

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 20th January 2009 at

The Chapel Room, South End 7.30pm.

Mr White (Chairman) Mr Hallett, Mr Crow, Mr Clarke, Mr Saggars, Mrs Pidgeon, Mr Geraghty, Mr Dickenson, Mr Pidgeon, Mrs Falcini
District Cllr Cathcart, District Cllr McCraith, County Cllr Oliver
Members of Public –2

01. APOLOGIES FOR ABSENCE

Mr Webb, Mr Chaplin

02. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 18th November 2008, copies previously distributed, were a true record and signed by the Chairman, after the addition of Mrs Falcini to attendees.

03. MATTERS ARISING

WOODLAND TRUST –Mr King had agreed at the last meeting to look into the use of ferrets in the wood to deal with the rabbit problem. A discussion took place on other ferret owners and offers from them. Mr Crow stated it must be stipulated that no guns were used. Mrs Oliver advised of another option being trained marksmen from the Barracks. Local landowners had been offered their assistance. Councillors agreed that guns should not be used on public land.

THE CAUSEWAY FLOODING–The Chairman was to meet with the Highway Supervisor, Mr Vacher, on the 22nd January.

-Mr White

SPRING LANE LAMP POST –The lamp was still surrounded by shrubbery. This was being investigated by Mr Cathcart.

*-Mr Cathcart
-Mr White*

SPRING LANE CROSSING POINT –The Chairman was asked to remind Mr Vacher about the request for the dropped kerb.

PHOTOGRAPHY COMPETITION –The organisers of the competition were urged to display the winning entries in the Book Cafe.

04. CORRESPONDENCE

NEIGHBOURHOOD WATCH CONFERENCE –Mr Nickson, the Neighbourhood Watch Co-ordinator, asked for Councillor support for a two way street with the police in order to continue to improve all aspects of crime and disorder in the parish. He advised that there was currently no elected parish representation at the forthcoming annual NHW conference on the 31st January 2009. He asked Councillors to review their diaries to see if they could make a special effort to attend.

05. OPEN FORUM

The meeting was closed between 8.35pm and 8.45pm for public discussion.
There were no Parish Council actions arising.

06. COMMITTEE REPORTS

PLANNING –A report was not available.

FINANCE & GENERAL PURPOSES COMMITTEE – Mr Hallett reported that there had been two meetings since the last Parish Council meeting. The budget, Parish Council risk assessments and broadband speeds in the village had been discussed in addition to routine business. Councillors had agreed to a request for a notice board at Cambridge Crescent and the purchase of this was in hand.

PAVILION MANAGEMENT COMMITTEE –A report was not available. The meeting was advised that there had been damage to the Pavilion caused by a burst pipe during the recent spell of bad weather. The ceiling had fallen down in places and the kitchen area could not be used at all. Mr Webb had been in contact with Allianz insurers and the Clerk had received a letter asking for a report from the plumber stating the cause, two estimates for the insurance company's consideration, photographs of damage and the invoice for the dehumidifiers. Mr Geraghty advised that he had already received one quotation and agreed to get another. It was believed Mr Webb was away but was expected back any time. The Clerk was asked to update him as the work needed to be carried out urgently. Mr Hallett expressed his concern that the Parish Council were not advised immediately when the incident happened. The Clerk confirmed she was aware as Mr Webb had made contact with her regarding the insurance policy.

-Clerk

RECREATION GROUND –A report was not available. Mr White advised that he had written to the Environment Agency inviting them to maintain the Recreation Ground ditch. He was awaiting a reply.

07. WORKING GROUPS

CONSERVATION –Mr Crow reported that the Conservation Group had met on the 19th January. They asked for permission to spend £50 on some more hedging, plants and guards. They also wanted to spend a further £100 on hedging and seeds. This was agreed as there was money in hand for conservation projects. Mr Crow then reported that the forthcoming projects would be advertised in the Village Voice and would include thistle and nettles digs. It was hoped that the hedging could be planted on the 28th February.

VILLAGE COLLEGE LIASON –Mrs Falcini reported that she was trying to arrange a meeting for this term.

AFFORDABLE HOUSING –Mr Cathcart confirmed that he would arrange a meeting of the working group, to discuss recent progress, as soon as possible.

08. SUGGESTION FOR EXTENSION TO PAVILION

Mr Hallett had prepared notes of the working group discussions which took place on the 9th December 2008 with four people in attendance. The requirements were questioned with each of the four people having different views. It was said that an extended pavilion would be the same as the current pavilion usage by all sports clubs plus a communal and refreshments area available for meetings. The suggested size was 20 metres by 20 metres including a kitchen area and enhanced changing facilities. Mrs Pidgeon noted that it was important to provide changing facilities for the disabled. Mr Clarke did suggest a separate room for the display of planning applications but this suggestion was not agreed. However a setting aside a wall for the display of parish information would be considered. Mr Hallett expressed serious concerns about the issues that need to be addressed before the pavilion extension could take place and did not want false hopes to be raised, these included whether the Charity Commission would allow the building, if so would planning permission be allowed. How the work would be funded and who would run an extended pavilion was also an issue. Mr Saggars drew on his experience with the Elbourn Memorial Housing Trust and considered that getting permission from the Charity Commission would not be difficult and suggested trying for grant aid. Three options were discussed. To extend the existing pavilion in the current location, replace the pavilion with an enlarged pavilion in the current location or to replace the existing pavilion in a new location.

The Chairman suggested a further meeting be held of the working group. The date to be arranged at the Finance and General Purposes committee meeting. In the meantime the Clerk was asked to contact the Charity Commission to seek their view.

-Clerk

09. UPDATE ON THE ROUSES

Mrs Oliver advised that the project was moving along. The Parish Council had provided her with estimates for the site. County Farms officers had agreed to lease the land for eleven years as requested. She had also been successful in changing the exit clause to twelve months. She would arrange for a revised offer to be sent to the Parish Council. The Chairman thanked Mrs Oliver for her help.

10. APPROVAL OF AMENDMENT TO THE ASSET REGISTER

Mr Hallett had circulated amendments of the register to Councillors. These included the addition of a notice board and bench. On a proposition by Mr Hallett, seconded by Mr White the amendments were approved. Councillors agreed to keep the Register up to date, the update of the Asset Register be on the agenda at each Parish Council meeting.

11. BUDGET 2009/10 –AGREEMENT OF PRECEPT

The budget had been discussed at the December and January Finance and General Purposes committees. A discussion took place on future projects and funding allocation. It was then proposed that the budget for 2009/10 be approved with a precept request for £52,000. All Councillors were in agreement. Clerk to advise the District Council.

-Clerk

12. PAYMENT OF ACCOUNTS

There were no payments to be made at this meeting.

The following payments were made at the Finance & General Purposes committee meetings on 2nd

December 2008 and the 6th January 2009

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
BUCHAN'S LANDSCAPES			
Grounds mtce December 2008 (inc. £221.56VAT)			£1487.61
HALES PRINTERS			
Newsletters			£ 285.00
INFORMATION COMMISSIONER			
Renewal of Data Protection entry			£ 35.00
CAMBRIDGESHIRE ACRE			
Membership 2009			£ 35.00
SLCC			
Membership 2009			£ 105.00
MRS S WALMESLEY			
Clerks salary 1/12/08 –31/12/08			
Salary	£651.20		
Post etc.	£ 4.23		
Telephone etc.	£ 0.60		
Mileage 1/7/08 -31/12/08 165miles @50.9	£ 83.99		
4 Storage Boxes (agreed at F&GP meeting)	£ 21.12	£761.14	
Less Tax £29.60 NI £21.80 (Employer £25.37)			£709.74
INLAND REVENUE			
PAYE 1/10/08 -31/12/08 Tax £108.00 Insurance £164.29 (Employer £88.36)			£272.29

13. ANY OTHER BUSINESS (for information or urgent action)

NORTH END SPEEDING –Mr Geraghty again expressed his concern over the speed of vehicles. Mrs Oliver confirmed there had been speed checks carried out and tickets issued. If calming measures were thought to be the way forward, these had to be requested by the Parish Council. It was suggested that a request could be made to widen the footpath. The Clerk was asked to put ‘Traffic Calming Measures’ on the agenda for the next Finance & General Purposes committee meeting on the 3rd February.

SPEEDWATCH –Mrs Falcini advised that she had attended a speedwatch meeting and it had been confirmed that volunteers would be able to carry out speed checks in their own village.

BROKEN MANHOLE COVER –It was reported that the broken cover was at the entrance to Rivendell House. The Chairman to advise the Highway Supervisor. -Mr White

FALLEN TREE –The tree was on Backside footpath 6. The Clerk to ask the contractors to clear it. -Clerk

LITTER PICKER –The Clerk was asked to add ‘Employment of a litter picker’ to the agenda for the Finance and General Purposes committee meeting. -Clerk

PARISH CHURCH –It was advised that the church had been vandalised and fire extinguishers used. The culprits had been identified.

COUNTY COUNCIL –Mrs Oliver reported that the Audit Commission had carried out checks on 388 Councils and Cambridgeshire had come first as the most improved.

DISTRICT COUNCIL HOUSING FUTURES –Mr Cathcart reported that this was moving forward. Some Councillors were having second thoughts due to the changing financial climate.

A505 ACCIDENTS –Mr Clarke expressed his concerns over the diversion of traffic through the villages when there were accidents. He suggested making up Ashwell Stret. Mrs Oliver advised that she was meeting with the Hertfordshire Highway Engineer, safety team and police about the A505. She would also talk to the police about the diversions.

A1198 ROADWORKS –The Chairman advised that the Parish Council had not been advised about the works. Concern had been raised over the contractors digging up grass outside houses and possible damage to the footpath.

Neighbourhood Police Panel Meeting – A brief report was given on the meeting held earlier in the evening.

14. DATE OF NEXT MEETING

Tuesday 17th March 2009

The Chairperson closed the Meeting at 9.40pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 20th January 2009

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

BARRACK DIRECTION SIGNS –Major Jones advised that the signs would be ready to collect from the manufacturer in 2-3 weeks. He thanked Mrs Oliver for her help. There were to be a number of Pass Out Parades during the forthcoming months. Major Jones would send the dates to the Clerk so that Councillors were aware.

CONSERVATION PROJECTS –Major Jones requested a programme of conservation projects around the village which the Barracks would support. He was asked whether the soldiers would be able to assist with the clearing of the moat. It was advised that the soldiers would have to be guided. Mr Crow was asked to add this to the list.

