This will now be put out to tender.

A new article concerning dog fouling has been written for the Village Voice.

The next meeting will held on the 19th June 2013.

Rupert Webb

CEMETERY

21 May 2013

The Cemetery Committee has met twice, on 02 April and 07 May.

Matters for discussion have included:

A memorial which has fallen on top of another grave

A request for a memorial bench

Repairs to the door of the cemetery lodge

Overhanging trees requiring attention.

The committee meets again on 04 June.

M W Hallett

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 23rd July 2013 at The Limes, High Street 8.30pm.

Cllr Hallett (Chairman), Cllr Hirtzel, Cllr Sappol, Cllr Robinson, Cllr Cooper, Cllr Clarke
County Cllr Dent, District Cllr Cathcart
Members of Public –2

01. APOLOGIES FOR ABSENCE

Cllr Geraghty, Cllr Mead-Blandford, Cllr Webb, Cllr Freeman, Cllr Pidgeon, Cllr Mrs Pidgeon, District Cllr McCraith

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

Cllr Hallett declared an interest under Item 12. He had applied for a Dispensation which had been granted by the Clerk for a four year period.

03. MINUTES OF LAST MEETING

3.1 Parish Council Annual General Meeting 21st May 2013

It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 21st May 2013, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Traffic Calming Gates

Cllr Robinson to forward details of the gate to the Clerk so that she could advise County Highways.

*-Cllr
Robinson*

4.2 High Street Waiting Restrictions

The Chairman reported that he had walked the High Street with Cllr Dent and made some minor tweaks to the markings. He confirmed that yellow lines would be put across the entrance to Playles Yard. Comments had been referred back to the Highway Engineer, Karen Lunn. The Police Inspector had asked to be advised once the painting of the lines had taken place.

4.3 20 mph School Zone

The Chairman had been advised by Ms Lunn that the sign agreed at the last meeting was not an approved highway sign. She suggested a different sign, either with a yellow or grey background, which the Chairman showed to the meeting. It was agreed the yellow background would show up more. A discussion took place on how the sign would be activated and where it would be located in the High Street so that the signpost did not obstruct the footpath. This would need to be checked.

*-Cllr
Hallett*

The Chairman then advised that he had received a reminder from a resident of Brook Road suggesting 20mph speed limit along the High Street. As discussed at previous meetings this option would result in too many signs along the High Street within a conservation area. The Clerk was asked to acknowledge the letter and advise the resident of this.

-Clerk

4.4 Minor Highway Improvements 2014/15

Details of the unsuccessful bid for 2013/14 had been circulated to Councillors. Cllr Dent advised that the Parish Council could make as many applications under the scheme as they wished for 2014/15. The Clerk advised that the paperwork usually came out to parishes around September time with a deadline of December for submission of the bids. Councillors were asked to consider bids ready for the application process.

The Clerk advised that Litlington Parish Council had been successful in their bid for 2013/14 for the upgrading of part of the footpath/cycle path between the villages. This was used by a lot of children walking/cycling to the Village College. Parts of the path had been upgraded previously through this scheme. She advised that a site meeting was to be held with the Highway Engineer to look at the best area to upgrade on this occasion and it could be within Bassingbourn parish. The Clerk added that Litlington Parish Council would welcome any financial contribution towards the work.

05. CORRESPONDENCE**5.1 CCC Draft Transport Strategy for Cambridgeshire and South Cambridgeshire**

Details had been circulated to Councillors. The consultation would take place during the same period as the Local Development Plan, until the 30th September 2013, with the exhibition of proposals also at the same place as the LDP.

06. REPORT FROM NEIGHBOURHOOD POLICING TEAM

The report had been circulated to Councillors. The Chairman advised that the priorities following the latest neighbourhood meeting were around road safety and anti social behaviour in green spaces.

07. OPEN FORUM (items for Parish Council comment)**7.1 Elbourn Way Gate**

Concern was expressed by a resident of Elbourn Way over a broken gate beside his property. The gate was the responsibility of a farmer with Anglian Water also having access. The resident advised that he had contacted the farmer in early June but to date the gate had not been repaired and he was concerned over children playing in the area which was near the lagoon. The Clerk was asked to follow up with the farmer concerned.

*-Clerk***08. FINANCES****8.1 Approval of expenditure for Picnic Table**

The installation of a replacement picnic table had been discussed and agreed at the last Recreation Ground Committee meeting. The table had been made at a cost of £100 which was agreed.

8.2 Payment of Accounts

BUCHANS LANDSCAPES	£1700.66
Grounds Mtce June 2013 (inc. £283.44VAT)	
E-ON	
Pavilion Electricity (inc. £3.39VAT)	£ 71.22
F MATHESON	
New Cemetery Lodge door	£890.00
PLAYDALE PLAYGROUNDS LTD	
Repair to play area suspension bridge (inc £53.21 VAT)	£319.27
HALES PRINTERS	
Newsletters	£706.00
MRS S WALMESLEY	
Clerks salary 1/07/13 –31/07/13	£717.31
MR TOM MARRIAGE	
Picnic Table for Elbourn Way	£100.00
TOTAL	£4504.46

Cllr Robinson expressed concern over the way that the door lock had been put on the Lodge door. It appeared to be the wrong way around. The Clerk was asked to contact the contractor and point this out.

