



**Bar Hill Parish Council**  
**Minutes of Monthly Parish Council Meeting**  
**Held in The Parish Council Office**  
**at 7.00 pm on Thursday 18 December 2014**

**ACTION**

<b>Present:</b>	B Waters	Chair	(BW)
	S Jenkins	Vice-Chair	(SJ)
	L Baffa	Clerk	(LB)
	B Burrage	Councillor	(BB)
	J Doland	Councillor	(JD)
	R Hall	Councillor	(RH)
	A Mitchell	Councillor	(AM)
	M Nelson	Councillor	(MN)
	M Pope	Councillor	(MP)
	A Saunders	Councillor	(AS)
	S Spence	Councillor	(SS)
	J York	Councillor	(JY)

**2014**

**Open Forum**

Tony Bowman from Hackers Farm attended the meeting and gave a presentation on the new proposed Garden Centre at Hackers Farm. He spoke about the re-application as the WW1 Museum has now been taken out of the equation. Councillors were concerned about the traffic issues if this application were approved but he replied that due to the new A14 improvements, there would be less traffic travelling through the surrounding villages. He also confirmed that the total redesign would be extending the premises from 1,200 metres to 2,800 metres. After some further questions the Parish Council thanked him for attending.

**93. To receive apologies and declaration of interest**

There were apologies from BH and there were no declarations of interest made. There was also a minutes silence in remembrance of John Reynolds who sadly passed away last month. SJ wished it to be minuted that John would be greatly missed by the whole village.

**94. To Approve Minutes of previous Meetings**

The Minutes of the Parish Council Meeting held on 20<sup>th</sup> November 2014 were read and approved as a true record. Proposed by JY and seconded by SJ. All in favour.

**95. Matters for discussion and decisions to be made from previous minutes**

**95.1 The Willows – update**

BW reported that an email was received from Brian Hall of Woodfines re the access land and the ownership thereof. The new tenants are wanting and indemnity in case the Parish Council becomes insolvent. After a discussion it was agreed that if the new tenant wishes for an indemnity clause then they should pay for it.

**95.2 The Farmhouse – update**

The Parish Council has now received the lease for signature and BW will do this at tonight's meeting and the Clerk will send the documentation tomorrow by recorded delivery. MP proposed that we now bank the cheque from Total Relaxation and this was seconded by AM. All in favour.

**95.3 Skate Park – update**

There was nothing further to report but SJ will be meeting with Rob Steele after the Christmas break to discuss the design.



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**95.4 Village Hall - update**

BB reported that the installation of the solar panels have been delayed a little but will be completed by Christmas. He also confirmed that the accounts will be done quarterly and sent to the Parish Council as before along with the minutes.

**96. Clerks Financial and Procedural Report**

**96.1 Approval of works by the Parish Council** – The annual play inspection report was briefly looked at and it was agreed that this would be deferred to the January meeting. It was also agreed that a sign be erected at the skate park site saying this area is currently closed and should not be used for recreational purposes until further notice. C

**96.2 To approve precept budget for financial year 2015/2016** – After receiving the draft budget statement from the Budget Meeting held on 3<sup>rd</sup> December BB proposed that we go ahead with £94,738 and this was seconded by AS. All in favour.

It was also agreed that in the letter to SCDC we would inform them that the reasons for the increase for the next financial year is that the Parish Council have had to make sure there are sufficient funds for the continued works on the village stream due to the summer flooding and this is in direct response from the residents of the village. C

**96.3 Internal Audit Report** – The half yearly internal audit report was received and read out to the Parish Council as follows:

**Risk Assessment** – The recently introduced traffic light scheme in an action column of the minutes, which is transferred to a data base that was thought, would potentially help the Clerk to prioritise her workload does not appear to be working. The current list of actions is, in all but one case, red. This does not help the Clerk to interpret the Council's priority for actions as intended.

**Use of Section 137 of the Local Government Act 1972** – Although the payments under this statutory power are correctly recorded in a dedicated column of the cash book, they are still not being formally identified in the minutes when the decision is made. This is a mandatory requirement.

**Petty Cash** – The petty cash has been audited and found satisfactory. She had recommended that it would be helpful if a monthly sub-total of the payments and balance column was introduced.

**Other observations** – Skate Park, Contractors, Insurance and review of council policies. It was minuted that the comments made about the Skate Park post office account was incorrect. An account has not, to date, been opened but will be looked at when funding is sought for the Skate Park project.

**96.4 Acknowledgement of Annual Returns from PKF Littlejohn** – This was looked at and the comments made by Littlejohn were considered and, as stated in our Statement of Governance, the Parish Council felt that all internal controls were considered. Proposed by MP and seconded by AM. All in favour.