HOUSING STOCK –The Major was asked whether the housing stock was stable at the current time. He confirmed that as far as he was aware it was.

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 17th March 2009 at The Chapel Room, South End 7.30pm.

Mr White (Chairman) Mr Hallett, Mr Crow, Mr Clarke, Mr Saggars, Mrs Pidgeon, Mr Pidgeon, Mr Bunton, Mr Webb
District Cllr McCraith, County Cllr Mrs Oliver
Members of Public –2

01. APOLOGIES FOR ABSENCE

Mrs Falcini, Mr Dickerson, County Cllr Mrs Oliver

02. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 20th January 2009, copies previously distributed, were a true record and signed by the Chairman after the following amendments - Attendees to include County Cllr Oliver and County Cllr McCraith should read District Cllr McCraith. Item 09, Update on the Rouses, third sentence should read - She had also been successful in changing the exit clause to twelve months.

03. MATTERS ARISING

THE CAUSEWAY FLOODING–The Chairman advised that he had urged action on this with the Highway.
SPRING LANE LAMP POST –There was no further update.
SPRING LANE CROSSING POINT –The Chairman agreed to follow this request up with Highways. A discussion then took place on the proposal for a raised area on the High Street to enable people to cross the road. Mrs Oliver agreed to speak to the County Council officers again. *-Mrs Oliver*
RIVENDELL HOUSE MANHOLE COVER –The repairs to the manhole cover at the entrance to the drive were believed to still be outstanding.
NEIGHBOURHOOD WATCH CONFERENCE –Mr Webb confirmed he had attended the conference. There was nothing major to report.

04. CORRESPONDENCE

RECREATION GROUND TREES –The Parish Council were asked whether there were any plans to have the two Horse chestnut trees on the perimeter of the Recreation Ground trimmed. They were causing a loss of light for properties in The Tanyard. The Clerk was asked to forward this e-mail to Mr Webb who was to meet the District Council Tree Officer to look at The Cedars trees. He would ask her advice. *-Mr Webb & Clerk*
SUSTAINABILITY INITIATIVES –Mr Saggars advised there was meeting in Cambridge to which Parish Councillors and parishioners were invited to attend. He had the details for anyone interested. He then advised that he had received a map from County Farms with the suggestion that a 5 ½ acre area to the right of the bridleway near Wellhead could be used for the local food project. They would formally look at a sale to the community. Mr Saggars agreed to get further information. *-Mr Saggars*

05. OPEN FORUM

The meeting was closed between 8.10pm and 8.15pm for public discussion. There were no actions required from the Parish Council.

06. COMMITTEE REPORTS

PLANNING –Mrs Pidgeon reported that there had been three meetings since the last Parish Council meeting with some controversy over applications for The Cedars. As reported at the planning meeting there had been a successful outcome to the most recent applications for the site.
FINANCE & GENERAL PURPOSES COMMITTEE –Mr Hallett reported that two meetings had been held. The Clerks pay, litter picking and traffic calming had been discussed in addition to routine issues.
RECREATION GROUND –Mr Webb reported that all efforts to get the stream cleared by the Environment Agency had been unsuccessful and he would now be getting quotations. The District Council had no problem with the proposed work and had advised that after clearance the Parish Council might be eligible for a grant towards replanting. The District Council had approved work to the Horse Chestnut tree which would cost approximately £75. Councillors approved this expenditure.
PAVILION MANAGEMENT COMMITTEE –Mr Webb reported that the last scheduled meeting had been cancelled. A meeting had since been held. Following the burst pipe the driers had now gone and everything was ready for the repairs. The insurance company had given the go-ahead and the contractor was due to start

work on the 19th March. Once completed the Pavilion would need to be cleaned and Mr Webb agreed to obtain quotations.

COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –Mrs Oliver advised that the County Trading Standards had acquired beacon status for their achievement in cutting red tape. They would now provide guidance to other authorities. The Audit Commission's latest assessment was 3*, which was a top rating, for the use of its resources.

Mrs Oliver had asked for more speed checks in North End and The Causeway. A request for speeding on the A1198 past the barracks needed to be made to the main police.

DISTRICT COUNCILLOR –Mr McCraith reported that the District Council had decided on a 4.5% increase to their council tax.

Housing Futures was still progressing and an offer document had now been sent out to tenants. Mr McCraith had asked the Deputy Leader, Simon Edwards, whether the sheltered housing halls would be included with the housing. He had expressed the interest of the Parish Council. Mr Edwards would be getting in touch with either the Chairman or Clerk if there were any options. The Chairman advised that following the Parish Plan meeting, he had prepared a draft about this. Councillors agreed the letter be sent to Mr Edwards.

*-Mr
White*

07. WORKING GROUPS

CONSERVATION –Mr Crow reported that 28 people had turned up at clunch pit wood to plant shrubs for hedging and seeds. The two Chestnut trees had been replaced in front of the Church in North End and a resident had come forward and installed guards around them. A talk would be taking place on bats, in The Limes, on the 18th March.

08. SUGGESTION FOR EXTENSION TO PAVILION

Mr Hallett reported that a meeting had been held with four Councillors in attendance. The group were now closing in on what was required. A letter had been received from the Charity Commission and this and accompanying documents needed to be studied. Mr Hallett would copy and circulate. Mr Saggars stated that the working group needed to be more formal and include members of the sports clubs. Mr Crow confirmed the sports clubs would be invited to join the working party once the aims were investigated. The next meeting of the group would be on the 8th April 2009. The Clerk was asked to book the room.

-Clerk

09. UPDATE ON THE ROUSES

Mrs Oliver advised that she was waiting for a licence letter or draft agreement from the County Council. County Farms were happy with the request for a reciprocal agreement. Their problem at the present time was the amount of time the officers were having to spend on consultations around the county. The Chairman urged action and suggested a letter of intent in the absence of a licence. Mrs Oliver agreed to urge with the Officer again.

*-Mrs
Oliver*

10. APPROVAL OF AMENDMENT TO THE ASSET REGISTER

There were no amendments to be made.

PARISH PLAN –UPDATE ON ACTION POINTS

Action Point 3 - Comparison of Village Facilities –this was in hand

Action Point 4 - Cost of New Village Hall –As discussed under the District Councillor report, a letter was to be sent to the District Council

Action Point 5 - Investigate Community Activities –A draft had been circulated by Mr Webb to the Chairman and Mr Hallett

Action Point 8 - Time Bank –Mr Hallett had created a webpage and Mr Saggars had provided some material for inclusion.

Councillors agreed this item be kept on the Parish Council agenda to monitor the action points.

APPROVAL FOR EXPENDITURE ON NOTICE BOARDS

Mr Webb advised that he had received quotations for £685 for a wall mounted board and £757 for a stand up board, both with unbreakable wired glass. Mr Bunton suggested that macrolon should be used in place of glass. It was agreed by Councillors that the purchase go ahead if macrolon was used.

*-Mr
Bunton*

It was advised that the Clerk was having difficulties finding somebody to quote for the repairs to the High Street and The Causeway notice boards. Mr Bunton agreed to help.

ANNUAL PARISH MEETING

The Annual Parish Meeting was to be held on the 21st April. Councillors agreed the meeting be held in The

-Clerk

Chapel and the Clerk was asked to send out invitations to the usual organisations, including the Barracks. The attendees to be asked to prepare a report up to five minutes maximum.

12. PAYMENT OF ACCOUNTS

HALES PRINTERS			
Village Voice booklets			£352.00
BASSINGBOURN URC			
Hire of chapel room Jan –March09 (7 @£9)			£ 63.00
BASSINGBOURN VILLAGE COLLEGE			
Donation towards seating for over 60s lunch club (agreed at F&GP meeting 3/3/09)			£100.00
VIKING DIRECT			
Stationery (inc. £4.11VAT)			£ 31.52
MRS S WALMESLEY			
Clerks salary 1/3/09 –31/3/09			
Salary	£651.20		
Post etc.	£ 4.32		
Telephone etc.	£ 0.50	£656.02	
Less Tax £29.60 NI £21.80 (Employer £25.37)			£604.62
INLAND REVENUE			
PAYE January –March 2009 Tax £88.80 NI £141.51 (Employer £76.11)			£230.31
TOTAL PAYMENTS			£1381.45

PROPOSED Mr Hallett SECONDED Mr Webb. Agreed.

The following payments were made at the Finance & General Purposes committee meetings on 4TH February and the 3rd March 2009

BUCHANS LANDSCAPES			
Grounds mtce January 2009 (inc. £158.26VAT)*inc VAT adjustment from Dec08			£1424.31
THE CONNECTIONS BUS PROJECT			
7 Bus visits Sept –Dec 08			£ 891.17
GLEBE FARM HEDGING			
Plants for clunch pit wood (inc.£9.95VAT)			£ 41.15
CAMBRIDGESHIRE COUNTY COUNCIL			
Street lighting 2008/09			£3349.24
MRS S WALMESLEY			
Clerks salary 1/1/09 –31/1/09			
Salary	£651.20		
Post etc.	£ 5.22		
Telephone etc.	£ 2.20	£658.62	
Less Tax £29.60 NI £21.80 (Employer £25.37)			£607.22
BUCHANS LANDSCAPES			
Grounds mtce February 2009 (inc. £189.91VAT)			£1455.96
HALES PRINTERS			
Newsletters			£ 315.00
E-ON			
Estimated Pavilion electricity (inc.£7.07VAT)			£148.51
N G SCOTT			
Parish Plan Printing			£ 853.64
DENISE ARTUS			
Reimbursement for conservation materials (inc. £21.99VAT)			£ 168.54
MRS S WALMESLEY			
Clerks salary 1/2/09 –28/2/09			
Salary	£651.20		
Post etc.	£ 3.78		
Telephone etc.	£ 1.20		
Renewal of Internet Security (inc. £7.11VAT)£ 40.16		£696.34	
Less Tax £29.60 NI £21.80 (Employer £25.37)			£644.94

13. ANY OTHER BUSINESS (for information or urgent action)

DEATH OF MR RACHER –The Chairman expressed his condolences and advised that there had been a very good attendance at the funeral. The Clerk was asked to write a letter on behalf of the Parish Council to his family.