-Clerk

The invoices were checked by the Chairman. Agreed. PROPOSED Mrs Cooper SECONDED Mr Clarke

The Clerk would hold the payment for Mr Matheson until the lock was changed and also the payment for Playdale Playgrounds until it was confirmed that the work had been carried out.

The following payments were made at the Finance & General Purposes committee meetings on 4th June 2013 and 2nd July 2013

BUCHANS LANDSCAPES	
Grounds Mtce May 2013 (inc. £283.44VAT)	£1700.66
GP ROGERS	
Repair to Churchyard Wall	£2959.00
HALES PRINTERS	
BBCK At Home (inc.£3.72VAT)	£325.82
WORBOYS FARM PARTNERS	
Half year rent for allotment land 1/1-30/6/13	£150.00
MRS S WALMESLEY	
Clerks salary 1/05/13 –31/05/13	£728.81
HALES PRINTERS	
Newsletters	£ 789.00

MRS L PIDGEON	
Paint for cemetery fence	£ 11.98
MRS V VIGUS	
Reimbursement for flowers (agreed at PC AGM) £2 over budget	£ 32.00
MRS S WALMESLEY	
Clerks salary and expenses 1/06/13 –30/06/13	£818.61
HMRC	
PAYE 1/4/13 -30/6/13 Tax £2.80 NI £65.67 (Emp £36.09)	£ 68.47

09. COMMITTEE REPORTS

9.1 Planning

A report was not available.

9.2 Finance and General Purposes

The report had been circulated and recorded at the end of the minutes.

9.3 Recreation Grounds

The report had been circulated and recorded at the end of the minutes.

9.3.1 Signature of Agreement for asbestos removal

The Chairman explained the background to the agreement, with County Farms, and that it had been discussed at the Recreation Ground committee meetings. It was agreed that the Clerk would sign the agreement on behalf of the Parish Council and return to the County Council.

9.4 Cemetery

The report had been circulated and recorded at the end of the minutes.

The Chairman advised that three quotations had been sought for the replacement carpeting of the lounge, hall, dining room and stairs at The Lodge. Two quotations had been received with the third contractor unable to quote. As the next Cemetery Committee meeting was not scheduled until the 3rd September 2013, it was agreed that the lowest quotation for a total of £862.50 plus VAT, provided by Wisdom Carpets, be approved.

The Clerk advised that she had suggested to the letting agent that the tenants complete the interior decoration before the replacement carpets were put down. She would continue to liaise with them and the tenant. The Chairman added that replacement of upstairs carpeting would be considered in 2014/15.

-Clerk

10. COUNTY AND DISTRICT COUNCILLOR REPORTS

10.1 County Council

Cllr Dent reported that the changes at Bassingbourn Barracks should have no affect on Bassingbourn. The Libyan soldiers would not be allowed off the site at any time. The soldiers would be escorted from the air base to the barracks and would security vetted by British and Libyan officials. Cllr Dent then confirmed that the clubs previously using the Barracks had been told that there was no chance now they would be allowed back on the site. No civilian access would be allowed at any time. The clubs had been asked to remove all their equipment before the end of August 2013. There was a written agreement from the army that the club situation would be reviewed at the end of 2014.

Cllr Dent then advised that potholes were being repaired much better. Traffic works were needed for larger areas.

County Highways were still talking to the Kneesworth resident about the spring water on the A1198. It was believed some drainage pipes would be put in.

Cllr Dent concluded his report by advising that the 'Shape Your Place' website was up and running for concerns.

10.2 District Council

Cllr Cathcart advised that a meeting of the District Council was to take place on the 25th July 2013. The Local Development Framework consultation was ongoing. He added that there had recently been a bi-election in Sawston with a Conservative candidate receiving the majority vote.

The Chairman thanked Cllr Dent and Cllr Cathcart for their reports.

11. WORKING GROUPS

11.1 Bassingbourn Village College/Primary School Liaison Group

Cllr Hirtzel reported that she had attended a meeting with Cllr Mead-Blandford and the Headteachers. One major issue raised by the Village College was that there was not a fenced path for members of the public to walk through from the Village College to the Primary School. She asked the Parish Council whether they

would consider funding this.

A discussion took place on the existing arrangement which did not appear to be a problem. It was felt that a fenced path may be a requirement of OFSTED. Cllr Cathcart advised that he had made some enquiries with the District Council to see if there was some funding. He added that a community need would have to be proven. Councillors agreed that the Village College was going against the community by closing the Community Centre. The Chairman stated that there were only limited funds for Section 137 expenditure so even if the Parish Council were to support the fencing the financial contribution would be minimal. Cllr Hirtzel would report back to the group at the next liaison meeting in September.

11.2. Pavilion Project

11.2.1 Approval of expenditure for Project Manager

Cllr Webb had advised that the initial fees to get the Project underway had been agreed by the Recreation Ground committee. It was advised the fee for the Project Manager at this stage was £1820. Councillors wanted more information on what was involved before approving the expenditure. This would be discussed at the next meeting when Cllr Webb was in attendance.

11.3 Kneesworth House Liaison

Cllr Robinson advised that nothing was happening with the committee, and no information passed on, and he had decided to resign from the group. He added that he did not think Kneesworth House wanted an active liaison committee. Cllr Clarke also expressed concern over the lack of information and meeting dates. Cllr Cooper offered to replace Cllr Robinson if needed. It was agreed that the Chairman would make enquiries about the future of the committee first.

