

Bassingbourn-cum-Knees worth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st April 2008 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr White, Mrs Falcini, Mr Webb, Mr Pidgeon, Mr Crow, Mr Saggars, Mr Charter

District Cllr Cathcart

Members of Public –1

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

Mr Clarke

02. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 4th March 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

03. MATTERS ARISING

VILLAGE GREEN –The work on the hawthorn planting was now urgent. The Clerk was asked to write to the contractor. **-Clerk**

A1198 STREET LAMP –The Chairman confirmed he had contacted the County Council about it but the base had still not been removed. Mr White suggested that they may be waiting for the electricity authority.

BASSINGBOURN SPORTS CENTRE The Clerk had arranged for Mr Knight, the Sports Centre Manager, to give a report at the Annual Parish Meeting on the 22nd April.

BOWLS CLUB SIGN –The ownership of this was still to be established. **-Clerk**

MHB STREET LIGHTING –This was discussed at the Parish Council meeting where it had been agreed to remain with the County Council for this financial year.

RECREATION GROUND LITTER BINS –The bins were now being emptied by the District Council. It was reported that the dog waste bin on Knutsford Road had now been installed.

SPRING LANE FLY TIPPING –The rubbish was still at the end of Spring Lane. The Clerk was asked to urge the removal with the District Council. **-Clerk**

GARDEN ON HIGH STREET –Mr Cathcart advised the concerns had been mentioned to the Environmental Health Officer. He would find out if he had responded. **-Mr Cathcart**

04. CORRESPONDENCE

THE CONNECTIONS BUS PROJECT –Review of fees. A letter had been received from the Chairperson of the project, Alan Manser advising of an increase of 4%. The new charge for the bus would be £127.31. He asked whether the bus would be required over the summer holidays as in the past. Mr Manser had also asked to meet with the Parish Council for feedback. A discussion on the fees took place and it was proposed by Mr Webb, seconded by Mr White that the increased charge was agreed. All Councillors in agreement. The Clerk was asked to invite Mr Manser to the June meeting where a decision on the summer holidays could be made. **-Clerk**

CALC –Affiliation 2008/09 –A review had taken place of the fees and there were now discounts and additions to the annual fee. Deductions could be made if there was a qualified Clerk, or if the Parish Council was a Quality Parish Council, or if Councillors had received training in the last year, and if the fee was paid by the 31st May 2008 a discount could also be made. There was to be an optional paper charge of £35.00. A discussion took place on whether or not to opt for the paper copy. It was then agreed that Councillors were more likely to read the communication if it was in paper form. Clerk to arrange payment at the Annual General Meeting in May. **-Clerk**

FOR INFORMATION

WICKSTEAD –Advertisement

CAMBRIDGESHIRE ACRE –Local Network Fund

CAMBRIDGESHIRE ACRE –Community Action

CLERKS & COUNCILS DIRECT –March 2008

SUTCLIFFE PLAY –Advertisement

TOWN & PARISH STANDARD –March 2008

AUDIT COMMISSION –Appointment of External Auditor
 THE FUTURE FOR COUNCIL HOUSING IN SOUTH CAMBRIDGESHIRE
 COPE NEWSLETTER –April 2008
 CALC –Board report to members
 CAMBRIDGE & PETERBOROUGH COMMUNITY LIFE AWARDS

05. PAYMENT OF ACCOUNTS

MARCH ACCOUNTS

MR L RACHER

Salary 1/03/08 –31/03/08 £100.00

MRS S WALMESLEY

Clerks salary 1/03/08 –31/03/08

Salary £635.25

Post etc. £ 7.62

Telephone etc. £ 1.80 £644.67

Less Tax £22.64 NI £22.00 (Employer £25.60) £600.03

INLAND REVENUE

PAYE Jan –March 08 Tax £65.78 NI £142.80 £208.58

APRIL ACCOUNTS

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate £ 86.10

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Emptying of Recreation Ground litter bins 19/3 -31/3/08 & 1//4/08 -31/3/08 (inc £141.75VAT)
 £951.75

SMP PLAYGROUNDS

Invoice for repair to play area swings (inc. £255.00VAT) Insurance claim made £1712.16

BUCHANS LANDSCAPING

Grounds mtce March 2008 (inc. £138.40 VAT) £929.23

S SPREADBURY

Information for Parish Plan £ 96.50

TOTAL £4684.35

Agreed PROPOSED Mr White SECONDED Mr Crow

06. WELLHEAD

Mr Crow advised that the group had informally met to discuss a future program of work in November 2008. There would be a formal meeting set up with the District Council Ecology Officer as he was concerned over planting where chemicals had been used over a long time. The group were still looking at notice boards and had approached County Farms to see where their Wellhead sign was from. Mr Saggars suggested that the board should acknowledge the substantial sponsorship donations from the village. Mr Crow concluded his update by advising that the seed needed to be planted once the weather warmed up.

07. UPDATE ON PROPOSAL FOR THE ROUSES

Mr Cathcart confirmed he had spoken to the landowners again reminding them that there was now a degree of urgency as this had been going on for a long time. There were two sites in Park Close owned by the District Council. One of the sites used to be a children's playground. Mr Cathcart volunteered to speak to Pat Piggott, the Community Youth Worker so that the youngsters of the village were aware of what was happening. He added that it was important that the site had the endorsement of them.

08. BASSINGBOURN WEBSITE

Mr Webb and the Chairman had met and produced a summary of proposals for the layout. These were circulated to the meeting. The cost would be in the region of £1000 to set up and then £75 per year. Companies had been investigated and the Chairman stated that he was impressed with a local company who seemed to be very efficient. Other companies, including NALC, seemed unsuitable. After further discussion it was proposed by Mr White, seconded by Mr Saggars that Mr Webb and the Chairman proceed with the local company, as this should help being able to meet the contractor for discussions whilst the website was being compiled. All Councillors were in agreement. Mr Webb advised they were hoping to launch the site on the 1st July 2008 and the site would grow as more information was added.

*-Mr
 Hallett &
 Mr Webb*

- 9. ADVERTISING FOR ELBOURN MEMORIAL HOUSING TRUST TRUSTSEES'**
The advert had been placed on the village notice boards and in the Village Voice. A quotation had been received from the Royston Crow newspaper for £316.80 which was in excess of the agreed budget. The Clerk was asked to obtain a quotation from The Cambridge Weekly News. *-Clerk*
- 10. AFFORDABLE HOUSING**
Mr Cathcart reported that he was trying to make enquiries about the proposed Causeway affordable housing. The negotiations had gone a long way. The Parish Council were waiting for the Housing Association to come back regarding concerns raised at the meeting held in 2007. The Clerk advised that she had been contacted by Bidwells Land Agents, acting on behalf of the Luminus Group, who had suggested 20 affordable dwellings on land adjoining the Doctors Surgery in Spring Lane to be served off the existing road. They had asked to discuss the merits of a proposal with the Parish Council. It was agreed they be invited to the next Finance and General Purposes committee meeting on the 6th May 2008 for a short discussion. Clerk to arrange. Mr Cathcart confirmed he would continue with The Causeway proposals and would report back at the next meeting. *-Mr Cathcart & Clerk*
- 11. CEMETERY LODGE**
Mr White reported that lead had been stolen from the porch roof of The Lodge. The police had been notified and Mr White had arranged for an emergency repair. He suggested that lead should not be put back when the repair was made. He would arrange for quotations and the Clerk was asked to notify the insurance company. It was advised that The Lodge was still vacant and there had been no further contact from Warners Letting Agency. Councillors believed the vacancy had contributed to the theft. The Clerk was asked to contact Warners and express the Parish Council's dissatisfaction. *-Mr White & Clerk*
- 12. OTHER CEMETERY BUSINESS**
MEMORIALS –None received.
CEMETERY CHAPELS –Mr White and the Clerk had met with the District Council Historic Buildings Officer. She had asked for the specification for the repair works to be in more details so that the contractors would quote for the same. The Clerk to copy the quotes to Mr White who agreed to update the specification.
A second quotation to install electricity to the Chapels had not been forthcoming. The first quotation from P J Robinson was for £796.00 plus VAT which Councillors agreed was a reasonable price. The cost of the trench would be additional. It was then proposed by Mr Saggars, seconded by Mr White that P J Robinson be awarded the contract. The Clerk to advise Mr Robinson and also Warners Letting Agency as the electricity would be running from a sub meter in The Lodge. *-Clerk & Mr White*
- 13. ANY OTHER BUSINESS**
FOOTPATH BROOK RD –THE MILL –It was reported that a tree had fallen across the path. The Clerk was asked to arrange its removal. *-Clerk*
NORTH END DITCH –Mr Crow reported that the ditch from Walnut Tree Drive to the end of North End needed clearing. Also the ditch at the top of North End. It was believed the ditches belonged to Mr Sharp and the Clerk was asked to contact him. *-Clerk*
VILLAGE COLLEGE RUBBISH –Mr Crow had complained to the Village College about the amount of rubbish on South End
POLICE/AMBULANCE SERVICE –Concern was raised about the response time for the emergency services after an incident outside the SPAR shop. An ambulance was cancelled in the end due to the excessive delay and alternative arrangements made.
ASHWELL STRET –Mr White advised that a hedge had been removed at the end of South End and he had expressed his concerns to the County Rights of Way Officer. Rabbits were also being gassed in this area. He would continue to monitor both.
BASSINGBOURN BARRACKS GATE –Mr Dickerson expressed his concerns over cones with tyres being used to stop people pulling in to the old gate access. This was a safety hazard. The Clerk was asked to express these concerns to Major Fotheringham at the Barracks. *-Clerk*
OVERHANGING HEDGE –There was hedge overhanging The Tanyard path but the ownership of the hedge was unknown. Mrs Falcini agreed to investigate and advise the Clerk so that a letter asking for the hedge to be cut back could be sent. *-Mrs Falcini*