-Clerk

DISTRICT COUNCIL OUTSTANDING ACTIONS –It was advised that there were overgrown brambles at the entrance to Knutsford Road on District Council land. After further discussion on the outstanding issues with the District Council it was agreed that the Clerk write a letter to the Housing Officer pointing these out. *-Clerk*

CEMETERY HEDGE –Mr Clarke reported that the hedge had been cut. The Clerk was asked to now contact the fencing contract and arrange for Mr Crow to meet them on site before the erection of the fence. *-Clerk*

CEMETERY CHAPELS –The Chairman advised that he had urged a start date with the contractors. *-Clerk*

CEMETERY LODGE –The Clerk was asked again to chase up the clearing of the garden at the front of The Lodge with Warners Letting Agency.

BROOK ROAD HEDGE –It was reported that the hedge had been given a token trim. The Chairman had updated the Highway Supervisor.

SPEEDWATCH –The Clerk advised that a team had been trained and had carried out a session in the village.

14. DATE OF NEXT MEETING

Tuesday 19th May 2009

The Chairperson closed the Meeting at 9.15pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 17th March 2009

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

BARRACK DIRECTION SIGNS –Major Jones advised that signs had now been erected on the mini roundabouts at Kneesworth and this should make directions to the barracks a lot clearer. Mr Crow confirmed this stating that he went through the traffic recently when there was a parade and there was a vast improvement.

**Bassingbourn-cum-Kneesworth Parish Council
PARISH COUNCIL ANNUAL GENERAL MEETING
Minutes of Meeting held on Tuesday 19th May 2009 at
The Chapel Room, South End 7.30pm.**

Mr White, Mr Clarke, Mr Hallett, Mr Geraghty, Mrs Pidgeon, Mr Webb, Mr Pidgeon,
Mr Dickerson, Mr Crow, Mr Bunton, Mr Saggars (part)
County Cllr Mrs Oliver, District Cllr Cathcart, District Cllr McCraith
MOP -3

PARISH COUNCIL MEETING

01. APOLOGIES FOR ABSENCE

Mrs Falcini

02. ELECTION OF CHAIRPERSON

Mr White opened the meeting and asked for nominations for Chairman. Mr Hallett proposed that Mr White continue, this was seconded by Mr Geraghty. There were no other nominations. Mr White agreed to continue as Chairman.

03. CO-OPTION OF COUNCILLORS

There were no Councillors to co-opt.

04. ELECTION OF VICE-CHAIRPERSON

The Chairman then asked for nominations for vice-Chairman. Mr White proposed Mr Crow, who had advised that he was willing to serve again, this was seconded by Mrs Pidgeon. There were no other nominations. Mr Crow was elected as Vice-Chairman.

05. ELECTION OF COMMITTEES AND WORKING GROUPS FOR 2009/10

PLANNING –All Councillors

FINANCE & GENERAL PURPOSES –All Councillors

RECREATION GROUND –Mr Webb, Mr Clarke, Mr White, Mr Hallett, Mr Geraghty

PAVILION MANAGEMENT –Mr Webb, Mr Clarke, Mr Geraghty

The Recreation Ground and Pavilion Management committees could co-opt members of the public

VILLAGE COLLEGE LIAISON –Mr Webb & Mrs Falcini

QUALITY STATUS –Mr Hallett, Mr Saggars, Mr Webb & Mr Pidgeon. It was stated that the group needed to become more active in preparation for 2010.

AFFORDABLE HOUSING –Mr Cathcart, Mr Hallett, Mr Clarke, Mr Crow, Mr White & Mr Saggars. Mr Cathcart stated that the group needed to reconvene to carry out an overview.

CONSERVATION –Mr Crow would continue to be the Parish Council contact for the group.

06. MINUTES OF LAST MEETING

Minutes of the meeting held on Tuesday 18th March 2008 (copies previously distributed), were taken as read, agreed a true record and signed by the Chairman.

07. MATTERS ARISING

SPRING LANE DROPPED KERB –The Chairman to chase this up with the Highway Supervisor. **-Mr**

MANHOLE COVER –Councillors were unsure whether the repair of the cover was still outstanding. **White**

They would look and if applicable advise the Clerk or Chairman.

NOTICE BOARDS –Mr Webb advised that the boards had been made and he was now in the process of arranging for them to be signed and erected. He asked for permission for expenditure of £250 to proceed. It was proposed by Mr Hallett, seconded by Mrs Pidgeon that a total of £250 be spent on the signing and erection of the signs. **-Cllrs**

CHAPEL REFURBISHMENT –The Chairman advised that he had again chased up the contractors about a start date. He also advised that he had received a letter from the District Council regarding the grant offer. Mr Crow commented that he had seen the contractors van in the cemetery earlier in the week.

CEMETERY HEDGE –Mr Crow confirmed the work had been carried out but the top would not be cut until the Autumn.

08. CORRESPONDENCE

BUS SERVICE PROPOSAL BASSINGBOURN –HITCHIN –Details of this would be circulated for discussion at the next Finance and General Purposes committee meeting.

REQUEST FOR TREE WORK –An e-mail had been received advising that trees in Elbourn Way needed to be cut back as they were causing disruption to residents TV viewing and blocking light from the properties. Mr Webb agreed to look at the problem.

*-Mr
Webb*

BOWLS CLUB –A request for a donation had been received. The club were trying to erect security fencing, new security lights and a safe pathway for people to use. This would also make access easier for disabled visitors. They were aware that this would have to be done in stages and aimed to start with the back fencing adjacent to the leisure centre. So far the cheapest quotation had been £2,500. The club were in the process of applying for a grant from the Cambridgeshire Community Foundation. It was stated that the PCSO's were aware of recent vandalism. It was advised that a grant was given to the club in 2007. After discussion it was proposed by Mr Hallett, seconded by Mr White that £250 be donated. All Councillors were in agreement. If further funds were requested, the club would be expected to produce details of their financial position

09 OPEN FORUM

The meeting was closed between 8.30pm and 8.40pm for public discussion.

THE LIMES CLOCK –The repair to the clock was urged. Mr Cathcart again advised that the repair was a specialist job. He would urge with the District Council.

*-Mr
Cathcart*

SPRING LANE POTHOLES –It was reported that there were potholes on the side of the road which made riding a bicycle hazardous. The Chairman to report to the Highway Supervisor.

*-Mr
White*

BASSINGBOURN BARRACKS –Major Jones advised that quite a lot of money was raised through the annual firework display and there was surplus cash left over from 2008. He then presented the Parish Council with a donation of £300 to be used on a charitable cause. The meeting expressed their thanks and the Clerk was asked to send a letter. The use of the money would be an agenda item at the Finance and General Purposes committee meeting.

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Clerk*

10. COMMITTEE REPORTS

PLANNING –Mrs Pidgeon reported that since the last Parish Council meeting, three planning meetings had been held. There had been problems with the Section 106 Agreement for The Causeway affordable housing scheme with the District Council.

FINANCE & GENERAL PURPOSES –Mr Hallett reported that the meeting with County Farms to discuss land at Wellhead had taken place. Various parcels of land had been looked at. Traffic calming had been discussed and the committee agreed to fund the extension of the yellow lines on North End. A request for a speed survey on North End had also been made and traffic calming on The Causeway considered. The cemetery fees had been reviewed and the policy not to sell plots in advance agreed. A member of the public had asked for the cemetery regulations to be reviewed and this would be carried out at the next meeting. The Parish Council Risk Assessment had been agreed and an alternative Parish Council insurance reported. The surfacing of footpath 7 had been discussed and it had been agreed that a lower specification be requested.

RECREATION GROUND –Mr Webb reported that Buchans had now taken over the maintenance contract for the South End recreation ground and were carrying out a good job. He was in the process of obtaining quotations for the clearing of the stream. He believed the cost would be high so would have to be approved at a full Parish Council meeting.

PAVILION MANAGEMENT –There was nothing to report. The insurance claim for the burst pipe was in hand.

11. WORKING GROUPS

VILLAGE COLLEGE LIAISON –Mr Webb reported that a meeting had been held the previous week. It had been advised that the Sports Centre was closed over the weekends due to low bookings. It could be used if people/groups wished to book in advance. The Principle had asked the Parish Council to see if there were any local groups interested in using the facility. It was stated that this could be advertised in the Village Voice and also other neighbouring newsletters. Mr Webb then reported that the Village College held a litter picking afternoon where the year 11 students went out to pick up all litter. On another occasion they were banned from leaving the school grounds at lunch time. The Principle had been made aware of a letter from a parishioner discussed at the Finance and General Purposes committee meeting at the beginning of May, regarding the playing of football. He had advised that there was an area on the school grounds where youngsters were allowed to play, which was monitored. The area mentioned in the letter was not a right of way.

CONSERVATION –Mr Crow reported the 16 people had met at clunch pit wood on the 9th May to remove thistles and nettles. He suggested Councillors walk to the wood to see the wild flowers which had been planted about fifteen months ago. There was a nice show. The memorial seat had been bolted back into the ground. Mr Crow was going to ask the village garage to see if they would be able to cut the top off of the nuts, making it harder for them to be loosened. Mr Crow added that there was no damage to the seat.

12. SUGGESTION FOR EXTENSION OF PAVILION TO PROVIDE A MEETING ROOM

Mr Hallett reported that a meeting had been held on the 6th April at which Mr Crow, Mr Clarke, Mr Sagers attended. The letter from the charity commission was discussed and also the involvement of the sports groups in progressing this. Sources of funding were also discussed and the importance of having a room for the use of the parish was agreed. The advantages and disadvantages of each location were looked at and the group thought that they were at a stage where a group with a wider representation could be formed before any plans were drawn up.

Mr Sagers proposed that a working group be set up and a formal invitation to the representatives from the sports clubs be made. The Chairman agreed to advise the parish through the Village Voice and state that everyone was welcome. The next meeting would be held on the 30th June 2009. The Clerk was asked to book the Chapel room and invite the sports club representatives. *-Mr White & Clerk*

13. AMENDMENT TO THE ASSET REGISTER

There were no amendments to be made at this meeting. The notice boards for the High Street and Cambridge Crescent would be added at the next meeting. Clerk to advise Mr Hallett of the cost. *- Clerk*

14. PARISH PLAN –UPDATE ON ACTION POINTS

Mr Sagers stated that copies of the reports should be sent out to the District Council, Roy Manning, Richard Hales and Paul Sexton and to Cambridgeshire ACRE. He then reported that the Transition Village Group were holding a film evening on the 5th June and everyone was invited to attend. The group would also be holding other events during the next few months. A meeting of the group was to be held on the 20th May in the Church Room.