*-Cllr
Hallett*

11.4 Conservation

The group were meeting on the 29th July 2013 to discuss things that they wanted to do in the village.

11.5 Affordable Housing

A meeting of the working group to be arranged.

12. ALLOTMENTS

12.1 Formation of Allotment Holders Association

The Chairman advised that an e-mail had been sent out to the tenants and 14 people had expressed an interest in forming an association. The problem was that someone needed to run it and so until that person came forward this could not be progressed. Cllr Robinson suggested that two people could share the position.

12.2 Allotment Water

Cllr Mrs Pidgeon was exploring a bore hole for water. A resident had also now agreed to make some enquiries.

12.3 Vacant Allotments

The Chairman advised that there was currently one allotment vacant.

13. ELBOURN MEMORIAL HOUSING TRUST –REQUEST FOR ASSISTANCE

The Chairman reported that a letter had been received from Mr Penny, the Secretary of the Elbourn Memorial Housing Trust, who advised that the Trustees were trying to register the land at the rear of the site purchased from EW Pepper. The conveyance could not be located. The Chairman added that there was a complication that the negotiation for the land purchase in 1951 was carried out by the Parish Council. There seemed to be a crossover of roles at that time. All the paperwork held by the Parish Council had been looked through but the Deeds could not be found.

Mr Johnson, Chairman of the Trustees, was invited to speak. He advised that the Trustees had got together a lot of facts and information to support the land registry application. He added that the Trustees were asking the Parish Council for a letter of support stating that the property was clearly in the ownership of the Elbourn Memorial Trust and they managed the land. The Chairman stated that he would like a meeting between representatives of both the Trustees and Parish Council first, to look at the documents held, and make sure everything was done formally. Mr Johnson advised that there were four Trustees involved. Cllr Clarke offered to represent the Parish Council, with the Chairman, who would arrange a meeting through Mr Penny.

*-Cllr
Hallett &
Cllr Clarke*

14. YOUTH CLUB

The Clerk read an e-mail from Deborah Townsend, Youth Club Volunteer, in which she advised that a meeting had been held with the Village College Principal who did not offer anything to meet the needs of the young people and the future of the youth club. Ms Townsend asked for details of the conditions of the £1000 grant made for 2013/14. She stated that the volunteers and existing management committee were very

keen to continue running the club and asked for any information relating to the Community Centre which might help with securing the venue for a little longer. She also asked for any help in finding an alternative venue if need be.

A discussion took place on the grant aid and why the award was made. Cllr Robinson stated that he thought the budget stipulated the club would be paid £200 per month rather than two lump sums. The reason for the amount was because Councillors understood the club would run throughout the year. The Clerk reminded Councillors that Ms Townsend had confirmed at the last meeting that all the £1000 for this financial year was still in the Youth Club account. Councillors agreed that any further funding should be frozen until the future of the Club was known. Cllr Dent advised that the Community Centre was being refurbished and would in future be used as class rooms for the Village College. Councillors did not have any suggestions regarding possible venues, apart from the Pavilion which was dismissed at the last meeting, for Ms Townsend.

-Clerk

Clerk to reply.

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

15.1 26 Mill Lane

The Chairman advised that the residents of the property were sent a letter around six months ago, by the Parish Council, asking them to arrange for their hedge to be cut back and as they were known to be elderly an offer of help was made. There had been no response. The hedge was now encroaching the entire footpath in one place and was causing safety issues. The Chairman suggested that he use the County Council website 'Shape My Place' to report the problem.

-Cllr
Hallett

16. DATE OF NEXT MEETING

16.1 Planning/Finance and General Purposes Committees

7.15pm Wednesday 21st August 2013

16.2 Recreation Ground Committee

8pm Wednesday 21st August 2013

16.3 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 3rd September 2013

16.4 Planning/Parish Council Meeting

Tuesday 17th September 2013

The Chairman closed the Meeting at 9.50 pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 23rd July 2013

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

There were no comments made.

CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

23 July 2013

The Cemetery Committee has met twice, on 04 June and 02 July.

The war graves fence has been painted and the risk assessment document has been completed. A request for a memorial bench has been agreed.

Discussions have taken place regarding the change of tenant. It has been agreed for the tenant to carry out internal redecoration. Quotes have been obtained for the replacement of lounge, dining room and stairway carpets.

Unless urgent business requires an August meeting, the committee will meet again on 03 September.

M W Hallett

M W Hallett

FINANCE & GENERAL PURPOSES COMMITTEE REPORT

23/7/13

The committee has worked, as usual, with the everyday running of the PCs tasks, ensured good value for money for any works we have carried out, ensured prompt payments to all our creditors and generally looked after the business of village maintenance.

Some lively debate has taken place concerning, the future of the clubs and associations within the barracks, parking on the High St and in particular, the proposed access to the ski club, via guise lane.

There has been concern shown from the residents of Guise Lane, as would be expected but with no further information we can pass this hot potato on to the planning committee.

All the minutes of our meetings are available and should be looked at for any further clarification.

Peter Robinson

RECREATION GROUND COMMITTEE REPORT

23/7/13

The last meeting was held on 21st May 2013.

The Clerk is to ask her other Parish Councils if they would like to join in on the hiring of a Tree Consultant to help keep the overall cost down. Depending on the reply quotations will be requested to inventory and health check all the trees around the three Bassingbourn play areas.