14. DATE OF NEXT MEETING
Tuesday 6th May 2008

The Chairperson closed the Meeting at 9.15pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Knees worth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 6th May 2008 at
The Chapel Room, South End 7.30pm

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

District Cllr Cathcart

Members of Public –1

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

Mr Chaplin, Mr Dickerson, Mrs Pidgeon, Mr Crow, District Cllr McCraith, County Cllr Mrs Oliver

02. AFFORDABLE HOUSING –Luminus Group

Mr Rob Hopwood and the Head of Luminus Neighbourhood Housing Services were invited to give their presentation. The history of the Luminus Group was given and the meeting was advised that it had a variety of sites in Cambridgeshire and their core business was renting social housing homes. Mr Hopwood advised that he had an up to date housing needs assessment report which had identified the need for 20 affordable homes. He proposed the site immediately off the Surgery in Spring Lane as a possible location, which would be within easy walking distance of the village centre. Luminus were aware of the other affordable housing project in the village. Mr Cathcart asked if a guarantee could be given that people in the village would get a chance of being allocated one of the properties if the plan went ahead. He was advised that discussions would have to take place with South Cambridgeshire District Council. Mr White stated that the proposal was for 40/60 lettings/intermediate and that the Parish Council would aim for 50/50. It was also stated that there were problems with drainage in the village. Mr Hopwood confirmed that the Environment Agency would require a lot of work before they would pass the plans. The presentation was concluded with the plans being left for the Parish Council's consideration. The Chairman agreed to copy, by e-mail, to Councillors and this would be discussed again at another meeting. He thanked the representatives for attending.

03. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 1st April 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman, with the addition of Mrs Pidgeon and Mr Dickerson to attendees.

04. MATTERS ARISING

VILLAGE GREEN –The Clerk confirmed that she had written to Buchans about the planting.

BOWLS CLUB SIGN –The sign was facing the wrong way. The Clerk was asked to arrange for it to be moved so that it was pointing through the new car park. **-Clerk**

SPRING LANE FLY TIPPING –It was advised that the rubbish was still there. Clerk to urge the County Council. **-Clerk**

GARDEN ON HIGH STREET –Mr Cathcart believed this was no longer a problem.

VILLAGE WEBSITE –The Chairman advised that he had been verifying information and he hoped to get some information posted within the next week.

THE CAUSEWAY AFFORDABLE HOUSING –Mr Cathcart advised that he had spoken to the District Council and Housing Association who intended to go straight to the Planners with a planning application. He expressed concerns over the order of events and stated there should first be a public presentation. He would urge this. **-Mr Cathcart**

NORTH END DITCH –The Clerk confirmed that she had advised the farmer Mr Sharp of the concerns raised at the last meeting.

GATE TO BARRACKS –The Clerk advised that the cones had been removed when she looked following the last meeting. They were now back and she would express the concerns over the safety issue to Major Fotheringham. **-Clerk**

FALLEN TREE ON FOOTPATH –It was not known whether the tree had been removed. This would be checked for the next meeting.

THE TANYARD –Mrs Falcini had passed on the name of a person, believed to be the owner of an overgrown hedge, for the Clerk to send a letter asking for it to be cut back. The gentleman had contacted the Clerk pointing out that the hedge was not his. He believed that the area in question was the responsibility of The Tanyard residents group who would shortly be carrying out some maintenance work. The committee agreed to wait and see if the area concerned was tidied up.

05. CORRESPONDENCE

CCC BUS SERVICE 127 –The Network Co-ordinator, Andy Hunt, was consulting on a potential change to the timetable, which operated between Guilden Morden and Royston. The new timetable would also serve Whaddon. This was in response to a request from Whaddon Parish Council. Councillors looked at the existing and proposed timetables and had no comments. If the change happened, the Clerk would arrange for the timetable to be advertised in the Village Voice.

FOR INFORMATION

CONNECTIONS BUS PROJECT –Termly report January –March 2008

COPE NEWSLETTER MAY 2008

NEPTUNE FURNITURE -2008 Price Guide

CALC –Notice of extraordinary meeting 31/5/08

LOCAL COUNCIL REVIEW May 2008

ENERGY SAVING TRUST –Offer of details of energy saving ideas

NALC –Details of conference 2008

CCC –Integrated Plan 2008

LITTLETHORPE –Advertisement

GREEN VISION NEWS –March 2008

CALC Chairman’s Development Training

06. OPEN FORUM

The meeting was closed between 8.40pm and 8.45pm for public discussion.

SOUTH END PATH –Mr White confirmed that County Cllr Mrs Oliver had advised him the repair work was in hand.

07. PAYMENT OF ACCOUNTS

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate		£ 87.00
MR C WOLLASTON		
Park inspections until 31/3/08		£ 86.00
CHRIS MERTON		
Painting of Recreation Ground seating		£281.33
HALES PRINTERS		
Newsletters		£315.00
THE CONNECTIONS BUS PROJECT		
Bus visits January –March 2008		£612.25
WAR MEMORIALS TRUST		
Renewal of subscription		£ 20.00
NALC		
Local Council Review subscription		£ 12.00
MR L RACHER		
Salary 1/04/08 –30/04/08		£100.00
MRS S WALMESLEY		
Clerks salary 1/04/08 –30/04/08		
Salary	£635.25	
Post etc.	£ 5.80	
Telephone etc.	£ 1.40	
Stationary	£ 7.24	£649.69
Less Tax £36.20 NI £20.05`		£593.44
CALC		
Councillor Training 14/5/08 (Mr Webb)		£ 20.00
TOTAL		£2127.02

Approved. PROPOSED Mr White SECONDED Mr Clarke

Mr White advised that Mr Racher had tendered his resignation with effect from the 30th April 2008. The Clerk was asked to write a letter of thanks to him for his work over the years. This

would be an agenda item at the Parish Council AGM.

08. WELLHEAD

Mr Crow had advised the Clerk that a meeting was to take place with Mr Mungovan, the District Council Ecology Officer, the following week.

09. UPDATE ON PROPOSAL FOR THE ROUSES

Mr Cathcart reported that he had spoken to Pat Piggott, the Community Youth Worker, and some youngsters were using the area informally anyway. Mr Webb advised that there would be a proposal put forward at the Annual General Meeting, from the Recreation Ground Committee, to approach County Farms with regard to renting the land as an additional recreation space. It was advised that there may be a requirement to resite the overhead power cables below ground. The committee were advised the energy company might be liable for this work.

10. ADVERTISING FOR ELBOURN MEMORIAL HOUSING TRUST TRUSTSEES'

Several people had come forward to volunteer as Trustee. Mr Saggars, Chairman of the Trustees, was confident that two Trustees could be appointed by the Parish Council at the AGM.

11. CEMETERY LODGE

The Clerk advised that the tenancy suggested by Warners at the last meeting had fallen through due to unsatisfactory references. Warners had now advised the Parish Council that there were two gentlemen interested in the property and they had offered £700.00 pcm. They would also like a one year lease. It was stated that there were a lot of properties to rent in the village at the present time and after further discussion Councillors agreed to the offer made by the two gentlemen subject to satisfactory references. They also agreed to the one year lease. Clerk to advise Warners. Mr White advised that one quotation had been received to date for the repairs to the porch roof. He would arrange for another.

-Clerk

-Mr White

12. OTHER CEMETERY BUSINESS

MEMORIALS –None received.

CEMETERY CHAPELS –Mr White was in the process of updating the specification, as requested by the District Council Historic Buildings Officer. The Clerk confirmed that she had given the go-ahead for the installation of a power supply to the Chapels and asked the contractor to contact either Mr White or herself. Mr Pidgeon offered some storage racks for use at the Chapels which were accepted. Councillors were reminded that the storage arrangement at the Red Cross Hut expired on the 30th June so arrangements would have to be made to move to the Chapel before then.

MEMORIAL BOARD –The Clerk suggested that, as the memorial board had originally only been a temporary board, whilst the refurbishment of the Chapels took place, Councillors could now look at something more permanent. Mr Clarke agreed to investigate and report back at the next meeting.

*-Mr
Clarke*

CEMETERY TREES –Mr Clarke advised that a lot of the trees in the grounds needed to be taken down and bushes trimmed back. He agreed to put a list together of the work and ask the contractors for a quotation.

*-Mr
Clarke*

13. ANY OTHER BUSINESS

SUPERVISION AT VILLAGE COLLEGE –Mr Webb advised that a parent from the Village College had told him that it was college policy not to supervise students during breaks and not to enforce the no-litter policy. Mrs Falcini and Mrs Mead-Blandford were asked to take this up with the Principle at the next liaison meeting.