15. MATTERS ARISING FROM ANNUAL PARISH MEETING

There were no matters arising from the meeting. The Clerk reminded Councillors that Mr Peter Matthews was still a Trustee, with Mr Clarke, on the Huckle Trust bank account. Councillors agreed that the Clerk confirm with Mr Matthews that he was still happy with the position for the time being. *- Clerk*

16. UPDATE ON THE ROUSES

Mrs Oliver advised that the agreement should be received any time. Mr Webb added that he was chasing quotations for the clearing of the land.

17. REVIEW OF INSURANCE SCHEDULE

A copy of the Allianz schedule and premium for 2009/10 was copied to Councillors. A quotation had also been received through Came and Company, based on the 2008/09 schedule, which was significantly cheaper. Mr Hallett advised that this cover had some improvements although the excess was £250, Allianz being £125. After discussion the Clerk was asked to obtain the increased values, as on the 2009/10 Allianz schedule, from Came and Company and Councillors agreed to authorise a payment of up to £4,098.55. The Clerk was also asked to check with Came and Company the position regarding theft from a roof. *- Clerk*

18. AGREEMENT OF FINANCIAL ANNUAL RETURN 2008/09

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

19. PAYMENT OF ACCOUNTS

PLAYSAFETY LTD	
RoSPA inspection (inc.£28.35VAT)	£217.35
HALES PRINTERS	
Newsletters	£ 352.00
CAMBRIDGE WATER COMPANY	

Recreation ground water rate		£ 214.11
E-on		
Pavilion electricity (inc. £6.29VAT)		£132.03
RAINBOW INTERNATIONAL		
Hire of dehumidifier for Pavilion (inc. £458.10 VAT)		£3512.13
BASSINGBOURN COMMUNITY BOOK CAFE		
Donation 2008/09 FY £350 & 2009/10 £700		£1050.00
CPALC		
Membership 2009/10		£607.25
WAR MEMORIALS TRUST		
Membership 2009/10		£ 20.00
CAMWEAVERS LTD		
2 Notice boards (inc. £208.36VAT)		£1597.44
TOTAL		£7702.31
PROPOSED Mr Hallett SECONDED Mrs Pidgeon. Agreed.		
FOR INFORMATION –The following payments were agreed at the Finance and General Purposes committee meetings on 7th April 2009 and 5th May 2009		
BUCHANS LANDSCAPES		
Grounds mtce March 2009 (inc. £189.91VAT)		£1455.96
MELDRETH LANDSCAPES		
Supply & erect fence at cemetery (inc. £92.25VAT)		£707.25
HALES PRINTERS		
Newsletters		£315.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL		
Chapel rate		£140.25
THE CONNECTIONS BUS PROJECT		
Bus visits January –March 09		£636.55
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL		
Emptying of eurocontainer (inc. £24.44)		£ 187.38
E SIMPKINS		
Service of Recreation Ground Gang mowers (inc. £58.50VAT)		£ 448.50
S G EVENDEN		
Repair to Pavilion ceiling		£480.00
BUCHANS LANDSCAPES		
Grounds mtce April 2009 (inc. £189.91VAT)	£1455.96	
Cemetery Hedge cut (inc. £88.50VAT)	£ 678.50	£2134.46
HALES PRINTERS		
Newsletters (balance from invoice 24131)		£ 37.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL		
Chapel rate		£138.00
JULIA CODONA		
Recreation Ground mtce work		£ 255.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL		
Emptying of Recreation Ground dog & litter bins (inc. £140.40)		£1076.40
MRS S WALMESLEY		
Clerks salary 1/4/09 –30/4/09 (SCP 24 wef 1/4/09)		
Salary	£672.39	
Post etc.	£ 6.59	
Telephone etc.	£ 1.20	£680.18
Less Tax £26.40 NI £21.60 (Employer £25.14)		£632.18

20. NORTH END MOAT –Mr Crow reported that the culvert by the Old Vicarage was blocked or had collapsed. Mr Racher used to clear it a couple of times a year. The Chairman to report to the Highway Officer. **-Mr White**
- NORTH END VERGE –Mr Clarke had looked at the verge following the suggestion of a dedicated car park for the church made at the last meeting. It was stated that once the speed analysis, requested by Mrs Oliver, had been completed Highways could come back with suggestions.
- SCHOOL FIELD –Mr Clarke had been told that the Village College Principle had stopped people using the footpath which went across the school grounds. Mr Webb advised that he had encouraged the use of the path at the liaison meeting but was concerned about dogs fouling.

MEETING WITH COUNTY FARMS –Mrs Oliver advised that she had not yet received any feedback from Steven Conrad, County Farms, following the site meeting at Wellhead. She would chase a response.

*-Mrs
Oliver*

AIRCRAFT –Mrs Oliver reported that she was still pursuing the plane problem. She added that once the aircraft had taken off the CAA could not control anything. The most effective way was to exercise persuasion.

DISTRICT COUNCIL –Mr McCraith advised that the AGM of the District Council would be held on the 21st May 2009.

TRAINING –The Clerk advised that she had arranged a joint training session with CPALC which would be held in Litlington on the 16th June. Mr Bunton would attend and any other Councillors who felt it would be of benefit. The topics to be covered were Meeting Procedures and The Code of Conduct.

21. DATE OF NEXT MEETING Wednesday 15th July 2009

The Chairperson closed the Meeting at 9.30pm

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(Chairman)

Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL ANNUAL GENERAL MEETING 19th May 2009

(where no Councillor action had been agreed)

Comments made by the public during Open Forum

THE ROUSES PATH –A question was raised about the future of the path which went across the Rouses land. Mr Webb confirmed the path was recognised as going from the play area diagonally left. It would be retained and the lease for the land stated that a gate must be erected.

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Wednesday 15th July 2009 at The Chapel Room, South End 7.30pm.

Mr White (Chairman) Mr Hallett, Mr Crow, Mr Clarke, Mr Webb
District Cllr McCraith, District Cllr Cathcart, County Cllr Mrs Oliver
Members of Public –1

01. APOLOGIES FOR ABSENCE

Mrs Falcini, Mr Sagers, Mr Robinson, Mrs Pidgeon, Mr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Annual General Meeting held on Tuesday 19th May 2009, copies previously distributed, were a true record and signed by the Chairman

04. MATTERS ARISING

MEETING WITH COUNTY FARMS –Mrs Oliver agreed to urge the feedback on the meeting which had taken place in the Spring. *-Mrs Oliver*

05. CORRESPONDENCE

CCC –Plan showing the proposed extension to the prohibition of waiting at anytime on North End. Comments were invited before the formal consultations. There were no comments. Clerk to advise the Mr Thulborn, Traffic Technician. *-Clerk*

06. OPEN FORUM

There were no points raised.

07. COMMITTEE REPORTS

PLANNING –A report was not available.

FINANCE & GENERAL PURPOSES COMMITTEE –Mr Hallett reported that the committee had met twice since the Parish Council AGM. In addition to routine matters the committee had discussed traffic calming and speedwatch, agreed to use the donation from the barracks towards the youth, it was agreed to send a blunt reply to the flying club consultative committee and the committee had agreed to add Elm Tree Drive grasscutting to the specification. The committee were waiting for the ivy to be cleared from the church wall to see what action was required. They agreed the expenditure on the recreation ground ditch and would be seeking a contribution from the District Council to cover the cost. Finally the committee had reviewed the Cemetery Rules and Regulations, and agreed to leave them as they were, and to follow up on the grave owners who were not complying with the regulations.

RECREATION GROUND –Mr Webb reported that he had spoken to the contractor regarding the hedge bordering South End and the Recreation Ground. Although it looked as if the bindweed and ivy were taking over again, weed killer was being applied and gradually the weeds would die down. Each year there should be an improvement in the quality of the hedge. There had been complaints about the state of the play area, mainly to do with the length of grass. This had now been cut. The contractor would be contacted to make sure this did not happen again. Three of the chains on the four seat swing needed to be replaced. Mr Webb was obtaining a quotation. The barrier at the front of the play area had been broken, which was probably vandalism but the wooden post was rotten anyway. A quote was awaited for the repair work also for a closing mechanism on the gate. Mr Webb concluded this report by advising that he was to compare the RoSPA reports from the last two years. It may be decided to use another company in 2010.

PAVILION MANAGEMENT COMMITTEE –The committee had agreed that they would invest in some safer and more comfortable chairs for people to use when watching the cricket and football matches. The green plastic chairs were unreliable and a potential hazard to those of a heavier persuasion. The chairs would be given to members of the committee unless there were any other suggestions. Mr Webb added that if it was decided not to extend the Pavilion the committee would like to see a complete refit. This could be discussed once a decision on the proposed extension was taken.

08. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –Mrs Oliver reported that NATS situation continued to cause concern. Communication she had received from villages had been that there had been major changes in the routes already. She was asking individual Parish Councils to attend an informal meeting within the next two weeks, to make representations to NATS. A request had been made by the District Council for the electronic routing records for the past two years, for comparison. The Chairman and Mr Hallett agreed that there had been an improvement over Bassingbourn where it was definitely quieter. Mr Crow had noticed a change between 11pm and 2am. Mrs Oliver to let the Parish Council know a date for the informal meeting so they could see who would be available.

*-Mrs
Oliver*

DISTRICT COUNCILLOR –Mr McCraith advised that a District Council meeting was to take place on the 16th July but there was not a lot on the agenda. He added that a lot of the decisions were now made out of the meeting. Mr Hallett asked how quickly minutes of meetings were posted on the website, especially the Planning committee meeting held on the 19th June where the Gypsy and Traveller sites were discussed. He was concerned that they were delayed and approved at the following meeting without proper circulation. Mr McCraith agreed to find out.

*-Mr
McCraith*

The Chairman thanked the County and District Councillors for their reports.

09. WORKING GROUPS

CONSERVATION –Mr Crow advised that there had been a report that there was a localised colony of the natural species of ladybird at the clunch pit wood.

AFFORDABLE HOUSING –Mr Cathcart stated that he still needed to set up a meeting and suggested that an officer of the District Council be invited.