A suggested set of rules for parking on the South End rec by the sports clubs has been circulated and feedback is awaited.

Work has been commissioned to remove dead and dangerous branches from a tree in Kefford Close. This work has been long outstanding but should now have been completed and was done under budget.

A quotation to trim the trees at the rear of residents' gardens in Elbourn Way has been sought. Work cannot be carried out until September.

One quotation for new fencing around the rec areas at South End and Elbourn Way has been received out of three requested. Two further quotes will be sought.

An article concerning dog fouling has appeared in the Village Voice. It remains to be seen whether it will have a positive effect.

The next meeting will held on the 21st August 2013.

Rupert Webb

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 17th September 2013 at The Limes, High Street 7.45pm.

Cllr Hallett (Chairman), Cllr Mrs Pidgeon, Cllr Pidgeon, Cllr Robinson, Cllr Mead-Blandford,
Cllr Freeman, Cllr Vigus, Cllr Geraghty, Cllr Webb
District Cllr Cathcart, District Cllr McCraith
Members of Public –0

01. APOLOGIES FOR ABSENCE

Cllr Clarke, Cllr Cooper, Cllr Sappol, Cllr Hirtzel and County Cllr Dent

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

Cllr Hallett declared an interest under Item 11. He had applied for a Dispensation which had been granted by the Clerk for a four year period. Cllr Pidgeon and Cllr Mrs Pidgeon also declared a non disclosable interest.

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 23rd July 2013

It was agreed the minutes of the Parish Council Meeting held on Tuesday 23rd July 2013, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Traffic Calming Gates

A picture of the preferred gate had been forwarded to Highways for their further advice.

4.2 High Street Waiting Restrictions

The Chairman reported that Cllr Dent had advised that there had been some objections from residents about the proposed restrictions. The County Council now had to write to the residents to see if they would withdraw their objections. Cllr Dent had resolved some of the issues raised but there would be a delay because of this administrative requirement.

4.3 Elbourn Way Gate

The Clerk confirmed that she had spoken to the landowner who was aware that the gate needed to be repaired. He had advised that there was not a requirement on him to provide a gate there as the lagoon was fenced off.

4.4 Elbourn Memorital Housing Trust

The action was still outstanding. The Chairman to liaise with Mr Penny.

4.5 Mill Lane Hedge

The District Council had agreed to cut the hedge, on the corner of the Fillance, back.

-Cllr
Hallett

05. CORRESPONDENCE

5.1 Report from Neighbourhood Policing Team

The report had been circulated amongst Councillors.

06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

07. FINANCES

7.1 Payment of Accounts

BUCHANS LANDSCAPES	£1700.66
Grounds Mtce August 2013 (inc. £283.44VAT)	
HALES PRINTERS	
Newsletters	£706.00
PFK LITTLEJOHN	
External Audit 2012/13 (inc. £80.00VAT)	£480.00
BROKER NETWORK LTD	

Insurance premium 2013/14	£3134.66
VIKING	
Stationery (inc. £17.09VAT) (£64.08 + VAT to be reclaimed)	£ 102.54
TOTAL	£6123.86

The invoices were checked by the Chairman. Agreed. PROPOSED Cllr Robinson SECONDED Cllr Mead-Blandford

The following payments were made at the Finance & General Purposes committee meetings on 21st August 2013 and 3rd September 2013

BROKER NETWORK LTD	
Additional Premium for Increase to Fidelity cover (Cheque approved and sent 31/7/13)	£ 31.31
BUCHANS LANDSCAPES	£1700.66
Grounds Mtce July 2013 (inc. £283.44VAT)	
MR M HALLETT	
Reimbursement for notice board keys	£ 2.90
MRS S WALMESLEY	
Clerks salary & expenses 1/08/13 –31/08/13	£734.81

7.2 Approval of costs for The Rouses asbestos removal

Cllr Webb advised that three quotations had been received through the County Council for the asbestos clearance. This was a simple job with no digging involved. Special attention would be made to the edges of the ground. The Chairman added that a trained asbestos contractor and remover needed to carry out the work. Councillors agreed that the cheapest quotation of £990 plus VAT be approved. The Clerk to confirm with the County Council and ask to be advised when the work was to be carried out so that Cllr Webb was aware.

-Clerk

7.3 Completion of External Audit 2012/13

The Annual Return had been received from the External Auditors with no items considered a cause for concern. A copy of the return had been placed on the notice board.

08. COMMITTEE REPORTS

8.1 Planning

A report was not available.

8.2 Finance and General Purposes

A report was not available.

8.3 Recreation Ground

A report had been circulated and recorded at the end of the minutes.

8.3.1 Play Area Fencing

Cllr Webb advised that the Recreation Ground committee had agreed the cheapest fencing quote out of two. They had then agreed that three quotations should be obtained and now all three had been received. The committee had said that if the third quotation was cheaper than that contractor should be appointed. Cllr Webb then distributed a photograph of the metal fences which met all safety standards. He added that hopefully some of the expenditure would be coming from the Section 106 allocation. The Clerk to find out if this was allowed. Cllr Webb proposed that the lowest quotation of £11364.00 plus VAT be accepted. This was seconded by Cllr Mrs Pidgeon with all Councillors in agreement. Councillors agreed that the colour of the fencing should be green. The Clerk to place the order.