*—Mrs
Falcini &
Mrs Mead-
Blandford*

FOOTPATH 11 HEDGEROW –There had been a problem in Spring Lane with a large digger clearing a garden and an ancient hedgerow, burning the shrubbery on The Rouses. Mr White confirmed that County Farms were aware as was County Cllr Mrs Oliver. This was the third occasion something like this had happened in the Parish this year and the Parish Council needed to keep the profile high to prevent it happening elsewhere.

ALLOTMENTS –Mrs Mead-Blandford stated that at past meetings there had been suggestions of allotments being set up on the Village College grounds for use by the community. Mrs Oliver had agreed to speak to the Village College Principle and the Liaison Group brought this up with Mr Hudson at every meeting, where they were advised his main concern was getting the new Sports Centre up and running. Mr Webb stated that the Parish Council had a legal responsibility to

provide allotments and a discussion on the significant amount of money it would cost to purchase land in the village took place. There was also a suggestion of land at The Rouses. Mrs Mead-Blandford and Mrs Falcini were encouraged to continue trying with the Village College.

MOTORISED VEHICLE ON FOOTPATH –Mr White reported the scooter on the pavement outside the SPAR shop, earlier in the evening. Mr Webb stated that the shop had a video camera so the police should be able to identify him. Mr White to advise the PCSO's.

-Mr White

PARKING ON HIGH STREET –Mr Clarke expressed his concern at the number of vehicles parked on the High Street. He was especially concerned that the owners were not using the shops there. He asked that the Parish Council contact Highways to see what could be done. The Chairman stated that the vehicles were legally parked and if yellow lines were introduced, this would affect the shops. Mr Cathcart added that some years ago the Parish Council looked into a village car park in Knutsford Road.

BASSINGBOURN RESIDENTS GROUP MEETING –The Chairman had seen an advertisement in the Village Voice for a meeting where residents could ask questions about village matters such as grasscutting etc. Mr Cathcart stated that this was called by the District Council for District Council residents even though the advertisement did not state this.

14. DATE OF NEXT MEETING

Tuesday 3rd June 2008

The Chairperson closed the Meeting at 9.35pm

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(Chairman)

.....
Date

Bassingbourn-cum-Knees worth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 1st July 2008 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr White, Mr Webb, Mr Pidgeon, Mr Clarke, Mr Crow, Mr Dickerson, Mr Chaplin, Mr Geraghty, Mr Crow

District Cllr Cathcart

Members of Public –2

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

Mr Sagers, District Cllr McCraith, County Cllr Mrs Oliver

02. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 3rd June 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

03. MATTERS ARISING

BOWLS CLUB SIGN –The sign was still pointing the wrong way.

FLY TIPPING –It was advised that the original debris had been cleared and there was now another pile. Clerk to arrange clearance.

-Clerk

BARRACK GATES –Major Jones, who had recently replaced Major Fotheringham at the Barracks, believed that the cones and tyres at the disused gates could be there for security reasons. It was suggested that if this was a permanent action, the barrier should be something more substantial. The Major agreed to find out and let the Parish Council know.

THE ROUSES –There was no further update at this meeting.

CLLR TRAINING –The dates were still to be finalised. Details of Chairman training had been circulated.

STRET FENCING –Mr Stimson, the Rights of Way Officer, had been assured that the fencing was the right measurement. The replanting of the hedge had not yet taken place. This was not enforceable.

ELBOURN HALL TREES –The trees at the entrance to the car park had been cut back. The grounds were still overgrown.

DISTRICT COUNCIL GRASSCUTTING –Mr Cathcart confirmed he had passed on the comment made at the last meeting to the District Council.

04. CORRESPONDENCE

CCC Post Office Closures in Cambridgeshire- announcement 8th July 2008. The Chairman agreed to scan the information and forward to Councillors for information.

-Mr Hallett

SCDC –Crime and Disorder Survey 2008 –Mr Webb agreed to complete.

-Mr Webb

WRVS –Request for a donation. A donation of £50 was made in 2006. On a proposal by Mr Crow, seconded by Mr White it was agreed that a donation of £50 be made again.

FOR INFORMATION

COPE Newsletter July 2008

CLERKS & COUNCILS DIRECT –July 2008

GLASDON –Advertisement

CAMBRIDGESHIRE ACRE –Community Action Summer 2008

CALC Chairman's Professional Development Stages 1 & 2

CONNECTIONS BUS –Newsletter June 2008

05. OPEN FORUM

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

POLICE PRESENCE –It was reported that there had been a couple of recent incidents in the village where the police were called with no follow up by the police. Mr White agreed to follow this up with Mrs Oliver. It was advised that the next neighbourhood panel meeting would be held on the 21st July 2008, at the Village College, and a point should be made there about this lack of response.

-Mr White

06. PAYMENT OF ACCOUNTS**WD GARDEN MAINTENANCE**

South End Recreation Ground maintenance		£190.00
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HALES PRINTERS

Newsletters		£285.00
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BUCHANS LANDSCAPES

Grounds mtce May 2008 (inc. £221.56VAT)	£1487.61	
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Removal of tree on Brook Road footpath (inc. £7.88VAT)	£ 52.88	£1540.49
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LGS SERVICES

Internal Audit 2007/08 (inc. £16.63VAT)		£ 111.63
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P J ROBINSON

Cemetery Chapel electrical works (inc. £139.30 VAT)		£935.30
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MRS S WALMESLEY

Clerks salary 1/06/08 –30/06/08

Salary	£635.25	
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Post etc.	£ 6.01	
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Telephone etc.	£ 2.00	£643.26
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Less Tax £36.40 NI £20.05 (Employer £23.33)		£586.81
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INLAND REVENUE

PAYE April –June 2008 (Tax £109.00 NI £130.14 –employer £69.99)		£239.14
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H FRANK HICKS

Hire of digger from Cemetery Chapel works (inc. £42.00 VAT)		£282.00
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TOTAL

		£4170.37
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Agreed. PROPOSED Mr White SECONDED Mr Webb

07. REPORT FROM INTERNAL AUDITOR

The report was discussed in detail, especially the points raised by the Auditor. The Chairman agreed to see what actions needed to be taken. The Clerk advised that the paperwork had now been sent to the External Auditor.

-Mr Hallett

08. WELLHEAD

Mr Crow reported that there was to be a meeting with parishioners on the 5th July. Unfortunately it was too late to advertise in the Village Voice. The Conservation Group met and walked around the wood and they were pleased to see how many trees had taken. There were also some wild flower seeds growing. A lengthy discussion took place on moving the soil for a grass chalk lands which the group were against. It would cost quite a lot of money and the group wanted to wait and see what grew. There was a suggestion that the Parish Council could approach County Farms to see if they could purchase the strip of land between the two woods. This was not a very productive piece of land 10-12 metres wide. It was agreed the purchase be investigated, and if it looked feasible, it would have to be agreed by the full Parish Council. Mr White agreed to ask County Cllr Mrs Oliver to make enquiries with County Farms.

-Mr White

09. REVIEW OF INSURANCE SCHEDULE

The Chairman had been through the policy and confirmed that the wording advised by Allianz Insurance, in the Cemetery Lodge item, was correct. He also confirmed the same wording was used in the 2006/07 policy. He then advised that the Allianz policy had the advantage of wrapping together the cover that Parish Council's need. There were a lot of exclusion clauses but he did not recommend moving away from a Council policy. A discussion took place on Church policies which were a different type of policy. The Clerk was asked to see if other insurance companies could be recommended for consideration in May 2009.

-Clerk

The Chairman then advised that he had carried out an update on the Asset Register which was first compiled in 1999. He had added photographs, grid references and registration details where known. A copy had been forward to Councillors. This would be an agenda item for approval at the Parish Council meeting. Once agreed the insurance schedule would be updated.

10. VILLAGE NOTICE BOARD

Mr Webb advised that there were various styles ranging from £750 to £1100. He had received a rough quote from Mr Hoyle to make and erect a board, with polycarbonate windows, for around £400. It was proposed by Mr Geraghty, seconded by Mr White that Mr Webb ask Mr Hoyle proceed up to a maximum cost of £500. All Councillors were in agreement.

-Mr Webb

11. CEMETERY LODGE

Warners had advised the Clerk that the letting of Lodge was in hand and references were being sought for prospective tenants. It had been confirmed in writing that the insurance claim for the repairs to the porch roof, would not be paid due to exclusion where damage caused where there had been no forced or violent entry or exit to and from the premises. Two quotations had been received for the repair £925.00 plus VAT from Lodge Roofing Ltd and £1470.00 from Ian Sherratt. Mr Sherratt had suggested that as an alternative ridge tiles could be bedded on mortar over 2 hips at a cost of £350.00. It was proposed by Mr Crow, seconded by Mr Geraghty that Mr Sherratt be asked to proceed with the alternative proposal. All Councillors in agreement. The Clerk was asked to give the go-ahead for the work.

-Clerk

The Clerk was also asked to obtain a quotation to tidy the front garden of the Lodge. This was the responsibility of the tenant but as the Lodge had been vacant for a while the garden had become very untidy.

-Clerk

It was advised that a ladder had been left outside the property by the front door. Councillors were unsure where the ladder had come from and who it belonged to. Mr Clarke agreed to investigate and move if necessary.

-Mr Clarke

12. OTHER CEMETERY BUSINESS

MEMORIALS –None received.

CEMETERY CHAPELS –The two contractors had been contacted regarding their quotations. A reply had been received from Coulsans stating that their price had increased by 5%. A breakdown from PAS was awaited. The quotations would then be forwarded to the District Council Historic Buildings Officer to see if the Parish Council were eligible for a grant.