10. AGREEMENT OF TERMS OF REFERENCE FOR COMMITTEES

The Terms of Reference had been amended and agreed by the committees. It was proposed by Mr Hallett, seconded by Mr Crow that the three Terms of Reference for the Planning, Finance and General Purposes, and Recreation Ground committees be ratified. This was agreed by all Councillors.

11. SUGGESTION FOR EXTENSION TO PAVILION

The Chairman advised that he had met residents along with Mr Clarke to discuss the proposal. The residents were concerned that an extension was going to be like a village hall, although a meeting room for parish purposes was considered a desirable object. It was advised that Mr McNulty, Mr Freeman and Mr Haigh (Recreation Ground committee) had indicated that they would serve on the working group. It was agreed a meeting would be arranged after the summer break.

12. THE ROUSES –AGREEMENT OF LEASE

The contract had been forwarded to Mr Larcombe, Limbach Banham, for advice. A discussion on whether planning permission would be needed took place as there were various things which might have an impact on neighbours. Mr Cathcart agreed to check. Mrs Oliver stated that it should be made clear that the bike ramps were to be earth mounds and there would be no fixed structures.

*-Mr
Cathcart*

13. AMENDMENTS TO THE ASSET REGISTER

Mr Hallett advised that he was working on the latest revision.

14. PARISH PLAN –UPDATE ON ACTION POINTS

Mr Hallett expressed his concern that there were a number of actions outstanding, which needed to be worked on one by one. Councillors briefly went through the list but decided that at each Parish Council meeting five actions were identified to be pushed ahead. A separate meeting in the Autumn, to discuss the whole of the plan, would take place.

15. TREE WORK ON FORTUNE WAY

Following a site meeting with the District Council Tree Officer, Mr Webb had obtained quotations for the removal of a tree. The District Council had agreed to pay for the removal of the stump and replacement trees. Two quotations had been obtained from Shire Tree Surgeons £555 and Town and Country £450. It was agreed that the contract be awarded to Town and Country for the work to take place in October. Mr Webb to liaise.

-Mr Webb

16. PLAY AREA EXPENDITURE

Mr Webb advised that urgent repairs were needed in the play area and they needed to be carried out as soon as possible. Mr Hallett had made a swing safe. The Chairman proposes urgent expenditure up to £500 which

-Mr Webb

was seconded by Mr Clarke with all Councillors in agreement. Mr Webb to arrange the repairs.

17. There were no payments authorised at this meeting.

The following payments were made at the Finance & General Purposes committee meetings on 2nd June and the 7th July 2009

BUCHANS LANDSCAPES			
Grounds mtce May 2009 (inc. £194.78VAT)	£1493.29		
Arns for April 2009 (inc. £4.87VAT)	£ 37.33		
Additional Recreation Ground Contract April-May09 (inc. £47.28VAT)	£ 362.50		£1893.12
BROKER NETWORK LTD			
Insurance June09 –May 10			£3114.55
CAMBRIDGE WATER COMPANY			
Cemetery water rate			£ 14.66
BASSINGBOURN BOWLS CLUB			
Donation agreed at PC meeting 19/5/09			£ 250.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel rate x 2months			£ 276.00
MRS S WALMESLEY			
Clerks salary 1/5/09 –31/5/09			
Salary	£672.39		
Post etc.	£ 7.51		
Telephone etc.	£ 0.80	£680.70	
Less Tax £26.40 NI £21.60 (Employer £25.14)			£632.70
TOTAL			£6181.03
BUCHANS LANDSCAPES			
Grounds mtce June 2009 (inc. £194.78VAT)	£1493.29		
Additional Recreation Ground Contract June 09 (inc. £23.64VAT)	£ 181.25		1674.54
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel rate			£ 138.00
LGS SERVICES			
Internal Audit 2008/09 (inc. £14.25VAT)			£109.25
LIMBACH BANHAM			
Towards Searches for The Rouses lease			£400.00
BASSINGBOURN URC			
Chapel hire April –June 09 8 @£9			£ 72.00
ANDREW KLOSE			
Changes to cemetery gates (inc. £96.75VAT)			£741.75
LITLINGTON PARISH COUNCIL			
CPALC Training 16/6/09 –Mr Robinson			£ 35.00
HALES PRINTERS			
Newsletters			£315.00
CAMBRIDGESHIRE COUNTY COUNCIL			
Donation towards purchase of deed with Meldreth and Whaddon PCs			£108.33
GLASDON UK LTD			
Litter bin for War Memorial site (inc. £52.50VAT)			£402.50
STEWART LITTLEFAIR LTD			
Cemetery Lodge decoration			£1215.00
BASSINGBOURN PAVILION MANAGEMENT COMMITTEE			
Contribution for 2008/09 & 2009/10			£1000.00
NALC			
Local Council Review subscription			£ 13.50
MRS S WALMESLEY			
Clerks salary 1/6/09 –30/6/09			
Salary	£672.39		
Post etc.	£ 4.30		
Telephone etc.	£ 0.80		
Mileage 1/1-30/6/09 202@50.5	£102.01	£779.50	
Less Tax £26.60 NI £21.60 (Employer £25.14)			£727.76
INLAND REVENUE			
PAYE 1/4/09 -30/6/09 Tax £79.40 NI £140.22			£219.62

18. ANY OTHER BUSINESS (for information or urgent action)

PARISH COUNCIL INSURANCE –The Clerk confirmed that the insurance had transferred to Aviva, through Came and Company. The quotation was for better cover and cheaper.

POTHOLES –There were a number of potholes in Tower Close and Mrs Oliver agreed to urge their filling. *-Mrs Oliver*

CEMETERY CHAPELS –Mr Clarke advised that work had started on the Chapels and was progressing well. The Clerk was asked to get a meter reading from the tenants at The Lodge so that an adjustment could be made for the electricity used by the contractors.

19. DATE OF NEXT MEETING

Tuesday 22nd September 2009

The Chairperson closed the Meeting at 9.15pm

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(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 15th July 2009

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

There were no points raised.

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 22nd September 2009 at The Chapel Room, South End 7.30pm.

Mr White (Chairman) Mr Hallett, Mr Crow, Mr Clarke, Mr Webb, Mr Saggars, Mr Robinson,
Mr Pidgeon, Mrs Pidgeon
District Cllr McCraith, District Cllr Cathcart, County Cllr Mrs Oliver
Members of Public –3

01. APOLOGIES FOR ABSENCE

Mrs Falcini, Mr Dickerson, Mr Bunton.

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Wednesday 15th July 2009, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

COUNTY FARMS LAND –Mrs Oliver reiterated that there was now only one site available, which was the original five acre plot. A valuation was awaited.

NATS –Mrs Oliver advised that a provisional meeting date had been arranged at South Cambridgeshire District Council on the 7th October, and this would include residents. The overall concern was that the trials NATS had said they were to carry out were already in place. The feedback needed to be passed back. Mr Hallett stated that he believed the aircraft were moving away from Bassingbourn to less populated areas. A discussion also took place on routes to both Stansted and Luton.

MINUTES FROM DISTRICT COUNCIL PLANNING MEETING –The minutes from the meeting where the proposed sites for the Gypsy and Traveller sites were discussed had been posted on the website. It was believed they were delayed due to their sensitive nature.

TREE WORK –Mr Webb confirmed that the order had been placed for the Fortune Way work and he was waiting for the contractors to advise him of a start date.

POTHOLES –Mr Hallett confirmed that he had contacted the Highway Supervisor about the pothole on The Causeway and an order had been placed for the repair. Mr Clarke expressed concerns that paths in The Tanyard had been repaired but the contractors had refused to repair potholes as they were not on their list.

KNEESWORTH STREET LIGHT –The Chairman expressed concerns that he had reported the light out on Monday, but in spite of repeated e-mails did not get reported until Thursday, and not repaired successfully until the following Tuesday. In the meantime the bollard had been hit by a vehicle causing damage. He had advised that the light being out could cause a serious accident. Mrs Oliver stated that the quickest way to get action was to contact the street lighting engineer Tony Hull directly.

05. CORRESPONDENCE

There was none for discussion.

06. OPEN FORUM

The meeting was closed between 8.25pm and 8.30pm for public discussion.

HELICOPTERS –Concern was raised over the noise from helicopters flying over the village into the barracks. Major Jones advised that there was an increase as helicopters came to practice a ‘touch and go’ drill and the barracks usually received around a week’s notice. He agreed to ask them to try and avoid Bassingbourn. Major Jones then advised that a Ministry of Defence inspection team had stated they were a top training regiment and this had received good press coverage. He added that the Duke of York had flown in for the recent passing out parade.

07. COMMITTEE REPORTS

PLANNING –Mrs Pidgeon reported that four meetings had been held since the last Parish Council meeting. Some of the applications had caused a debate.

FINANCE & GENERAL PURPOSES COMMITTEE –Mr Hallett reported that two meetings had taken place and in addition to routine business the committee had reviewed expenditure against the budget,

reviewed the Financial Regulations, discussed the Connections Bus visits and there had been a presentation made by Cllr Lister Wilson about stunt flying.

RECREATION GROUND –Mr Webb reported that contractors had been appointed to clear the ditch and work was to start on the 12th October and last for seven days. Chris Merton was to replace the swing chains on the 25th September. A comparison of the 2008 and 2009 RoSPA reports had been carried out and they were 80% the same. Mr Webb felt that some things that should have been highlighted were missing. He advised that he was going to suggest at the next Recreation Ground committee meeting that in 2010 different inspectors were used.

PAVILION MANAGEMENT COMMITTEE –Mr Webb reported that the Pavilion had now been handed over to the football teams for the winter season. Mr Clarke expressed concern over the locked gates during the previous weekend during a football game. It was stated that Mr Robinson was the only key holder and as he was away, there was no other person able to open them.

08. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR –Mrs Oliver reported that she had met with the Highway Engineer, David Lines, on site to discuss highway issues. He had agreed to a further meeting with Councillors during the day. They had discussed the suggestion of a reduced speed measure at the primary school, and before he could make any recommendations, needed to see the speedwatch results. Any speed reduction would need to be accompanied by physical measures. Mrs Oliver advised that they had also discussed a speed reduction on The Causeway, which didn't look to be a strong possibility. The widening of the footway at The Hoops could be widened but work would be needed to the drainage and this would be expensive. A parking restriction on the north side of the High Street needed evidence. Mr Lines was asked if the footpath on North End opposite The Fillance could be brought in. This was possible but the ditch would need to be piped at a cost of around £10,000. Mr Saggars added that bollards had been installed in the area as a test case. Mrs Oliver was asked about the speed survey in North End. She confirmed that it had taken place with 34mph being the average speed. The Causeway traffic speeds were worse. A discussion took place on speed reduction schemes and Mr Saggars suggested a working group be set up to meet with Mr Lines. After further discussion it was agreed that Mr Hallett, Mr Robinson, Mr Clarke and Mr Crow would meet him. Clerk to arrange a meeting date.