-Clerk

-Clerk

8.4 Cemetery

The report had been circulated and recorded at the end of the minutes.

09. COUNTY AND DISTRICT COUNCILLOR REPORTS

9.1 County Council

Cllr Dent had provided a written report which would be circulated to Councillors.

9.2 District Council

Cllr McCraith reported that South Cambridgeshire District Council were to purchase the Whaddon traveller site from Cambridgeshire County Council. Once bought they would install two extra pitches and refurbish the site. This would be funded by the Government. The refurbishment would be carried out in stages so the travellers would remain on the site. Cllr Cathcart added that this maybe a wider proposal to look at District wide use of existing sites instead of providing new ones. The District Plan stated clearly that South Cambridgeshire District Council had enough sites. Cllr Geraghty queried how two more pitches could be fitted on as the site was very tight.

It was then advised that the appeal for the Horse and Groom, on the Baldock Road, would be heard on the 20th October 2013.

10. WORKING GROUPS

10.1 Bassingbourn Village College/Primary School Liaison Group

Cllr Mead-Blandford advised that a meeting had been arranged for the 24th September 2013. The reason for the meeting was the withdrawal of community facilities. She added that it was important to try and get some co-operation. Cllr Webb asked for an explanation on why facilities had been removed or restricted. The Head Teacher to be asked for more communication in the future and an emphasis on how it was good to work with the community relayed.

10.2. Pavilion Project

Cllr Webb would now move the project forward. Cllr Mead-Blandford again expressed her concern over the appointment of Ms Smith. She requested that a paragraph in her contract should state that she would be paid on her results and if she was unable to secure grants then she would not be paid. Councillors agreed that this was not an option as there was a lot of paperwork involved in searching for grants. The role of Ms Smith was then discussed. Cllr Webb reiterated that she would be working with the Pavilion Working Group and members of the village. The Chairman added that he had made it clear to her that all money would have to come for grants as the Parish Council did not want a loan. As the project was in stages the Parish Council would not be obliged to continue with Ms Smith's services if not fully satisfied.

10.3 Kneesworth House Liaison

Cllr Robinson advised that he had received a call from Doris Flitton, Kneesworth House Liaison, to advise of a meeting. Cllr Robinson went along at the time stated and nobody else showed up. Another meeting was to be arranged. The Chairman confirmed that he had e-mailed Kneesworth House to ask for details of the framework. Cllr Robinson stated that this was the subject of the proposed meeting which he agreed to attend once arranged. Cllr Mead-Blandford expressed concern over the lack of information relayed to the village when a patient absconded. The Chairman added that this was also one of his concerns. He agreed to continue to follow up independent of the Liaison committee.

-Cllr
Hallett

10.4 Conservation

A working group were to plant some more daffodils on The Causeway in the next couple of weeks.

10.5 Affordable Housing

The group had not met for a while as the meeting had been held up while the local plan was compiled. The discussion on the Housing Needs Survey was still outstanding. Cllr Cathcart suggested that the group should get together to keep things moving. The Chairman would set up a meeting.

-Cllr
Hallett

11. ALLOTMENTS

11.1 Formation of Allotment Holders Association

The Chairman reported that Sue Speller and Davina Calbraith had offered to organise an Association. The Limes had been booked on the 30th September 2013 for the first meeting. The Chairman proposed that, as the allotment holders were paying a reasonable amount in rent, the Parish Council could cover the cost of room hire for their meetings. This was agreed.

11.2 Allotment Water

One of the allotment holders had offered to investigate a well. Cllr Cathcart suggested a reservoir on the site. The Chairman stated that he hoped that the other allotment holders would also investigate options. Any expenditure would have to be agreed by the Parish Council.

11.3 Vacant Allotments

There was currently one vacant allotment and there was nobody on the waiting list. The Clerk was asked to send out invoices to the allotment holders for the year commencing 1st October 2013.

-Clerk

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

12.1 Village Firework Display

Cllr Webb confirmed that a firework display was in the process of being arranged.

14. DATE OF NEXT MEETING

14.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 1st October 2013

14.2 Recreation Ground Committee

Wednesday 23rd October 2013

14.3 Cemetery/Planning/Finance and General Purposes CommitteesTuesday 5th November 201314.4 Planning/Parish Council AGMTuesday 19th November 2013

The Chairman closed the Meeting at 8.45 pm

.....
(Chairman).....
Date**RECREATION GROUND COMMITTEE REPORT TO PARISH COUNCIL**

17/9/13

The last meeting was held on 21st August 2013.

The Clerk is still to seek the opinion of other local Parish Councils to see if they would share in the cost of hiring a tree consultant.

Mr T Marriage was co-opted onto the committee on behalf of the Bassingbourn Football Club.

The Clerk is chasing a contractor for work and quotations overdue.

A new bench has been made by a local craftsman and is due to be placed in the Elbourn Way play area soon.

Three quotations for new fencing around the rec areas at South End and Elbourn Way have been received. In descending order the quotes are for: £17,095.21, £13,886.50 and £11,364 (all + VAT).

The next meeting will be held on the 23rd October 2013.

R WEBB

CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

17/9/13

The Cemetery Committee has met only once on 03 September. There was no August meeting.

Internal decoration, carpeting and door repairs at the Cemetery Lodge were discussed; the new tenants had moved in.