Now the electricity work had been concluded, the Parish Council could move their storage from the Elbourn Memorial Hall. Mr White advised that another lock should be put on the chapel door for security purposes and agreed to arrange. Councillors agreed that the move could take place on the evening of Monday 7th July2008, meeting at 7pm at the Elbourn Memorial Hall.

-Mr White & Cllrs

MEMORIAL BOARD –Mr Clarke confirmed the work to the board was in hand.

CEMETERY GROUNDS –Mr Clarke had met with the War Graves representatives who had congratulated the Parish Council on the maintenance of the war graves in the cemetery. Mr Clarke had inspected the cemetery and advised that the hedge on the east side needed to be cut. The Clerk was asked to get a quote for the hedge to be cut back on the cemetery side.

-Clerk

13. ANY OTHER BUSINESS

HEDGES –It was reported that there was an overgrown hedge on Church Close obstructing the footpath. Mr Geraghty agreed to find out which property the hedge belonged to and advise the Clerk so that a letter could be sent.

-Mr Geraghty & Clerk

Mr Crow also highlighted the ongoing problem of a hedge in Tower Close. Mr Cathcart confirmed he had spoken to the District Council about this before. It was not a safety issue but he would urge the cutting back again.

-Mr Cathcart

Mr Crow expressed concerns about the overgrown hedge on the Recreation Ground. Mr Webb confirmed that he was getting quotations to clear all the boundaries on the South End Recreation Ground.

MANHOLE COVER –Mr Chaplin reported that there was a manhole cover, covered in shrubbery outside Number 1 Knutsford Road. Mr Cathcart agreed to look and see who it belonged to.

-Mr Cathcart

RAISED KERBSTONE –Mr Dickerson reported a raised kerbstone outside 162/164 The Causeway. It was raised 2-3 inches. Mr White agreed to report to the Highway Officer.

-Mr White

THE CAUSEWAY AFFORDABLE HOUSING –Mr Cathcart reported that he had been pressing for a village presentation. He now felt that it was too late as the summer holidays were approaching. He added that the equity share properties might be affected by the turmoil in the financial markets.

14. DATE OF NEXT MEETING

Tuesday 5st August 2008

The Chairperson closed the Meeting at 9.45pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Knees worth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 5th August 2008 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr White, Mr Webb, Mr Pidgeon, Mr Clarke, Mr Dickerson, Mrs Falcini, Mr Sagers, Mrs Pidgeon

District Cllr Cathcart, District Cllr McCraith

Members of Public –3

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

County Cllr Mrs Oliver, Mr Crow

02. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 1st July 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

03. MATTERS ARISING

FLY TIPPING –The Clerk had been contacted by Whaddon Parish Council who believed there were CCTV cameras at the bottom of Spring Lane to deter fly tipping. Councillors were unaware of this and stated that it would be a strange use of public money. Mr Cathcart agreed to investigate with the District Council.

*-Mr
Cathcart*

POST OFFICE CLOSURES-The list had been compiled and Bassingbourn Post Office had not been included.

CRIME & DISORDER SURVEY –Mr Webb confirmed that he had completed the survey and returned to the relevant department.

POLICE PRESENCE –The Chairman reported that he had attended the recent Neighbourhood Panel Meeting. There were no major changes in direction. It was a useful meeting but there was nothing ongoing to report.

VILLAGE NOTICE BOARD –Mr Webb was to discuss the specification with the contractor and suggested 'Parish Council Notice Board' be put at the top of the board. This was agreed by Councillors.

OVERGROWN HEDGE –It was confirmed that the hedge on Church Close had been cut back. Mr Cathcart advised that the District Council had agreed to remove the hedge in Tower Close and seed. The Recreation Ground hedge would be discussed at the meeting on the 13th August 2008.

RAISED KERBSTONE –This had been repaired.

AFFORDABLE HOUSING –Mr Cathcart reported that he had suggested dates in mid September for a village meeting. The planning application was going through the system.

CONES ON A1198 –Major Jones had reported that the cones were specifically placed to stop vehicles parking alongside the gate access points. Before the cones were deployed, vehicles frequently used the gaps as unofficial lay-bys resulting in these being treated as a security incident which was a drain on time and resources. The cones could not be replaced with concrete bollards or metal posts as suggested, as the gates were required for access in emergencies.

Councillors agreed the cones were not ideal visually but served their purpose.

04. CORRESPONDENCE

SOUTH CAMBS CRIME & DISORDER PARTNERSHIP –Invitation to event Wednesday 10th September, Cambridge City Airport. Mr McCraith advised that he would be attending.

CPALC –Training Schedule 2008/09. Mr Dickerson and Mr Pidgeon asked to attend Councillor Development Stage 1 on Wednesday 8th October 2008. The Clerk was asked to book.

-Clerk

FOR INFORMATION

FUTURE OF COUNCIL HOUSING –landlord Selection

WRVS Newsletter & letter of thanks for donation

CAMBRIDGESHIRE ACRE AGM –Tuesday 2nd September 2008, St Ivo Leisure Centre

CCC Cambridgeshire's Childcare Sufficiency Assessment 2007-2008

ARTS NEWS –Posters for notice board

CPALC Update July 2008

05. OPEN FORUM

The meeting was closed between 8.15pm and 8.25pm for public discussion.

PASSING OUT CEREMONY AT THE BARRACKS –Major Jones reported that he was aware of the disruption caused by the recent ceremony which 2 ½ thousand friends and relatives attended. In future it was intended to bring the security checks inside the north gate which should help to alleviate some of the problem.

SIGNAGE –Major Jones was advised that better signage was required to the Barracks as a number of vehicles turned into The Causeway towards Bassingbourn village. A sign needed to be placed at the mini roundabouts at Kneesworth corner.

BROOK ROAD HEDGE –It was reported that the hedge and nettles were again obstructing the footpath. Mr White agreed to advise the Highway Supervisor who had dealt with this problem before.

**-Mr
White**

06. PAYMENT OF ACCOUNTS**BUCHANS LANDSCAPES**

Grounds mtce July 2008 (inc. £221.56VAT) £1487.61

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel Rate £ 87.00

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Clearance of rubbish from behind Pavilion (inc. £14.00VAT) £ 94.00

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Emptying of Cemetery bin 1/4/08-31/3/09 £ 191.45

BASSINGBOURN URC

Hire of room April –July 2008 9 @£9 £ 81.00

MRS S WALMESLEY

Clerks salary 1/07/08 –31/07/08

Salary £635.25

Post etc. £ 7.35

Telephone etc. £ 0.40 £643.00

Less Tax £36.40 NI £20.05 (Employer £23.33) £586.55

WD GARDEN MAINTENANCE

Weeding of Cemetery Lodge garden £100.00

MR J WHITE

Reimbursement for chapel lock (inc. £2.36VAT) £ 15.85

MR IAN SHERRATT

Repairs to Cemetery Lodge porch roof £ 744.00

TOTAL £3387.46

Agreed. PROPOSED Mr Sagers SECONDED Mr White

07. REVIEW OF EXPENDITURE AGAINST BUDGET

The details had been distributed at the Parish Council meeting. The Chairman stated that expenditure so far this financial year had not been on projects. The Clerk advised that the External Auditor had queried the balances and she had advised of the outstanding projects. The Chairman stated that the Parish Council needed to drive forward projects. There were a lot of things at the planning stage which would not come to fruition this financial year. He reminded Councillors that the budget discussions would take place in December 2008 for the precept agreement at the January Parish Council meeting.

08. REPORT FROM INTERNAL AUDITOR

The report had been reviewed and the following actions were agreed by Councillors:

- The Chairman and Clerk (RFO) to sign and date supporting papers at year end
- The Clerk to present year end notice to the Internal Auditor in 2009
- The Clerk to explain to the Internal Auditor that funds were allocated to projects in 2007/08 but not spent and the F&GP committee would review the level of reserves during FY 2009/2010 budget preparation
- The Clerk to use the date of bank deposit slip as effective date for cash book
- The Clerk to document review of Internal Auditor recommendations in meeting minutes
- The Clerk to provide Internal Auditor with pay slips for next audit

- Asset Register updated. The F&GP Chairman to recommend revisions of insurance schedule
- Clerk to provide Bank Reconciliation at the September Parish Council meeting
- Recreation Ground Committee Chairman to list responsibilities of the Trust and report on how each responsibility had been met

09. WELLHEAD

Mr White confirmed that Mrs Oliver was following up the request made at the last meeting, with County Farms, to enable a decent sized footpath to be made.

10. REVIEW OF INSURANCE SCHEDULE

The Chairman had compared the insurance schedule with the recently updated Asset Register and suggested some changes to the sums insured. Details were given to Councillors. It was proposed by Mr Saggars, seconded by Mr White that the Clerk contact Allianz insurance and ask for the changes to be made. This was agreed by all Councillors. It was also stated that before the next premium was due, in May 2009, investigations be made regarding a change to an alternative insurance company.

-Clerk

11. CEMETERY LODGE

There were now new tenants and the Clerk had the Tenancy Agreement for signature. There had been a problem with a cut pipe on the oil tank but this had been resolved. The porch roof had been repaired and the garden tidied. The Chairman stated that before long some external decoration would be required. It was agreed this be an item for the next agenda.