**96.5 Over Day Care Association – request for donation.** It was agreed that our standard donation request form would be sent. C



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- 96.6 Approval of accounts and payment of cheques for December 2014** – The Parish Council inspected the accounts for December and these were approved and proposed as a true record by SJ and seconded by MP. All in favour. The cheques to be paid in December were looked at and approved. Proposed by AM and seconded by RH. All in favour.

As discussed under 96.1, MP proposed that any funds left in the play equipment budget be spent on any repairs necessary in the play areas and this was seconded by SJ. All in favour.

SJ proposed that the new Clerk, Joe Hoyle, would attend the next Clerk's Training Course in March 2015. This would be at a cost of £200. This was seconded by MP. All in favour.

**The correspondence and accounts are available to view  
in the Parish Council Office, Hanover Close, Off Viking Way, Bar Hill**

**97. Correspondence Received**

- 97.1 SCDC – Parish Planning Forum** – Unfortunately due to illness AM was unable to attend this forum. Therefore this item was noted and filed.
- 97.2 SCDC – November parish e-bulletin** – Information only. This was noted and filed.
- 97.3 SCDC – Planning policy monthly update for December** – Noted and filed.

**98. Chairs Report**

- 98.1 Review of Policy Documents** – It was agreed that as recommended by the Internal Auditor, Policy Document No.22 would be merged with No.56 (Procurement Policy for Contractors). A discussion then took place on the relevance of some of our current policies and whether some could be updated. SJ therefore proposed that the Policy Documents be reviewed early next year and this was seconded by BB. All in favour.

**C**

- 98.2 Update of Model Financial Regulations** – SJ proposed that we adopt the new model for Financial Regulations and this was seconded by RH. All in favour.

**C**

**99. Committee Reports**

**a) Planning Committee**

**Planning application S/2660/14/FL – 74 Foxhollow** – single storey side extension. Having inspected the plans received, the Parish Council had no objections to this application.

**Planning application S/1888/14/OL – Hackers Fruit Farm (outline permission for Garden Centre)**. The Parish Council had already inspected the plans and Tony Bowman from Hackers gave a presentation earlier in the meeting. In view of some councillors not having an opinion as this did not directly affect Bar Hill, a vote was taken. For the development = 8. Against=4. Therefore the motion was carried to approve the plans.

**Planning decision S/2051/14/FL – Retrospective permission granted for Dobbies**. Although not asked for approval it was agreed that the Clerk would write to SCDC indicating our disappointment to find that permission had been granted retrospectively. The Parish



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Council would have liked to have been consulted before Dobbies was actually built and this is not the first time Tesco has been granted permission retrospectively and the Parish Council wanted their concerns minuted.

Also attention should be brought to SCDC on condition No.4 (all new buildings that are to be used by the public must, where reasonable and practicable, be accessible to disabled persons and provide facilities for them). Due to the very steep slope from the exit doors, this is totally unsuitable for disabled persons, as any wheelchair or pushchair is pulled in to the road and possibly in to oncoming traffic. Therefore the Parish Council would like SCDC to investigate this issue, under a breach of their conditions.

**C**

**b) Environment Committee**

The minutes from the Environment Meeting had already been circulated to the Parish Council and the following comments were made:

**The Stream** – Atlas to be asked to quote for the cutting back of the whole stream.

**C**

**100. Other Reports**

**a) South Cambridgeshire District Council – RH reported as follows:**

**Government Settlement** – notification has now been received that the Government settlement for next financial year will be £830k less than last financial year but SCDC can apply for the New Homes Bonus.

**Elections** – It was reported by RH and BW that they were asked whether the polling station location should be changed to The Octagon instead of the Village Hall. After a short debate it was decided that the Church Centre would be a better location as this is more central for residents.

**101. ITEMS FOR INFORMATION**

**101.1 Signage** – SJ reported that some of the Christmas tree signs have now been removed but there are some still around the village. It was confirmed that all other signs are not on Parish Council land.

**101.2 Trading in the village** – MN asked if residents were allowed to trade from their homers and it was confirmed that as times have changed and many people do now work from home, this was acceptable.

**101.3 Un-taxed vehicles** – SS reported that the police have been driving around the village and fining vehicles without road tax.

**101.4 Flood Meeting** – AM confirmed that he has now completed the minutes from the meeting held in October and will be circulating these to the Councillors. He also wanted to know if the Parish Council would make a donation to Gay Pride. This is an annual event and it was agreed this would be put on the agenda for January for further discussion.

**101.5 Drainage** – BB informed the meeting that Anglian Water has been in the village clearing out all the drains.



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**Next Meeting** - There being no further business the meeting closed at 9.00pm. The next full Parish Council Meeting will take place on Thursday 15<sup>th</sup> January 2015 at 7.00pm in the Parish Council Office.

Signed .....(Chair)