A request for another memorial bench had been received; space in the vicinity of the grave is limited and the matter was referred to committee members for a site visit.

It was agreed to look at the hedges in the cemetery to see whether they needed trimming.

The committee meets again on 01 October.

M W Hallett

Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL MEETING
Minutes of Meeting held on Tuesday 5th November 2013
at The Limes, High Street- 7.30pm.

PRESENT: Cllr Hallett (Chairman), Cllr Clarke, Cllr Pidgeon, Cllr Robinson, Cllr Mrs Pidgeon, Cllr Mead-Blandford, Cllr Freeman
District Cllr Cathcart, District Cllr McCraith
Members of Public: `

01. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Sappol, Cllr Webb, Cllr Vigus, County Cllr Dent

02. CO-OPTION OF COUNCILLOR

The Chairman advised that there had been one application for co-option and this was from Mrs Anne Cooper. It was proposed by Cllr Mead-Blandford, seconded by Cllr Clarke that she be co-opted onto Bassingbourn-cum-Kneesworth Parish Council. All Councillors were in agreement. Mrs Cooper was in attendance so signed the Declaration of Acceptance of Office and joined the meeting.

There were two further vacancies on the Parish Council to fill.

The meeting closed at 7.35pm

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 19th November 2013 at The Limes, High Street 7.45pm.

Cllr Hallett (Chairman), Cllr Mead-Blandford, Cllr Vigus, Cllr Geraghty, Cllr Webb, Cllr Cooper, Cllr Clarke
County Cllr Dent
Members of Public –0

01. APOLOGIES FOR ABSENCE

Cllr Sappol, Cllr Hirtzel, Cllr Freeman, Cllr Robinson, Cllr Mrs Pidgeon, Cllr Pidgeon, District Cllr Cathcart

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

Cllr Hallett declared an interest under Item 11. He had applied for a Dispensation which had been granted by the Clerk for a four year period. Cllr Webb also declared a non disclosable interest under this item.

03. MINUTES OF LAST MEETING

3.1 Parish Council Meeting 17th September 2013

It was agreed the minutes of the Parish Council Meeting held on Tuesday 17th September 2013, copies previously distributed, were a true record and signed by the Chairman.

3.2 Parish Council Meeting 5th November 2013

It was agreed the minutes of the Parish Council Meeting held on Tuesday 5th November 2013, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

4.1 Traffic Calming Gates

The County Council Highways Manager had advised that the most cost effective way was for the parish to purchase the gate and instruct a contractor, qualified to work on the public highway, to install. The Chairman confirmed that the position of the gate was agreed with Highways and the expenditure for the purchase of the gate also agreed a while ago. The Clerk was asked to obtain quotations from contractors for installing the gate and advise Cllr Robinson to proceed with the purchase.

*-Cllr
Robinson
& Clerk*

4.2 High Street Waiting Restrictions

The Chairman had found out that approval had been given by the County Council committee. The village was now waiting for Highways to paint the lines.

4.4 Elbourn Memorial Housing Trust

The Chairman reported that he had attended a meeting along with Cllr Clarke and with Elbourn Memorial Trustees John Penny and Richard Johnson. A review had taken place of the documents held by the Trustees. The Chairman confirmed that they did have a copy of the conveyance for the front part of Spring Lane which he thought would be a problem to trace. All actions were now with the Trustees.

05. CORRESPONDENCE

5.1 Route through Village College

Further communication had been received from a parishioner about the request to make the route a Right of Way. The Chairman confirmed that he had been speaking to the Rights Of Way team and an officer, Rob Kemp, was going to the primary school on the 22nd November to speak to the Head teachers. More feedback should be forthcoming following that meeting. Cllr Dent advised that he had met with the Village College Head, Mr Cooper, to discuss a number of issues including community services. He felt that there were some valid arguments for some of the decisions Mr Cooper was making and that he had the best interests of the students at heart. Mr Cooper had been made aware that the community wanted to be kept updated and Cllr Dent had suggested he write an article for the Village Voice.

5.2 Irresponsible Dog Control

The Chairman had received a communication from a resident about a dog walker, with a number of dogs, unable to keep the dogs under control. When confronted the dog walker had been abusive. The Chairman advised that he had replied in writing, following a telephone conversation with the resident, advising of the

various legislation and confirming that the Parish Council did not have the powers to deal with the issue of dangerous dogs.

Cllr Geraghty expressed concern over the number of people who let their dogs off the lead in the dark, especially on the recreation areas, allowing them to foul. Everyone agreed that an effort needed to be made to try and catch the offenders who did not clear up after their dogs.

It was noted that some councils provided dog waste bags. Cllr Webb asked for this suggestion to be an item at the next Recreation Ground committee meeting.

06. OPEN FORUM (items for Parish Council comment)

There were no items raised.