12. OTHER CEMETERY BUSINESS

MEMORIALS –None received.

CEMETERY CHAPELS –The Clerk advised that copies of revised quotations had been forwarded to the District Council Historic Buildings Officer. Mr White had arranged for an additional lock to be installed on the Chapel where the Parish Council paperwork was kept.

CEMETERY GROUNDS –One quotation had been received for the cutting of the hedge on the east side of the cemetery.

13. ANY OTHER BUSINESS

KNUTSFORD ROAD TREE –The tree was overhanging. Mr Cathcart agreed to investigate who was responsible.

-Mr Cathcart

FIELD BY CEMETERY –It was reported that there was overhanging shrubbery from the field obstructing the footpath. Mr Clarke agreed to contact the field owner.

-Mr Clarke

STRAW TRAILERS –Concerns were expressed over the amount of straw falling off the trailers, often travelling at speed, as they went through the village. It was stated that if the vehicle owners were known, a letter could be sent. It was also stated that too much straw would lead to the drainage being blocked.

VILLAGE WEBSITE –The Chairman had examples of the proposed village website and offered to show Councillors following the meeting.

14. DATE OF NEXT MEETING

Tuesday 2nd September 2008

The Chairperson closed the Meeting at 9.10pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
(Approved 7/10/08)

**Minutes of Meeting held on Tuesday 2nd September 2008 at
The Chapel Room, South End 9.00pm**

PRESENT: Mr Hallett (Chairman), Mr White, Mr Webb, Mr Pidgeon, Mr Clarke, Mr Dickerson, Mrs Falcini, Mr Saggars, Mr Chaplin, Mr Crow

District Cllr Cathcart, District Cllr McCraith

Members of Public –5

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

Mrs Pidgeon, County Cllr Mrs Oliver

02. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 5th August 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

03. MATTERS ARISING

FLY TIPPING –Mr Cathcart confirmed there were notices about CCTV in Spring Lane, to deter fly tipping. It was not clear whether the cameras were there or not. There were also signs at Kneesworth.

NOTICE BOARD –Mr Webb confirmed the board was under construction.

COUNCILLOR TRAINING –The Clerk advised that she was waiting for a password from CPALC so that access could be gained to the website to book.

BROOK ROAD HEDGE –Mr White had been advised by the Highway Supervisor that he had written to the owner of the hedge.

INSURANCE SCHEDULE –The updating of the schedule was in hand.

KNUTSFORD ROAD TREE –Mr Cathcart confirmed that the tree was the responsibility of the District Council. He would urge the cutting back with the Housing Officer.

STRAW TRAILERS –The Highway Supervisor was to arrange for all gullies in the village to be cleared. He had asked to be advised of any other problems.

VILLAGE WEBSITE –The Chairman advised that this was now in the testing phase. It was agreed that once it was up and running, draft minutes, as well as approved minutes, of meetings would be displayed.

**-Mr
Cathcart**

04. CORRESPONDENCE

LINK Cambridgeshire –Invitation to the launch 25th September 2008, The Burgess Hall, St Ives
FOR INFORMATION

CLERKS & COUNCILS DIRECT –September 2008

LINK –information regarding the scheme

E-ON –Rise in energy prices

CCC –Countryside Access Team Annual Report 2007-08

CAMBRIDGESHIRE ACRE –Results of rural services survey 2007

HOUSING FUTURES –August 2008

COPE –August 2008

LOCAL COUNCIL REVIEW –September 2008

GLASDON –Advertisement

05. OPEN FORUM

The meeting was closed between 9.10pm and 9.15pm for public discussion.

COMMUNITY BUS –Members of the Over 60's club asked Councillors about the use of the community mini bus, and whether it could be used by them. Mr Webb confirmed that the bus was available for use by the community, if it was not being used by the Village College, but the driver must have the adequate insurance. Mr Saggars suggested that the Parish Council could look at a parish insurance in liaison with the College. Mr Webb and Mrs Falcini would follow this up with the Village College at their next meeting.

**-
MrWebb
& Mrs
Falcini**

PARISH PLAN –Councillors were asked for an update on the progress of the Parish Plan. There had not been any recent updates in the Village Voice. Mr Sagggers advised that the plan had taken longer to put together than first thought, but it was hoped copies would be distributed with the Village Voice in October. Concerns were raised over the serious traffic problems on North End and how the Plan addressed these. Mr Sagggers added that the Plan was a village initiative to try and get parishioners involved.

06. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce August 2008 (inc. £221.56VAT) £1487.61

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Litter bin collection 25/6/08-31/3/09 (inc. £21.00VAT) £ 141.00

E-ON

Estimated Pavilion invoice (inc. £4.83VAT) £ 101.50

HALES PRINTERS

Newsletters £ 352.00

MR M HALLETT

Reimb for bus shelter paint (inc. £1.52 VAT) £ 10.48

CONNECTIONS BUS PROJECT

Visits April –July 2008 -7visits £ 891.17

MRS S WALMESLEY

Clerks salary 1/08/08 –31/08/08

Salary £635.25

Post etc. £ 4.77

Telephone etc. £ 0.80

Mileage 1/1-30/6/08 ([210miles@50.5](#)) £ 106.05 £746.87

Less Tax £36.40 NI £20.05 (Employer £23.33) £690.42

TOTAL £3674.18

Agreed. PROPOSED Mr White SECONDED Mr Clarke

07. PARISH PLAN EXPENDITURE

The Chairman advised that Mr Robinson had indicated the final expenditure would be below budget. He asked for approval of £650 for the printing of the report and £250 for a ‘Living Local’ village leaflet prepared by the Living Local group. This expenditure was agreed by Councillors.

08. WELLHEAD

Mr Crow advised that there should be an update on the notice board available at the next meeting. The Chairman asked that in future this item be headed ‘Conservation Group’.

09. 2008 RoSPA INSPECTION REPORT

Following the last Recreation Ground committee meeting, the Clerk was asked to obtain a quotation for some of the repairs highlighted in the report. The quotation had been requested by this meeting but had not been received. It was agreed this should be carried forward to the Parish Council meeting on the 23rd September.

10. CEMETERY LODGE

EXTERNAL DECORATION –Mr White agreed to prepare a specification so that quotations could be sought, for work to take place in Spring 2009.

-Mr White

11. OTHER CEMETERY BUSINESS

MEMORIAL BOARD –Mr Clarke confirmed he had dealt with this.

CEMETERY CHAPELS –The Clerk advised that the District Council had awarded a grant of £2772 or 25%, whichever was the less, towards the refurbishment work. Councillors agreed the Clerk ask Coulsons Builders to proceed with the work.

-Clerk

GROUNDWORK –Mr Clarke reported that he had asked Buchan’s for a quotation for the cutting back a lot of the shrubbery in the Cemetery which had become out of hand. They had stated there was a lot of work required, and as most of it would have to be carried out by hand, would be expensive. It was agreed that once the quotation had been received, a second quote would have to be sought due to the anticipated large expenditure.

12. ANY OTHER BUSINESS

PAVILION EXTENSION –Mr Crow asked whether there had been any progress. The Clerk advised this would be an agenda item at the Parish Council meeting to see if Councillors wished to investigate whether this would be possible, taking into account the wording on the Deed of Gift for the Recreation Ground.

RECREATION GROUND HEDGE –Mr Webb confirmed he was waiting for quotes and was aware of the problems.

TOWER CLOSE –Mr Crow asked Mr Cathcart to urge the work to the hedge. There was also an abandoned vehicle which contained cardboard boxes. Mr Cathcart agreed to arrange removal.

*-Mr
Cathcart*

PAPWORTH TRUST –Mr Chaplin expressed concern over an incident involving a resident of the Papworth Trust properties. The resident was inoffensive but was acting suspiciously in the area where there were a lot of vulnerable residents. Mr Chaplin added that he was concerned for all involved. The police had been advised but it was felt people should be made aware. Mr Cathcart agreed to follow up with the District Council.

*-Mr
Cathcart*

FLOODING –It was advised that during the recent heavy rain, the cottage by Backside Footpath had been flooded by water running off the highway. Mr White agreed to advise the Highway Supervisor.

-Mr White

13. DATE OF NEXT MEETING

Tuesday 7th October 2008

The Chairperson closed the Meeting at 9.45pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 7th October 2008 at
The Chapel Room, South End 7.45pm

PRESENT: Mr Hallett (Chairman), Mr White, Mr Webb, Mr Pidgeon, Mr Clarke, Mrs Falcini, Mr Chaplin, Mr Crow, Mrs Pidgeon

Members of Public –3

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

District Cllr McCraith, District Cllr Cathcart, Mr Dickerson

02. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 2nd September 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

03. MATTERS ARISING

KNUTSFORD ROAD TREE –It was reported that the cutting back of the tree/hedge was still outstanding. Mr Chaplin stated that it was very dangerous for elderly people who now had to walk further along the road to cross. The Clerk was asked to urge with Mr Cathcart.

-Clerk

NOTICE BOARD –Mr Webb had no further update from the contractor.

BROOK ROAD HEDGE –The Clerk reported that the Highway Supervisor had confirmed that a letter had been sent to the owner of the property asking for the hedge to be cut. He was now in the process of sending a further letter stating that he would arrange for the County Council to cut the hedge on a certain date, and invoice the owner, if no action had been taken. Mr White agreed to follow this up.