-Clerk

Mrs Oliver then advised that she had attended a Financial Planning briefing where it was advised that there would need to be a 35% cut in spending, which was huge. A lot more expenditure would have to fall onto Parish Councils.

DISTRICT COUNCILLOR –Mr McCraith advised that the council were meeting on the 24th September. The gypsy and traveller site consultation was ongoing and the working group from the village were to attend the meeting. Mr Cathcart advised that he had been chasing the progress of The Causeway affordable housing and asked if there were any outstanding issues and how they could be resolved.

The Chairman thanked the County and District Councillors for their reports.

09. WORKING GROUPS

CONSERVATION –Mr Crow reported that the Conservation Group were arranging a village clean up on Saturday 27th September. Mr Crow had also met with Mr Wood who had agreed to cut the permissive path at Wellhead, as discussed at the Finance and General Purposes committee meeting, for £250. No other quotations had been received. He then proposed that the quotation be agreed, which was seconded by Mr Saggars with all Councillors in agreement. Mr Crow to liaise with Mr Wood.

-Mr Crow

10. RATIFICATION OF AMENDMENTS TO FINANCIAL REGULATIONS

This was discussed at the Finance and General Purposes committee meeting on the 4th August 2009 where it where it was proposed the Financial Regulations be amended as follows:

The Clerk and two officers (Chairs of committees or Vice Chair) may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter.

Mr Hallett proposed the change be ratified, seconded Mr Webb with all Councillors in agreement.

11. SUGGESTION FOR EXTENSION TO PAVILION TO PROVIDE A MEETING ROOM

Councillors agreed that a meeting of the Working Group should take place following the next Recreation Ground committee meeting on the 21st October 2009 at 8.15pm.

12. THE ROUSES –AGREEMENT OF LEASE

Mrs Oliver advised that County Farms legal officer, Christian Wilson, had asked for confirmation that access would be arranged to the Rouses from the play area, as the landowner would not allow permanent access. It was stated that the crossing over the ditch would be included in the whole scheme as it would be an additional cost as a pipe would need to be installed in the ditch. Mr Webb advised that he had still not received quotations for the work so this could be included in the specification, which he would prepare and pass to Mr Saggars for him to chase with the contractors. Mr Webb also confirmed that he would find out about the planning permission situation from the District Council.

*-Mr
Webb &
Mr
Saggars*

13. AMENDMENTS TO THE ASSET REGISTER

Mr Hallett advised that he was working on the latest revision.

14. PARISH PLAN –AGREEMENT OF DATE FOR PLAN UPDATE MEETING

It was agreed that an additional Parish Council meeting be held on Tuesday 27th October 2009. Clerk to book the Chapel room.

-Clerk

15. ELBOURN MEMORIAL HOUSING TRUST –APPOINTMENT AND ADVERTISEMENT FOR TRUSTEES

Mr Saggars advised that his four year term as trustee was coming to an end as was that of Ms Chandler. He proposed, and it was seconded by Mr Hallett, that Mr Graham Harroway be appointed as one of the replacements and asked that the Parish Council agree an advertisement for the next addition of the Village Voice. The proposal and request were both agreed by all Councillors.

16. ADOPTION OF TRANSITION VILLAGE BAG CAMPAIGN

It was proposed by Mr Saggars, seconded by Mr Robinson, that the campaign discussed at the Finance and General Purposes committee meeting be adopted by the Parish Council. All Councillors in agreement.

17. CLIMATE CHANGE CHARTER

Mr Saggars urged Councillors to read the documentation on Cambridge Climate Change Charter, forwarded by South Cambridgeshire District Council and Cambridge City Council, for discussion at the next meeting.

-Cllrs

18. YOUTH PARISH COUNCILS

Mr Saggars advised that he had been asked whether the Parish Council encouraged input from youngsters in the form of a youth council. It was stated that this was brought up under the Parish Plan. The Clerk was aware that Orwell Parish Council was looking into setting up a youth council there. It was agreed more information be gathered for discussion again at the next meeting. Mrs Oliver reminded Councillors that any Councillor involved must be CRB checked. Mr Pidgeon expressed an interest at becoming involved and advised he was checked.

19. CAMBRIDGESHIRE POLICE AUTHORITY –PEOPLE’S PRIORITY

The Chairman advised that the police authority were asking what the police should focus their efforts on next year. For the first time the peoples priority would be included in the policing plan. It was advised that this was discussed at the police panel meeting.

20. CRAZY HORSES LTD

Cotton Bags –transition village project	£426.08
CHRIS MERTON	
Play area replacement catch	£ 17.49
CHRIS WOLLASTON	
Installation of litter bin by War Memorial	£ 30.00
VIKING DIRECT	
Stationery	£ 19.57
CONNECTIONS BUS PROJECT	
Bus visits August 09	£254.62
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL	
Chapel rate	£138.00
TOTAL	£885.76

PROPOSED Mr Crow SECONDED Mr Clarke. Agreed.

The following payments were made at the Finance & General Purposes committee meetings on 4th August and the 1st September 2009

BUCHANS LANDSCAPES			
Grounds mtce July 2009 (inc. £194.78VAT)	£1493.29		
Additional Recreation Ground Contract June 09 (inc. £23.64VAT)	£ 181.25		£1674.54
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel rate			£ 138.00
HALES PRINTERS			
Newsletters			£352.00
CONNECTIONS BUS PROJECT			
Bus visits April –July 2009			£891.17
SMP PLAYGROUNDS			
Chains for South End play area swings (inc. £33.66 VAT)			£258.06
CHRIS MERTON			
Repairs to play area			£121.47
E-ON			
Estimated pavilion electricity (inc. £4.84VAT)			£101.58
MRS S WALMESLEY			
Clerks salary 1/6/09 –30/6/09			
Salary	£672.39		
Post etc.	£ 5.60		
Telephone etc.	£ 0.80		
Expenses underpaid June 09	£ 3.54	£682.33	
Less Tax £26.40 NI £21.60 (Employer £25.14)			£634.33
BUCHANS LANDSCAPES			
Grounds mtce August 2009 (inc. £194.78VAT)	£1493.29		
Additional Recreation Ground Contract June 09 (inc. £23.64VAT)	£ 181.25		
Church hedge & additional cemetery work (inc. £29.10)	£ 223.10		£1897.64
MRS S WALMESLEY			
Clerks salary 1/8/09 –31/8/09			
Salary	£672.39		
Post etc.	£ 4.90		
Telephone etc.	£ 1.20	£678.49	
Less Tax £26.60 NI £21.60 (Employer £25.14)			£630.29

21. ANY OTHER BUSINESS (for information or urgent action)

WIRELESS STATION SIGNS –Mr Crow expressed his concerns over the number of signs outside the Wireless Station on Chestnut Lane. He suggested that they should be put back within the boundary. The Clerk confirmed that she had still not been contacted by Planning Officer Mr Sexton.

CEMETERY HEDGE –Mr Crow then reported that Myalls had erected a fence and had cut their hedge. Mr Clarke added that the Chapel work was nearing completion and should be finished by the end of the week.

FOOTPATH BEHIND ELM TREE DRIVE –Concerns were raised over the footpath running behind Elm Tree Drive. There had been garden rubbish dumped there from the houses. There was also the same problem in other areas of the village. Mr Robinson volunteered to have a look at the problem and report back.

*-Mr
Robinson*

22. DATE OF NEXT MEETING

Tuesday 17th November 2009

The Chairperson closed the Meeting at 9.40pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 22nd September 2009

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

There were no points raised.

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 27th October 2009 at

The Chapel Room, South End 7.30pm.

Mr White (Chairman) Mr Hallett, Mr Crow, Mr Saggars, Mrs Pidgeon, Mrs Falcini, Mr Webb,
Mr Robinson
Members of Public –2
Parish Plan Co-ordinator –Dr Robinson

01. APOLOGIES FOR ABSENCE

Mr Clarke, Mr Pidgeon

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were none made.

03. OPEN FORUM

There were no points raised.

04. PARISH PLAN ACTION POINT REVIEW

The actions were discussed. Table attached.

17. DATE OF NEXT MEETING

Tuesday 17th November 2009

The Chairman thanked all the people involved with the work relating to the plan which had been successfully completed.

The Chairman closed the Meeting at 9.00pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Plan Action Table