07. FINANCES

7.1 Payment of Accounts

BUCHANS LANDSCAPES	£1700.66
Grounds Mtce October 2013 (inc. £283.44VAT)	
HALES PRINTERS	
Newsletters	£749.00
SLCC	
Cemetery Compliance training 12/11/13	£150.00
KIMBOLTON FIREWORKS LTD	
Firework display 2/11/13 (inc. £600 VAT)	£3600.00
THE ROYAL BRITISH LEGION	
Poppy wreath 2013	£ 18.50
TOTAL	£6218.16

Cllr Webb reported on the firework display which had cost the Parish Council £2151.16. He presented the accounts. He advised that he hoped the celebration could be held again in 2014 starting plans early to include the village schools. Cllr Geraghty added that even though the weather was bad there was a lot going on. He was sure that the event would grow as it became more established. A discussion took place on the absence of a fire which was not allowed because of the damage it could do the grass. Cllr Webb hoped to be able to have a bonfire in future as this would add to the atmosphere. The Clerk advised that she had received a letter of thanks from a parishioner. Councillors had also received other complements about the evening.

The Chairman then advised that the Parish Council had previously authorised expenditure for the event up to £2000. He proposed that this be amended to £2151.61 which all councillors agreed to.

The invoices were checked by Cllr Webb. Agreed. PROPOSED Cllr Mead-Blandford SECONDED Cllr Clarke

The following payments were made at the Finance & General Purposes committee meetings on 1st October 2013 and 5th November 2013

BUCHANS LANDSCAPES		
Grounds Mtce September 2013 (inc. £283.44VAT)		£1700.66
HALES PRINTERS		
Payment in lieu of cheque 103523 19/3/13	£706.00	
Newsletters	£689.00	£1395.00
MRS D ARTUS		
Conservation group reimbursement for bulbs		£ 100.00
THE LIMES COMMUNITY FUND		
Donation for use of The Limes April –September 2013 (10@£10)		£ 100.00
MRS S WALMESLEY		
Clerks salary and expenses 1/09/13 –30/09/13		£754.11
MR A MEAD-BLANDFORD		
Decorating of the Lodge exterior		£1200.00
HMRC		
PAYE July-September 2013 Tax £11.80 NI £76.98 (Employer £42.14)		£ 88.78
E-ON		
Pavilion electricity (inc.£3.49VAT)		£ 73.30
T & H BIRD (SIGNS)		
Banners for bonfire celebration (inc.£65.00 VAT)		£ 390.00
VICTIM SUPPORT		
Donation (agreed at meeting 1/10.13)		£ 50.00

CAMBRIDGE WATER COMPANY

Cemetery water rate 1/5-31/10/13	£ 17.85	
Recreation Ground water rate	£ 63.99	£ 81.84
C JACKSON & SONS (BEDFORD) LTD		
Asbestos removal works (inc. £198.00 VAT)		£1188.00
MRS S WALMESLEY		
Clerks salary and expenses 1/10/13-31/10/13		£728.34

08. COMMITTEE REPORTS8.1 Planning

A report was not available.

8.2 Finance and General Purposes

A report had been circulated and recorded at the end of the minutes.

8.3 Recreation Ground

A report had been circulated and recorded at the end of the minutes.

8.4 Cemetery

The report had been circulated and recorded at the end of the minutes. Cllr Clarke advised that he had looked inside the Cemetery Chapel and could see a problem with the roof. He agreed to arrange for the Chairman to look.

*-Cllr
Clarke*

09. COUNTY AND DISTRICT COUNCILLOR REPORTS9.1 County Council

Cllr Dent reported that he had received a number of phone calls about the water on the A1198. He confirmed that the County officers were aware. He added that there was a french style drain which would be dug out again. There had been complaints of flooding in gardens but this was not a highway issue.

The 127 bus route now stopped at Morrisons except for the 3pm return bus due to the school run. The contracts were being re- negotiated across the county.

Complaints had been received about potholes on the road outside 1 and 3 The Causeway. One of these was marked as fixed on the county website but had now been reinstated as requiring action.

Cllr Dent advised that he had met with the new Colonel from Bassingbourn Barracks and had discussed the activities on the site. He had quite a positive attitude.

Cllr Dent concluded that general information would be included in his Village Voice item.

The Chairman thanked Cllr Dent for his report.

10. WORKING GROUPS10.1 Bassingbourn Village College/Primary School Liaison Group

The Chairman advised that Cllr Hirtzel had arranged a meeting for the 5th December 2013. It was hopeful that the results of the meeting with Cllr Dent would feed into that. The Chairman and Cllr Mead-Blandford would also both be attending.

10.2. Pavilion Project

Cllr Webb advised that the Project Manager, Bridget Smith, was moving some of the boundaries to make the project more realistic. She was surprised that the Parish Council were not planning to contribute funds as this would help with the grant applications. Cllr Webb was asked about the report produced as there had been negative feedback from Cllr Freeman at the Finance and General Purposes. Cllr Webb was unaware of this and agreed to circulate the report to Councillors. He added that only four people turned up for the meeting with Ms Smith.

10.3 Kneesworth House Liaison

There was no update available. Cllr Robinson had said that he would attend one more meeting.

10.4 Conservation

The Chairman advised that the group were struggling with membership numbers. There was a core group of 5-6 volunteers but some had recently moved away. Cllr Clarke suggested that the group should ask people to join and let everyone know what was going on as this may raise some interest. Different people had different ideas on conservation. The Chairman confirmed that all events were advertised in the Village Voice and advised that the next working group meeting was on the 27th January 2014. He would liaise with the working group leader.

10.5 Affordable Housing

The Chairman advised that a meeting needed to be arranged. Cllr Cathcart had suggested that the working group should wait until after the preparation of the Local Plan before meeting. The Housing Needs Survey

carried out early in 2013 was awaiting discussion.