*-Mr
White*

INSURANCE SCHEDULE –The Insurance Company had queried the structure of the recreation ground sheds to be included on the schedule. They had also queried the changes to the value of some items. The Clerk had confirmed that they were replacement costs.

USE OF MINI BUS –Mrs Falcini and Mr Webb had a meeting with the Village College on the 9th October 2008. They would report back at the next meeting.

RECREATION GROUND HEDGE –Mr Webb confirmed that quotations to cut the hedge were discussed at the Parish Council meeting and the contract awarded. When the tender for the Recreation Ground was sent out to contractors in January 2009, this would be included in the specification.

TOWER CLOSE PROBLEMS –The problems highlighted at the last meeting were still outstanding. The Clerk was asked to urge with Mr Cathcart.

*-Clerk
-Mr
White*

HIGH STREET FLOODING –Mr White agreed to chase this with the Highway Supervisor.

PAPWORTH TRUST –Mr Chaplin reported that the Papworth Trust no longer owned the properties in Knutsford Road and there were now different residents. Mr Cathcart was having a problem finding out who the new owners were. Mr White suggested that, once the ownership had been established, the people who run the facility be invited to a Parish Council meeting.

04. CORRESPONDENCE

CAMBRIDGESHIRE CONSTABULARY –Speedwatch operation plan. This was discussed under Item 07.

CONNECTIONS BUS PROJECT –Invitation to the AGM –Tuesday 28th October 2008, Impington

CAMBRIDGESHIRE TOGETHER EVENT –Wednesday 19th November 2008. Mr Webb and Mr Hallett to attend.

CAMBRIDGESHIRE COUNTY COUNCIL –Budget Roadshow for 2009/10.

CCC MINOR HIGHWAY IMPROVEMENT SCHEME 2009/2010 BIDS-Councillors discussed six possible submissions for the scheme which included the footpath from the cemetery to the village, a continuous footpath/cyclepath on the A1198 to Royston, cyclist warning signs at the junction of Ashwell Stret and the A1198, a bus shelter on The Causeway, widening of the footpath outside The Hoops and signage relating to children walking on North End. A vote was taken and it was agreed the two submissions should be a bid for a continuous path to Royston on the A1198 and widening of the footpath by The Hoops. Clerk to complete the application.

-Clerk

PARKING –An e-mail had been received pointing out that vehicles park across the footpath alongside the A1198 next to the nurseries, with no regard for pedestrians and cyclists who use the route. There was also a problem between the junctions of Elm Tree Drive and The Hoops where vehicles parked on the junction and adjacent to chevrons which define the filter into Elm Tree Drive. Mr White advised the meeting that he had referred these parking problems to the PCSO's. Clerk to advise the complainant.

-Clerk

FOR INFORMATION

BASSINGBOURN COMUNITY BOOK CAFE –Letter of thanks for donation
 CECIL NEWLING FUNERAL DIRECTORS –Invitation to open day Saturday 11th October 2008
 COPE NEWSLETTER –October and September 2008
 COMMUNITY CARE GUIDE
 HOUSING FUTURES –September 2008
 TOWN AND PARISH STANDARD –September 2008
 CPALC Training Courses 2008/09
 CONNECTIONS BUS –Summer Report 2008
 THE FUTURE IF COUNCIL HOUSING IN SOUTH CAMBRIDGESHIRE –Issue 5 September 2008
 NORTH HERTFORDSHIRE DISTRICT COUNCIL –Invitation to a stakeholder workshop 9th September 2008
 COMMUNITY ACTION –Autumn 2008
 NORTH WEST CAMBRIDGESHIRE AREA ACTION PLAN –Objection sites consultation

05. OPEN FORUM

The meeting was closed between 8.15pm and 8.20pm for public discussion.

SOUTH END DRAINAGE –It was reported that there were only two drains in the Village College car park and road and these were both blocked causing water to run down South End. It was felt they were not sufficient to carry the water even when clear. Mrs Falcini and Mr Webb agreed to discuss this at the Village College liaison meeting. It was stated that the annual drain clearing would be taking place during October. The Chairman asked to be advised if the drains in South End were not cleared.

-Mrs
Falcini
& Mr
Webb**06. PAYMENT OF ACCOUNTS**

BUCHANS LANDSCAPES			
Grounds mtce September 2008 (inc. £221.56VAT)			£1487.61
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate			£ 87.00
MOORE STEPHENS			
External Audit 2007/08 (inc. £70.00VAT)			£ 470.00
HALES PRINTERS			
Newsletters			£ 315.00
MRS S WALMESLEY			
Clerks salary 1/09/08 –30/09/08			
Salary	£635.25		
Post etc.	£ 7.38		
Telephone etc.	£ 1.80	£644.43	
Plus Tax refund £23.60 Less NI £20.05 (Employer £23.33)			£647.98
INLAND REVENUE			
PAYE 1/7/08 -30/9/08 Tax £49.20 NI £130.14			£179.34
WEBCENTRIC			
Website development and hosting 1/10/08-30/9/09 (inc. £188.13VAT)			£1263.13
TOTAL			£4450.06

Agreed. PROPOSED Mr White SECONDED Mr Pidgeon

07. TRAFFIC SPEED THROUGH VILLAGE

Details of the proposed Speedwatch Scheme were distributed to Councillors. The Chairman explained that County Cllr Mrs Oliver was very much in favour of this. It was not a police enforcement measure but run by community volunteers. Six volunteers were needed with two trained. Concerns were raised that there was no provision in the scheme for expenses or insurance cover. Mr White also stated that he felt this was being delegated and was something the police should do. Mrs Falcini reminded Councillors that at the recent Neighbourhood meeting the main

problem highlighted was speed and suggested the scheme should be put to the village. After further discussion it was agreed that the Chairman prepare an item for the newsletter and ask anyone interested in taking part to contact the Clerk who would forward the details. It was then reported that speed checks had been carried out on The Causeway, where two tickets were issued and North End where there were none issued.

08. CONSERVATION PROJECTS

The conservation group had prepared a draft design for the notice board at Clunch Pit wood which was approximately A1 size. Slight modifications were agreed which Mr Crow would take back to the group. Mr Crow then advised that the cost of the board would be £850 including VAT and the artwork would cost £320. He proposed that the Parish Council give the go-ahead to proceed with this adding that there was still money allocated in the Parish Council budget for 2008/09 to cover this. The proposal was seconded by Mrs Pidgeon with all Councillors in agreement. Mr Crow advised that it was hoped the board would be presented at the open day in November.

-Mr Crow

Mr Crow then advised that the group would need to purchase some replacement trees and the anticipated cost was around £350. Councillors agreed that this expenditure be agreed in principle and Mr Crow was asked to present a summary of income and expenditure, for the project, at the next meeting.

09. CEMETERY LODGE

EXTERNAL DECORATION –Mr White had prepared a specification and the Clerk was in the process of obtaining quotations for the work which was to be carried out in Spring 2009.

10. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Coulsans Builders had been in touch with the Clerk acknowledging the instruction to carry out the work. They would be in contact again, either with the Clerk or Mr White, when they were ready to start.

GROUNDS WORK –One quotation had been received from Buchans which included cutting down the hedge to 9 foot. Councillors queried whether the quote included cutting back the hedge. Mr Clarke confirmed it did but agreed to get a more detailed quote. Councillors also queried whether the hedge was the responsibility of the Parish Council or the adjacent landowner. It was stated that the adjacent landowner should be advised in either case as he may offer some financial assistance towards the work. After further discussion it was agreed further quotations be obtained and the Chairman and Mr Crow would look at the hedge to see if they could identify the boundary.

*Mr
Hallett,
Mr Crow
& Clerk*

11. ANY OTHER BUSINESS

ROADSIDE FOOTWAYS –Mr Clarke stated that there were a number of paths in the village which needed resurfacing.

FIELD NEXT TO CEMETERY –Mr Clarke reported that the shrubbery had been cut back but it needed further work which he would ask the landowner to carry out.

-Mr Clarke

SOUTH END PLAY AREA –Mrs Pidgeon advised that the grass had grown over the rubber matting. Mr Webb agreed to look and arrange a further cut.

-Mr Webb

VILLAGE GREEN –Mrs Falcini asked for planting on the village green, which should have been carried out last season, to be urged with Buchans.

-Clerk

PARISH PLAN RECOMENDATIONS –Mr Webb asked when these would be discussed by the Parish Council. It was agreed they would be an agenda item for the November Parish Council meeting and a dedicated meeting could follow that.

SIGN POSTS –It was suggested sign posts, as discussed under item 4, Minor Highway Improvement Scheme, could be requested from the County Council to place on the junction of A1198 and Ashwell Stret and North End. It was stated a request had been made, following a RoSPA recommendation, for signposts near the recreation areas to indicate they were there. They had not yet been installed. The Clerk agreed to investigate the signage with the County Council.

-Clerk

NEW PCSO –Mr Webb asked for a slot at the next Parish Council meeting for the new PCSO to be introduced. The Clerk was asked to arrange this for the beginning of the November Parish Council meeting.