	The Action	How it will be tackled	Priority	Lead Responsibility and Partners	Timescale from Oct 08	Status at Oct 09
1	Comparison of village facilities.	Details of the village facilities are largely unknown so these assets should be brought to the village's attention via a leaflet and website entries.	High	Parish Council to arrange collation of data and dissemination	Short term	RKW has collated data, will check data and then get a quote for publication of leaflet
2	Cost of a new Village Hall	1. Determine actual requirement for a village hall. 2. Look at the possibility of purchasing an existing building and extending or converting it. 3. Prepare budgets.	Low	The Parish Council along with members of the community.	Long Term	Reviewed and not considered a current requirement. JW to prepare for approval a letter re-emphasizing PC interest in The Limes
3	Investigate Community Activities	Survey of past events taken and new ideas brainstormed). Creation of a Village Events Group.	High	Parish Council and community volunteers	Short Term	RKW to prepare article for Village Voice asking for ideas
4	Drop In Centre	There is currently no place for young people to meet and hang out together on a regular basis. Arrange for necessary quotes to be obtained.	High	Cambridgeshire County Council Parish Council	3-6 months	The Children's Centre at the Village College may fulfil the need – EF and RKW to raise at next liaison meeting
5	BMX jumps	The Rouses has been identified as suitable land for BMX jumps/ ramps and there are already a few natural mound ramps in place made by the youngsters who use them.	High	Cambridgeshire County Council Parish Council	6 months	Awaiting feedback from solicitor on The Rouses. RKW to apply for change in use.
6	Football wall	A football wall could also be erected on the Rouses. The County Council would like this proposal in writing before considering it	Medium	Cambridgeshire County Council Parish Council	Medium Term	Reviewed but difficulty with proximity of housing. Possibility in Elbourn Way? Keep under review.
7	Youth website	An interactive website to be set up with password log-in details for Bassingbourn youth. Possibly linked to main Bassingbourn website.	High	Parish Council BVC Website Designer Youth Project Committee or Youth Forum	3-6 months	To be discussed with Community Youth Worker Pat Piggott at F&GP committee meeting on 03 November 2009. Agreed that it will not be part of the main Bassingbourn website but may be linked.
8	Information booklet	To be given to all young people, containing information on what activities are available in and around Bassingbourn.	Medium	Parish Council Youth Forum Companies who wish to sponsor this project.	6 months	To be discussed with Community Youth Worker Pat Piggott at F&GP committee meeting on 03 November 2009
9	Youth Forum	Made up of young people within the village.	Medium	Parish Council BVC Youth Committee	6 months	To be discussed with Community Youth Worker Pat Piggott at F&GP committee meeting on 03 November 2009
10	Time Bank	People exchange their skills. Each time a person gives another an hour of their time they earn a time credit.	High	Royston Time Bank or LETTS scheme. Bassingbourn Transition Village	Done	Action completed. However Royston Time Bank stopped running due to lack of funding. SPS reported that Angela Snelling is trying to get it running again.
11	Launch a Bassingbourn Transition Village' initiative	Convene inaugural 'Bassingbourn Transition Village' meeting	High	The Living Local Group	Initial meeting to be in early autumn.	Action completed. Transition Village initiative is ongoing and may wish to request additional funding.

	The Action	How it will be tackled	Priority	Lead Responsibility and Partners	Timescale from Oct 08	Status at Oct 09
12	Form Traffic & Travel Working Group to continue the work of the Parish Plan	Parish Council to ask for volunteers from residents	High	Parish Council, residents	Within 6 months	Working group has not been formed but PC is progressing some of the traffic and travel items.
13	Speed Limit plan	Investigate, detail plans, amend traffic regulation orders.	Medium	Working Group; Highway Authority	Within 12 months	County Highways will review speed limits on A and B roads first. Possibility of 20 mph limit at Primary School being investigated. RC, JAC, MWH, PJR to discuss with County Highways on 11 Nov.
14	Traffic calming in The Causeway.	Ideas include village gates, chicanes and/or coloured carriageway surfacing. The location is close to a proposed affordable housing development and the measures should be coordinated with the access to the affordable housing development.	High	Parish Council, Highway Authority Affordable housing developer	Initial meeting within six months.	Request made for inclusion in s.106 agreement but denied. RC, JAC, MWH, PJR to discuss with County Highways on 11 Nov.
15	Flashing speed limit signs	Provide accurate existing speed data.	Medium	Working Group	Within 12 months	RC, JAC, MWH, PJR to discuss with County Highways on 11 Nov.
16	Promote considerate driving	Promotional events, and production of publicity and leaflet or booklet.	Medium	Working Group	Within 18 months	Not yet commenced
17	Marked passing spaces in the High Street.	To be determined in meeting with Highway Authority	Medium	Residents, Working Group, Highway Authority.	Within 18 months	RC, JAC, MWH, PJR to discuss with County Highways on 11 Nov.
18	Off -street parking, and use of lock-up garages	Working Group to review need and suitability and then discuss with District Council as appropriate	Medium	Working Group, District Council	Within 24 months	Not yet commenced
19	Extend waiting restrictions northwards in North End at junction with High St.	To be determined in meeting with Highway Authority	Medium	Working Group, Highway Authority	Within 12 months	RC, JAC, MWH, PJR to discuss with County Highways on 11 Nov.
20	Additional bollards in High Street.	To be determined in meeting with Highway Authority	Medium	Working Group, Highway Authority	Within 12 months	RC, JAC, MWH, PJR to discuss with County Highways on 11 Nov.. JAC notes that additional bollards could be a problem for agricultural community
21	Pedestrians crossing in High St.	Discuss options with all interested parties, then meet with Highway Authority as necessary	Medium	Working Group, residents, Highway Authority	Within 24 months	RC, JAC, MWH, PJR to discuss with County Highways on 11 Nov.
22	Widening footway on south side of High St past The Hoops'.	To be determined in meeting with Highway Authority	Medium	Working Group, Highway Authority	Within 18 months	RC, JAC, MWH, PJR to discuss with County Highways on 11 Nov.
23	Safer Routes to School from The Causeway to Village College and Primary School including cycle paths and Walking Buses	The initial work has already been carried out by SRTS group.	Medium	Village College, Primary School, Parish Council and County Council SRTS Project.	Funding application to be made to SRTS Project in Autumn 2008	SRTS group were advised by County Council SRTS co-ordinator that this could not go ahead due to high cost and the need to acquire land from District Council. Other routes may be possible in longer term.

	The Action	How it will be tackled	Priority	Lead Responsibility and Partners	Timescale from Oct 08	Status at Oct 09
24	Bus timetable alignment to connect with buses and trains.	Discuss possibility with Highway Authority (aligns with Cambridgeshire Local Transport Plan)	Medium	Working Group Highway Authority	Within 24 months	Not yet commenced. Transition Village Initiative may be able to help.
25	Use of College mini-bus	Hold discussions with Village College, develop proposals and then promote	Medium	Working Group Village College	Within 18 months	RKW has prepared a draft and sent it to the Village College
26	Car sharing scheme	Add promotional material and links on website	Medium	Parish Council	Within 6 months	Initial action complete. SPS will ask Transition Village Initiative to help with additional promotion.
27	Provision of affordable housing in the Parish	Continue the existing Parish Council Affordable Housing Working Group	High	Parish Council, District Council, Developers, residents	Within 6 months	Action complete. PC has agreed to continue the working group. NNC to arrange meeting.
28	Village Design Statement	Investigate a Village Design Statement, costs and benefits. If appropriate, set up a working group to develop it.	Medium	Parish Council, residents	Within 24 months	Not yet commenced

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING

Minutes of Meeting held on Tuesday 17th November 2009 at The Chapel Room, South End 7.30pm.

Mr White (Chairman) Mr Hallett, Mr Crow, Mr Clarke, Mr Webb, Mr Robinson, Mr
Dickerson, Mrs Pidgeon, Mrs Falcini, Mr Bunton
District Cllr McCraith
Members of Public –3

01. APOLOGIES FOR ABSENCE

Mr Pidgeon, Mr Saggars, District Cllr Cathcart, County Cllr Mrs Oliver

02. DECLARATIONS OF INTERESTS RELATING TO ITEMS ON THE AGENDA

There were no declarations made.

03. MINUTES OF LAST MEETING

It was agreed the minutes of the Parish Council Meeting held on Tuesday 22nd September and Tuesday 27th October 2009, copies previously distributed, were a true record and signed by the Chairman.

04. MATTERS ARISING

FOOTPATH BEHIND ELM TREE DRIVE –Mr Robinson confirmed that he had inspected the path and could not see any rubbish. He believed the residents had piled up their garden rubbish and it had been removed by the building contractors. The situation would be monitored.

05. CORRESPONDENCE

There was none for discussion.

06. OPEN FORUM

The meeting was closed between 8.00pm and 8.10pm for public discussion.

SERVICE OF REMEMBRANCE –It was agreed that the service at the war memorial was most impressive. The turnout had been good. Mr Clarke asked for a letter of thanks to be sent to Bassingbourn Barracks and Mr Nickson, which was agreed. -Clerk

07. COMMITTEE REPORTS

PLANNING –A planning committee report was not available.

FINANCE & GENERAL PURPOSES COMMITTEE –Mr Hallett reported that the committee had met on two occasions since the last Parish Council meeting. In addition to routine business, Kneesworth House liaison committee, a request for a dog waste bin and a request for a salt bin were discussed. Youth Club funding, the provision of a cradle swing in the Elbourn Way play area, approval to install a railing at the entrance to the Recreation ground from Knutsford Road, the village green hedge, a request for right of access at 11 Kefford Close and correspondence relating to a proposed pharmacy in the village were also on the agenda. Mr Bill Robinson had advised that he would no longer be able to cut the South End recreation ground grass. Mr Hallett reminded Councillors that discussions on the budget and precept for 2010/11 would commence at the next committee meeting.

RECREATION GROUND –Mr Webb reported that the clearance of the stream had taken place and the stream was now running smoothly. The second stage of this was to replace with some native trees and shrubs in February 2010. The cost of these would be minimal due to a grant which the Parish Council should be eligible for up to 80%. Mr Webb confirmed that the contractors were not asked to dredge the stream. There was some wire protruding from the South End hedge. Mr Webb confirmed that the Recreation Ground committee agreed that the wire shouldn't be completely removed as it would enable children to go through the hedge. The wire would be removed where it was dangerous.

PAVILION MANAGEMENT COMMITTEE –Mr Webb advised that as a result of the burst pipe and flood damage in January 2009, the water was now being drained down each weekend.

08. COUNTY AND DISTRICT COUNCILLOR REPORTS

COUNTY COUNCILLOR – There was no report available.

DISTRICT COUNCILLOR –Mr McCraith reported that the District Council were to meet on the 26th November 2009. This would be an important meeting as the savings of £2million needed to be made so the

council would be trying to find ways of achieving this which would be dominating the next meetings.

09. WORKING GROUPS

CONSERVATION –Mr Crow reported that the conservation group were monitoring the situation at Wellhead. They would probably be carrying out some further work at the end of January 2010.

INTRODUCTION OF A PRIMARY SCHOOL LIAISON GROUP –It was suggested at a Village College liaison meeting that it would be a good idea to have regular meetings with the primary school as well. Mr Webb advised that this suggestion was mainly due to the speeding issue outside the primary school. It was agreed that the Clerk would write to the Headteacher and suggest the setting up of a liaison group.

-Clerk

11. SUGGESTION FOR EXTENSION TO PAVILION TO PROVIDE A MEETING ROOM

It was reported that there were not enough people in attendance at the last scheduled working group meeting. Concerns were expressed over the length of time this was taking to progress. Mr Clarke had produced some rough ideas for an extension which he showed to Councillors. It was stated that this could be a major project and would need a car park. Mr Webb stated that input was needed from the sports clubs and a discussion on possible funding sources took place. Mrs Falcini advised that plans had been drawn up for an extension to the existing Pavilion a few years ago and, when costings were obtained, the Recreation Ground committee at that time decided it was too expensive. After further discussion the Chairman asked all Councillors to investigate possible funding sources and a meeting would be held early in the new year.