11. ALLOTMENTS

11.1 Formation of Allotment Holders Association

The Chairman reported that two meetings had taken place to see if the holders wanted a formal association or just informal meetings. The next meeting was arranged for the 25th November 2013 to decide how to go ahead.

11.2 Allotment Water

One of the allotment holders had offered to investigate a well. Cllr Cathcart suggested a reservoir on the site. The Chairman stated that he hoped that the other allotment holders would also investigate options. Any expenditure would have to be agreed by the Parish Council.

11.3 Vacant Allotments

There was only one known allotment vacant although there were still quite a few allotment holders who had not yet paid their rent. The Clerk would update her list and send out a reminder where needed.

-Clerk

12. CCC MINOR HIGHWAY IMPROVEMENT INITIATIVE 2014/15

The different types of projects for a bid were discussed. Cllr Clarke suggested taking away the kerbing outside the Hoops to allow a wider path. The Chairman advised that this was discussed with Highways before as part of traffic calming. Cllr Dent agreed to look back at the history and see whether this could be revisited. The Chairman added that a bid could include Rights of Way but could not think of any that needed any extra attention at present. This item would be on the agenda for the Finance and General Purposes committee meeting on the 3rd December 2013 where a decision on the bid would need to be made.

13. AGREEMENT OF 2014 MEETING DATES

The proposed dates were circulated to Councillors. The Chairman advised that the Parish Council elections would be held in late May 2014 to keep in line with the European elections. The dates were agreed. Clerk to book the meeting venues.

-Clerk

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

12.1 Cemetery Tree

Cllr Mead-Blandford advised that she would be unable to arrange for the removal of the dead tree due to the amount of ivy on it. This would be passed back to the Cemetery committee.

12.2 Fortune Way Play Area Dip

Some of the fencing needed attention and as a result the Clerk had asked a contractor to quote for the repair. On looking at the area a dip in the ground had been identified and it was felt the size of it was increasing. The Chairman advised that initially he had thought that it could have been a tree that had rotted. Then it was suggested that it could be a storm water drain but the County Council had confirmed that there was not a drain in the area. Springs in the area could also be the cause. Cllr Dent advised that a lot of springs had appeared around Barrington since the cement works had stopped taking water. Everyone agreed that the area did need close monitoring to make sure the dip did not affect the children's play equipment. If need be the area would have to be closed until the area was made good. Cllr Webb agreed to look the following day and make a decision on the safety. The Clerk was asked to advise the play equipment inspection contractors so that they were aware of what was happening.

-Cllr Webb
& Clerk

12.3 High Street Traffic

Cllr Geraghty stated that the road was again gridlocked earlier in the day mostly due to the tractors travelling through. He suggested that the farmers be asked to use Spring Lane to access Ashwell Stret during peak times. It was acknowledged that this would put a lot of pressure on Spring Lane but it would also help the High Street. A discussion took place on Ashwell Stret access and who was allowed to use it. The Clerk agreed to make some enquiries. Cllr Mead-Blandford reminded Councillors that the Managers at the Wireless Station industrial units, and at the SPAR shop, had responded to requests not to come through the village at peak times.

-Clerk

14. DATE OF NEXT MEETING

14.1 Cemetery/Planning/Finance and General Purposes Committees

Tuesday 3rd December 2013

14.2 Recreation Ground Committee

Wednesday 11th December 2013

14.3 Cemetery/Planning/Finance and General Purposes CommitteesTuesday 7th January 201414.4 Planning/Parish Council AGMTuesday 21st January 2014

The Chairman closed the Meeting at 9.05 pm

.....
(Chairman).....
Date**RECREATION GROUND COMMITTEE REPORT TO PARISH COUNCIL**

19/11/13

The last meeting was held on 23rd October 2013.

The Clerk is looking into the hiring a tree consultant. Unfortunately other local villages did not need this service.

The Clerk is still chasing a contractor for work and quotations overdue. More reliable contractors need to be found.

The contract for the new fencing around the rec areas at South End and Elbourn Way has been awarded. Work should be starting shortly.

Work on the benches in the rec and around the village has started and will be completed shortly, weather willing.

The next meeting will be held on the 11th December 2013.

R Webb

CEMETERY COMMITTEE REPORT TO PARISH COUNCIL

19/11/13

The Cemetery Committee has met twice, on 01 October and 05 November.

It has been agreed to renew the tenancy of the lodge in January 2014.

A possible defect in the roof of one of the cemetery chapels has been identified and requires further inspection.

An apple tree has fallen in the storm and Cllr Mead-Blandford has agreed to arrange for its removal.

The inside of the perimeter hedge has been cut by Buchans.

As the Clerk was unable to attend the Cemetery Management and Compliance Course as planned, Cllr Hallett attended in her place.

The committee meets again on 03 December.

M W Hallett

FINANCE AND GENERAL PURPOSES COMMITTEE REPORT TO PARISH COUNCIL

19/11/13

F and GP Report for meeting 19th Nov 2013

The F & GP committee is alive and well and since the last Parish Council meeting has carried out its duties in seeing prompt payment to all our creditors.

The salt bin expansion program is progressing well and new bins will shortly be seen.

The County Council have been very slow and thwarted all our proposed road improvements and we wonder, at times, if anyone is at home!

All the information and minutes of our meetings can be gleaned from the minutes of said meetings.

Peter J Robinson