-Clerk

12. DATE OF NEXT MEETING

Tuesday 4th November 2008

The Chairperson closed the Meeting at 9.15pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 4th November 2008 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr White, Mr Webb, Mr Pidgeon, Mr Clarke, Mrs Falcini, Mr Chaplin, Mr Crow, Mrs Pidgeon

District Cllr Cathcart, District Cllr McCraith

Members of Public –3

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

Mr Dickerson

02. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 7th October 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

03. MATTERS ARISING

KNUTSFORD ROAD TREE –Mr Cathcart confirmed that he had spoken to the District Council a number of times. It was advised that even without its leaves the tree was an obstruction. A discussion took place over ownership and whether the County Council could be responsible. Mr Cathcart agreed to follow this up.

**-Mr
Cathcart**

NOTICE BOARD –Mr Webb advised that there had been a delay in making the board due to sourcing of the glass/plastic for the front.

BROOK ROAD HEDGE –Mr White reported that he had chased the cutting of the hedge a number of times with Highways. Mrs Oliver confirmed that the Highway Supervisor had this in hand.

USE OF VILLAGE COLLEGE MINI BUS –Mrs Falcini and Mr Webb had attended a liaison meeting at the Village College. The minibus could be used, when it was not required by the Village College, at a cost of £1 per mile but the driver had to be provided. It was believed that it was being used by the elderly on a Wednesday morning but was unclear whether they were the group that enquired about using it at a Parish Council meeting. Mr Webb agreed to contact the group concerned.

**-Mr
Webb**

TOWER CLOSE –Mr Cathcart confirmed that he had spoken to the District Council housing department a number of times and they had apologised for the delay in clearing the area. They were currently in the process of obtaining a quotation and if acceptable would give the go-ahead.

HIGH STREET FLOODING –Mr White confirmed this was in hand with the Highway Supervisor.

PAPWORTH TRUST –Voyage had taken over running the properties in Knutsford Road. Mr Chaplin had asked for a representative to make contact with the Parish Council to arrange a meeting. The Clerk was asked to contact the Head Office and ask for details of a local contact.

-Clerk

A1198 PARKING –Details of the problem raised at the last meeting had been passed on to the PCSO's.

SOUTH END DRAINAGE – The Village College were not aware of any drainage problem on their property. The Principle agreed to find out if the drains were blocked and if so arrange for them to be cleared.

SPEEDWATCH –The Clerk confirmed she had registered the interest of the Parish Council. Mrs Oliver had also asked the PCSO's to carry out checks on speed in the village at commuter times.

FIELD NEXT TO THE CEMETERY- This had been cleared.

SOUTH END PLAY AREA –Mr Webb confirmed that he was going to look at all the play areas and if required arrange a final cut of the season.

**-Mr
Webb**

VILLAGE GREEN –The Clerk had asked Buchans to meet Councillors on the village green to discuss the outstanding works. She was asked to obtain the original specification and invoices as it was believed they had been paid for the work already.

-Clerk

ROAD SIGNAGE –The Clerk was asked to chase up signage for North End and the play areas as discussed at the Parish Council meeting.

-Clerk

04. CORRESPONDENCE

SCDC –South Cambs Local Development Framework –responding to a housing shortfall public consultation. The consultation would run until the 12th December 2008.

SCDC –Plastic Recycling. The District Council would be removing the recycling banks outside the primary school shortly after the 20th November. Mr Webb reported that South End had not been included in the previous week's collection of tin and plastic. Mr Cathcart agreed to check why this had happened with the District Council.

*-Mr
Cathcart*

ANGLIAN WATER – Works to be carried out at Royston Waste Water Treatment Works. The works would last over the winter period and consist of importing inert materials from local sources in the Royston area and bio solids from local treatment works. These would be used to fill the redundant lagoons at the far end of the works.

CPALC –AGM Saturday 6th December 2008, Bluntinsham Village Hall.

CONNECTIONS BUS PROJECT –Request for local representative. The Clerk was asked to find out whether the representative had to be a Parish Councillor and if not place an appeal in the Village Voice.

-Clerk

VILLAGE VOICE – Mrs Falcini had received a letter from a resident of South End expressing concern over a film review in the recent edition of the publication. The resident felt the review was unpleasant and support was requested to bring the regular feature to an end. Mrs Falcini had replied advising that this would be discussed by the Parish Council. Mrs Falcini personally felt that she would prefer to know something about a film and if it was unpleasant she would avoid viewing it. Councillors were advised that the editor of the Village Voice had since resigned and Mr White had sent an e-mail to him to thank him for his contribution to the village. Councillors agreed a letter of thanks should also be sent by the Clerk on behalf of the Parish Council. They also agreed that editorial control should remain with the new editor as it would be impractical for the Parish Council to take over.

-Clerk

FOR INFORMATION

LOCAL COUNCIL REVIEW –November 2008

CCC Trading Standards Newsletter

WICKSTEAD –Advertisement

CAMBRIDGESHIRE ACRE –Annual Review 2007/08

05. OPEN FORUM

The meeting was closed between 8.45pm and 8.47pm for public discussion.

BARRACKS SIGNAGE ON A1198-It was advised that the Highway Authority would be erecting the signs in approximately four weeks.

06. PAYMENT OF ACCOUNTS

BUCHANS LANDSCAPES

Grounds mtce October 2008 (inc. £221.56VAT) £1487.61

HALES PRINTERS

Newsletters £ 285.00

W HOWES & SONS

Use of tractor for grasscutting 2008 (inc. £37.62VAT) £ 252.62

CHRIS MERTON

Refurbishment of village benches £1121.86

MR C WOLLASTON

Repairs to play area £ 78.00

RACHEL HAYNES

Illustrations and design for information board £ 320.00

MR ROBINSON

29 cuts of Recreation Ground 2008 @£15.00 £ 435.00

CAMBRIDGE WATER

Cemetery water rate £ 17.74

Recreation Ground water rate £159.15 £ 176.89

MRS S WALMESLEY

Clerks salary 1/10/08 –31/10/08

Salary SLCC Rev 1/4/08 £651.20

Arns ¼-30/9/08 6 mths @£15.95 £ 95.70

Post etc. £ 4.14

Telephone etc. £ 1.40 £752.44

Less Tax £48.80 NI £32.33 (Employer £37.62)	£671.31
PHOTOGRAPHY COMPETITION WINNERS	
Sarah Haigh - £10.00	
Eleanor Robinson - £50.00	
Samuel Etheridge - £25.00	
Laura Simpson - £30.00	
Marcus Isted - £10.00	
Georgia Isted - £25.00	
Colin Boyd - £100.00	
Paul Ravenscroft - £65.00	
Laurence Robinson - £65.00	
Jacqueline Crow - £15.00	
Karen Robinson - £15.00	
Total prize money awarded -	£410.00
TOTAL	£5238.29

Agreed. PROPOSED Mr White SECONDED Mr Pidgeon
Mr Crow expressed his concern over the Cambridge Water Company invoice for the Recreation Ground. Mr Webb agreed to investigate the meter reading. **-Mr Webb**

07. FREEDOM OF INFORMATION

In line with section 20 of the Freedom of Information Act 2000 the Information Commissioner had developed and approved a new model publication scheme which could be adopted by Parish Councils. Adoption needed to take place before the 31 December 2008 and scheme would be operational from January 2009. The model publication scheme could be adopted without modification. Each parish Council must complete relevant columns' in the template guide. Once completed it would provide a list of all the information the Parish Council makes available, explain how it can be assessed and whether or not a charge is made. **-Mr Hallett**

The Clerk had details of the previous adopted scheme and the Chairman agreed to prepare a draft for approval at the Parish Council meeting.

08. DATABASE OF CONTRACTORS

This had been suggested at the Recreation Ground committee meeting when the Clerk was having difficulty finding suitable contractors to approach. The Chairman had compiled a draft list which he agreed to circulate to Councillors. Mr Webb volunteered to co-ordinate a central list. **Mr Hallett & Mr Webb**

09. CONSERVATION PROJECTS

Mr Crow reported that Mrs Bond had contacted the Chairman about the slight amendments to the sign and this had now gone forward. The replacement Chestnut trees by the church should be planted later in the month. Phase three of the clunch pit wood planting would be taking place on the 20th November commencing at 9.30am. The cost of the trees was £368. There was an offer of a £100 donation from Bassingbourn Barracks.

10. UPDATE ON THE ROUSES

A letter had been received from the County Council outlining the terms of the lease. This was handed to Mr Webb, chairman of the Recreation Ground. He stated that there were a few points to check which included the cost of the fencing, the insurance position regarding ramps, the cost of preparing the ground for a small football pitch and to establish whether a planning application would have to be submitted for a change of use of the land. Mr Webb agreed to put together the costings before proceeding further. This would be an agenda item at the Parish Council meeting. **-Mr Webb**

Mr Clarke expressed his concern that he was not advised of the site meeting to discuss the use of the land. The Chairman confirmed the meeting was just to look at the site with Mrs Oliver and the County Officer.

Mr Crow advised that the footpath across the land had been ploughed up and urged reinstatement. Mrs Oliver confirmed that the Rights of Way Officer was very aware and the path would be reinstated.

11. REPAIR TO THE CAUSEWAY NOTICE BOARD

The board had been vandalised and the doors needed to be repaired with polycarbonate. It was agreed £100 be authorised for the repair which the Clerk was asked to arrange. **-Clerk**

12. CEMETERY LODGE

EXTERNAL DECORATION –The Clerk advised that she had sent out copies of the specification and requested quotes be returned by the end of November 2008. A decision would be made at the next Finance and General Purposes meeting.