-Cllrs

12. THE ROUSES –AGREEMENT OF LEASE

The Solicitors had asked for an update of the position regarding the access onto the site. Mr Webb reiterated that he had been told that the tenant farmer was happy for the Parish Council to have access over a short stretch of ground for the necessary work to be carried out. An e-mail had been sent to Mr Larcombe with this information in August 2009. At the September Parish Council meeting Councillors agreed that access would be arranged from the existing recreation ground. Clerk to reply to Mr Larcombe.

-Clerk

Mr Webb confirmed that he was waiting for the forms relating to the planning permission for change of use.

COUNTY FARMS LAND AT WELLHEAD

Mrs Oliver had advised the Finance and General Purposes committee meeting that the asking price for the land was £45,000. There would be legal costs on top of this. Mr Hallett stated that the Parish Council would need to know how money would be pulled in to finance the purchase. The Chairman agreed to contact Mr Sagers for his input as he was involved with the approach to County Farms.

*Chairman
&
Mr
Sagers*

13. AMENDMENTS TO THE ASSET REGISTER

Mr Hallett had prepared an update of the register to take into account the following:

Insurance values throughout the document have been amended to reflect the 2009 insurance renewal

Additional details of ownership and responsibilities have been provided in accordance with information from PC minutes 1894 - 1985

Responsibility for grass cutting at the Elm Tree Drive junction has been amended to reflect the fact that the residents no longer do it

The new notice board at Cambridge Crescent has been added

The litter bin at Park Close has been added (accidentally omitted from previous editions)

Details of the litter bin at the War Memorial have been amended to reflect the 2009 replacement

The litter bin at the Old Taxi Office has been removed (no longer in existence)

The two dog waste bins in the Willmott Recreation Ground have been added (following a clarification that these are a PC responsibility)

The names of the current Elbourn Trustees have been added.

Mr Webb asked for the five a side goal posts to be removed as they were no longer used. Mr Crow reminded Councillors that the gang mowers may be sold now that Mr Robinson had decided not to cut the recreation ground grass in future. This would be discussed at the next Recreation Ground committee meeting.

It was then proposed by Mr Hallett, seconded by Mr Webb that the asset register be approved subject to the removal of the goal posts. All Councillors in agreement.

14. PARISH PLAN

Mr Hallett advised that a table relating to the meeting held on the 29th October 2009 was attached to the approved minutes. There were various transport and travel issues which had now been raised with the Highway Officer, David Lines at a very productive meeting. Informal notes from that meeting had been circulated to Councillors. Mr Hallett then advised of highlights of the meeting as follow:

Reduction in The Causeway Speed Limit. It was not known what the developers would agree with the

County Highways. An approximate cost for gates was given at £600 plus the cost of roadway markings. Access protection markings for driveways in the High Street were discussed at the meeting where Mr Lines advised it would cost £83.50 for each white line. The Parish Council could fund if necessary.

A discussion also took place on the 20mph speed limit outside the primary school. Mr Lines advised that a 20mph advisory sign worked just as well as the mandatory restriction. Highways would support this but it needed to be funded by the parish with the total cost around £3,000.

Councillors discussed these options. Mr Hallett advised that there was £10,000 in the current budget for minor road improvements. After further discussion it was proposed by Mr Webb, seconded by Mr Bunton that the advisory 20mph speed limit outside the primary school be progressed. All Councillors in favour. There were some concerns raised over the Parish Council paying for the access protection markings on the High Street. It was then proposed by Mr Bunton, seconded by Mr Clarke that the Parish Council should approach residents about contributing to the cost of the access protection outside their properties before funding completely by the parish. A vote was taken with six Councillors in favour and four against. Carried. The number of properties in the High Street where markings were needed to be confirmed.

17. CLIMATE CHANGE CHARTER

This item was carried forward to the next meeting.

18. YOUTH PARISH COUNCILS

There was no further update.

RESPONSE TO SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL CONSULTATIONS

Mr Hallett advised that the District Council were currently consulting on a number of documents which needed a response by the 4th December 2009. He had noticed that there were some key points which needed to be addressed and stated that the Parish Council must respond to the documents. He would continue to work through them but welcomed additional input from other Councillors. The details were on the District Council website. This would be an agenda item at the Finance and General Purposes committee meeting on the 1st December where the final representations would be agreed.

-Cllrs

PURCHASE OF SWING FOR ELBOURN PLAY AREA

Mr Webb advised that there was room to install a two cradle swing unit in the area, if the picnic table and a springy were moved. The Recreation Ground committee would like this to go ahead. Three quotations had been received and the wooden framed swing unit from Playdale, at a cost of £4296 plus Vat, the cheapest quotation would be in keeping as there was other wooden equipment in the area. A further £200 would be needed to pay for the relocation of the picnic bench and springy. Mr Hallett advised that there was approximately £10,000 in the budget for youth facilities. Mr Crow expressed concern over possible vandalism of wooden structures but Mr Webb confirmed that the other equipment had not been attacked. It was then proposed by Mr Webb that the swing be purchased. This was seconded by Mr Clarke with all Councillors in agreement.

AGREEMENT OF 2010 MEETING DATES

A draft list of dates had been circulated to Councillors. It was noted that the Parish Council meeting dates had been moved to the fourth Tuesday in the month to avoid a clash with the police panel meetings, which had been a problem in the past. It was suggested that the Annual Parish Meeting be held on Wednesday 21st April 2010. All other dates were agreed.

20. PAYMENT OF ACCOUNTS

VICTIM SUPPORT

Donation agreed at F&GP meeting 3/11/09	£ 50.00
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HALES PRINTERS

Newsletters	£ 777.00
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BRITISH LEGION POPPY APPEAL

Poppy wreath	£ 16.50
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MR B ROBINSON

South End Recreation Ground cut -28 times x £15.00	£420.00
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MOORE STEPHENS

External Audit 2008/09 (inc. £60.00VAT)	£460.00
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E-ON

Estimated Pavilion electricity (inc. £5.81VAT)	£122.04
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TOTAL	£1845.54
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Agreed. PROPOSED Mr Hallett SECONDED Mr Clarke

The Clerk advised that the external audit had been completed. The Auditor had commented that the Parish Council should ensure that all key control objectives are received by the Internal Auditor as part of the agreed internal audit plan. This comment related to the information relating to the Trusts, which did not involve any income or expenditure. The Trust details would be presented at the next internal audit.

The following payments were made at the Finance & General Purposes committee meetings on 6th October and the 3rd November 2009

BUCHANS LANDSCAPES			
Grounds mtce September 2009 (inc. £194.78VAT)	£1493.29		
Additional Recreation Ground Contract June 09 (inc. £23.64VAT)	£ 181.25		1674.54
HALES PRINTERS			
Newsletters			£369.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate			£138.00
MRS S WALMESLEY			
Clerks salary 1/9/09 –30/9/09			
Salary	£672.39		
Post etc.	£ 8.92		
Telephone etc.	£ 0.50	£681.81	
Less Tax £26.40 NI £21.60 (Employer £25.14)			£633.81
INLAND REVENUE			
PAYE July-September 2009 Tax £79.40 NI £140.22			£219.62
BASSINGBOURN VILLAGE COLLEGE			
Hire of hall for Gypsy and Traveller village consultation 22/7/09			£ 75.00
A T WRIGHT			
Donation in memory of Mrs Robinson			£ 25.00
BUCHANS LANDSCAPES			
Grounds mtce October 2009 (inc. £194.78VAT)	£1493.29		
Additional Recreation Ground Contract (inc. £23.64VAT)	£ 181.25		£1674.54
TOWN AND COUNTRY TREE SURGERY COMPANY			
Removal of tree on Fortune Way (inc. £67.50VAT)			£ 517.50
R K WOOD			
Clearance of path at Wellhead			£ 250.00
CAMBRIDGE WATER COMPANY			
Water Rate Recreation Ground	£285.89		
Cemetery	£ 20.04		£ 305.93
W HOWES & SONS			
Hire of tractor for grasscutting 2009 (inc. £32.25VAT)			£ 247.25
BASSINGBOURN URC			
Hire of room July –October 2009 10@£9.00			£ 90.00
SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL			
Chapel Rate			£138.00
MRS S WALMESLEY			
Clerks salary 1/10/09 –31/10/09			
Salary (SLCC review 1/4/09)	£681.18		
Arrears ¼-30/9/09	£ 52.74		
Post etc.	£ 5.40		
Telephone etc.	£ 1.20	£740.52	
Less Tax £39.60 NI £28.37 (Employer £33.01)			£667.91
*underpaid £4.64 to be paid December 2009			

21. ANY OTHER BUSINESS (for information or urgent action)

MEDIEVIL DOCUMENT –Mr Crow advised that at a recent history meeting the financial contribution made by the three local parishes to the medieval document was discussed. It was confirmed that the Parish Council had received a scan of the document with a translation.

ENTRANCE TO CEMETERY –Mr Clarke advised that he had met with the Highway Officer, Mr Vacher, to discuss the entrance to the cemetery. Mr Vacher had explained to him that there was a shortage of funds. Mr Hallett stated that David Lines had confirmed that this area was to be surfaced in the near future.

22. DATE OF NEXT MEETING
Tuesday 26th January 2010

The Chairperson closed the Meeting at 9.30pm

.....
(Chairman)

.....
Date

Bassingbourn-cum-Kneesworth Parish Council

PARISH COUNCIL MEETING 17th November 2009

Comments made by the public during Open Forum

(where no Councillor action had been agreed)

BASSINGBOURN BARRACKS –Captain Sophie Brigden advised that there was to be a five minute firework display at the barracks, at midnight on the 5th December 2009. This was in relation to the Christmas Ball being held there.

VILLAGE HALL SURVEY –Mr Penny expressed his concerns over the recent survey carried out by District Council consultants, on indoor spaces. Villages with village halls were invited to take part. Mr Webb advised that he had been aware of this and the questionnaire was only relevant to village halls with nowhere to put any data relating to other buildings in the village. It was agreed this was very unbalanced and it was believed the consultants had the wrong remit.