INSPECTION –Warners Letting Agency had inspected The Lodge and the only problem identified was that the guttering on the front porch was level and therefore when there was heavy rainfall, the water poured over the top and into the porch under the front door. Mr White volunteered to look at the problem. The Clerk was asked to advise Warners and request that the tenants of The Lodge be asked to park their cars by the garage and not by the Cemetery sign. The tenants also to be reminded that the maintenance of the front garden was their responsibility.

*-Mr White
& Clerk*

13. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS –Coulsons Builders had been in contact with the Clerk and advised that he was to meet the District Council Historic Buildings Officer to discuss the replacement bricks. She had referred the builder to Mr White who had heard nothing further. The Clerk was asked to pass on the contact details to Mr White so that he could urge a start date.

-Clerk

Mr White confirmed that the repairs on the path to the Chapels would be carried out as the final part of the work.

GROUNDWORK –The Chairman and Mr Crow had spoken to the cemetery neighbour Mr Myalls about the boundary. Mr Myalls had advised that he would like to erect a fence along the boundary and would be prepared to top the hedge. This would require some work on the cemetery side and it was suggested that before Mr Myalls carried out the work a panelled fence be put up behind the yew trees by the war graves. Mr Clarke expressed his annoyance that he was not involved in these discussions with Mr Myalls and left the meeting.

*Mr
Hallett &
Clerk*

Councillors agreed that an agreement be compiled by the Parish Council giving permission for Mr Myalls to top the hedge and erect a fence. The Clerk to compile in liaison with the Chairman.

Quotations would also need to be sought for trimming back the cemetery side of the hedge and a specification had been prepared for the work.

14. ANY OTHER BUSINESS

There was none raised.

15. DATE OF NEXT MEETING

Tuesday 2nd December 2008

The Chairperson closed the Meeting at 9.30pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
Minutes of Meeting held on Tuesday 2nd December 2008 at
The Chapel Room, South End 7.30pm

PRESENT:, Mr Hallett (Chairman), Mr Webb, Mr Pidgeon, Mr Clarke, Mrs Falcini, Mr Saggars, Mrs Pidgeon

County Cllr Oliver, District Cllr Cathcart, District Cllr McCraith

Members of Public –3

FINANCE AND GENERAL PURPOSES COMMITTEE

01. APOLOGIES FOR ABSENCE

Mr White, Mr King, Mr Crow

02. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 4th November 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman after the addition of District Cllr McCraith to those present.

03. MATTERS ARISING

KNUTSFORD ROAD TREE –Mr Cathcart reported that he had met with Mr Chaplin to look at the tree. He then made sure the District Council knew exactly which tree it was. He confirmed that the work had been put on a schedule of works and the tree would be dug out within the next few weeks.

NOTICE BOARD –Mr Webb had no further update.

BROOK ROAD HEDGE –Mrs Oliver advised that the County Council would be cutting the hedge and charging the owners.

MINI BUS –Mr Webb reported that he had spoken to a member of the over 60's. Someone was trying to organise a timed service which would not be helpful.

TOWER CLOSE –Councillors were not sure whether the work had been carried out. They would check.

HIGH STREET FLOODING –Mr Clarke stated that the flooding was not getting any better. It looked as if the drains needed cleaning. The Chairman agreed to look with Mr White.

PAPWORTH TRUST –The Clerk had spoken to someone at Voyage Care head office and they had agreed to arrange for the local representative to contact her.

PLAY AREAS –Mr Webb advised that there were a few items needing attention and these would be discussed at the next Recreation Ground committee meeting.

VILLAGE GREEN –The Clerk had found the specification and quotation, for the work carried out in 2006, and the planting of a hawthorn hedge was included. The Clerk had been urging a meeting with the contractor.

FREEDOM OF INFORMATION SCHEME –The scheme had been adopted at the Parish Council meeting.

DATABASE OF CONTRACTORS –This was in hand.

*-Mr Hallett
& Mr
White*

04. CORRESPONDENCE

CCC Parish Paths Partnership Application 2009/2010. The Chairman agreed to complete.

ATR Bassingbourn –The Clerk advised that a donation of £100 had been received towards tree planting. She was asked to send a letter of thanks.

FOR INFORMATION

CLERKS & COUNCILS DIRECT –November 2008

CCC –Annual Report 2007/2008

CAMBRIDGE MANAGEMENT –New on-line planner route for Cambridge

THE FUTURE FOR SOUTH CAMBRIDGESHIRE –November 2008

CCC Village Benefits Service

INFORMATION COMMISSIONERS OFFICE –Freedom of Information

GLASDON -Advertisement

*-Mr
Hallett
-Clerk*

05. OPEN FORUM

The meeting was closed between 7.50pm and 8.00pm for public discussion.

CAMBRIDGE CRESCENT NOTICE BOARD –A request was made by two parishioners for a board. A discussion took place on where it could be located and it was suggested on the grassed area which was owned by residents. The parishioners stated that they were not always aware of everything going on in the village and often felt left out.

06. PAYMENT OF ACCOUNTS**BUCHANS LANDSCAPES**

Grounds mtce November 2008 (inc. £221.56VAT) £1487.61

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Chapel rate £ 87.00

HALES PRINTERS

Newsletters £ 285.00

VIKING DIRECT

Stationery (shared with Litlington & Steeple Morden) £ 47.99

THE ROYAL BRITISH LEGION POPPY APPEAL

Poppy wreath 2008 £ 16.50

DENISE ARTUS

Re-imb for purchase of tree guards (inc. £42.35VAT) £284.35

BASSINGBOURN URC

Hire of Chapel Room August –December 2008 ([13@£9.00](#)) £ 117.00

MRS S WALMESLEY

Clerks salary 1/11/08 –30/11/08

Salary £651.20

Post etc. £ 5.67

Telephone etc. £ 0.80 £657.67

Less Tax £29.60 NI £21.80 (Employer £25.37) £606.27

TOTAL £2931.72

Agreed. PROPOSED Mr Webb SECONDED Mr Clarke

07. BUDGET 2009/2010

The Chairman had prepared a draft budget which he distributed to Councillors for their comments. Expected expenditure for the next financial year was discussed with minor changes made. Councillors were asked to advise the Chairman of any further alterations before the next meeting where a recommendation for the precept would be made for agreement at the Parish Council meeting on the 20th January.

08. CONSERVATION PROJECTS

It was reported that there were 25 people involved with the tree planting at the clunch pit. All trees were planted with rabbit guards. The information board was also erected. It was stated that there were now seven notice boards, owned by the Parish Council. This new board needed to be added to the insurance schedule and asset register. There had been no feedback regarding the ownership of the cemetery benches, as discussed at the Parish Council meeting.

09. REQUEST FOR NOTICE BOARD –CAMBRIDGE CRESCENT

Following on from the discussions in Open Forum it was proposed by Mr Saggars, seconded by Mr Clarke that a board be purchased. It was stated that this should encourage residents to feel part of the village. The Clerk to ask the parishioners for their permission to install the board on the grassed area. *-Clerk*

10. PURCHASE OF STORAGE BOXES FOR PLANNING APPLICATIONS

Councillors agreed the Clerk purchase boxes up to a maximum cost of £30. *-Clerk*

11. CEMETERY LODGE

EXTERNAL DECORATION –The Clerk had received two quotations to date. Councillors agreed that the Clerk try and get a third quote as there was still time to arrange for the work to be carried out in the Spring. *-Clerk*

12. OTHER CEMETERY BUSINESS

CEMETERY CHAPELS – Mr White had advised that he had been in contact with the Builders, Coulsons, regarding the refurbishment work.

GROUNDS WORK –The Chairman reported that Mr Crow had spoken to Mr Myalls and he agreed that he would arrange for the top of the hedge and the hedge on his side of the boundary to be cut. A specification had been prepared for the cemetery side. The Chairman would e-mail this to the Clerk so that she could arrange quotations.

-Clerk

GRAVES –Mr Clarke expressed his concern over the amount of earth piled on the graves following a funeral. It didn't look very nice. The Clerk had written to the local funeral directors asking that the excess soil was removed from the cemetery grounds. This would be on the agenda for the next meeting where agreement on a further effort to implement the removal would be discussed.

13. ANY OTHER BUSINESS

COUNTY COUNCIL –Mrs Oliver reported that there had been the first official indication of funding from central Government, not even a 2% increase. The County Council inflation was around 7%. This would mean £19 million of cuts in services. Other counties were getting twice the amount. She added that Cambridgeshire still had the highest growth in the country.

HOUSING FUTURES –Mr McCraith reported that the District Council had met and were on the next phase of the Housing Futures. There was a big debate at present.

DISTRICT COUNCIL BUDGET –The District Council had agreed an increase of 4.9% just below the Government limit. They were still a capped authority.

VILLAGE FOOTPATHS –Mr Clarke stated that the paths through the village were in need of repair. Mrs Oliver agreed to ask Mr Vacher, the Highway Supervisor, to meet him.

-Mrs Oliver

SPRING LANE LAMP POST –Mr Cathcart agreed to investigate the ownership of the lamppost in the garden of number 12, as discussed at the September Parish Council meeting.

-Mr Cathcart

14. DATE OF NEXT MEETING

Tuesday 6th January 2008

The Chairperson closed the Meeting at 9.00pm

.....
(Chairman)

.....
Date