



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 19 June 2014

ACTION

Present:	B Waters	Chair	(BW)
	S Jenkins	Vice-Chair	(SJ)
	L Baffa	Clerk	(LB)
	J Doland	Councillor	(JD)
	R Hall	Councillor	(RH)
	B Howard	Councillor	(BH)
	A Mitchell	Councillor	(AM)
	M Nelson	Councillor	(MN)
	A Pellew	Councillor	(AP)
	A Saunders	Councillor	(AS)

2014

Open Forum

Village Hall Management Committee

Peter Cutting from the Village Hall Management Committee attended the meeting to discuss solar panels for the roof of the Village Hall. They have now received 5 quotes back and these were looked at by the Parish Council. They are looking for funding to finance this project and have already approached WREN but unfortunately any funding they give cannot be used for solar panels as it is seen as being a commercial business.

The Village Hall currently banks with Santander and they will loan the money but it would need to be repaid over 5 years. Unfortunately, due to other current loan commitments, this may be difficult to pay back over such a short period of time. They are in the process of sending out letters to local business's to see if they would be willing to donate towards this community building.

SJ asked whether the Social Club have given the Management Committee an idea of what interest rate they would be charging on any new loan but Peter did not know if this subject had been brought up with the Social Club.

AM asked if they had investigated free solar panels and Peter replied that this only applies to residential properties and they would only supply up to 4 panels free whereas the Village Hall would need in excess of 120. AM also asked if the profit figures would diminish over time and Peter replied that it would but this would be offset by a feeding tariff.

MN asked if the current supply was used during the night and Peter replied that there is an air-con system along with coolers that have to be at all times, although the air-con has been turned down recently, since the Social Club realised they use 80% of the electricity and only 20% is used by the Village Hall. Unfortunately the 80% that is used by the Social Club is barely covered by the monthly rental of the premises.

After a few more questions and answers Peter was thanked for attending the meeting and BW stated that once further information was obtained they could come back to the Parish Council.

East of England Ambulance Service

David Whitehouse attended the meeting after informing the Chair and Clerk that a defibrillator was available to us free of charge, under a special project they ran last year. The email on this subject was sent to Councillors prior to the meeting.

MN informed the meeting that he has contact with Milton Parish Council, who have recently had one installed at the Parish Council office and they now have several in the village along with 6 first responders. Bar Hill is possibly larger than Milton and we only have 2 responders, one of which does not



**Bar Hill Parish Council
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ACTION

live in the village, so he would only be available during working hours. MN strongly recommends that one is put on the Parish Council building in Bar Hill so anyone can use it in case of an emergency.

NM reported that Milton Parish Council have a telephone tree for emergencies that is widely advertised and is based on first person on scene. Included on the telephone tree are a couple of Doctors that live in the village and qualified first aiders. Perhaps this is an idea that could be looked at for Bar Hill with the tree being publicised in the Bar Hill News. David will liaise with MN to site visit some areas in the village to see where a defibrillator would be best located.

AM suggested that the Parish Council fete stall includes the attendance of the East of England Ambulance Service and they could give advice on what to do in an emergency and to allow the public to do CPR on a dummy. It was agreed that the Clerk and AM would liaise with David to ensure that someone is available to attend the fete day.

C

Lastly David mentioned that there is a small financial commitment in having a defibrillator on the premises and the costs were looked at. These were nominal costs and will be discussed later under the financial section of the agenda.

AM suggested that better signage be placed on the Parish Council office, as the defibrillator may well be used by the public who don't live in the village and the office may be hard to locate.

C

112 The Spinney

Mrs Freda Hills attended the meeting and asked for the large tree to the rear of her property could be cut back as it was 3 years ago. The Clerk agreed to put this on her tree work to be done.

C

48. To receive apologies and declaration of interest

Apologies were received from BB, MP and JY. JD declared at interest in any Tesco subject matter due to his wife being employed by Tesco.

49. To Approve Minutes of previous Meetings

The Minutes of the Parish Council Meeting held on 15th May 2014 were read and approved as a true record. Proposed by SJ and seconded by AM. All in favour.

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

50.1 The Willows – update

The Clerk informed the meeting that Thomas Morris has now put in a planning application for change of use that will be discussed under Planning Committee of the agenda. The Clerk has now received back all the keys for the building and all Midas signage has now been removed. She also informed the meeting that until the new tenants occupy the premises, the Parish Council are liable for the Council Tax, which is £763.77 per month.

50.2 The Farmhouse – update

The Clerk has now heard back from the Fire Service and they are happy for the fire escape stairs to be removed as long as a basic smoke alarm system is put in place, with a sounder at all exit points. The Clerk will investigate on having this system installed and the stairs



**Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 19 June 2014**

ACTION

being removed after this has been done. The Clerk also spoke with our Solicitors to see where we are with the lease agreement and they informed her that the lease is with Francine's Solicitors, so the Clerk will ask for a response by next week.

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50.3 Skate Park - review

AS and SJ have now completed most of the grant forms but we still have some way to go. SJ mentioned expanding the committee and Margaret Sellars has agreed to join the committee as she has expertise in filling out grant forms and she has historical knowledge of the skate park. The Clerk mentioned that she had been unsuccessful in contacting Cottenham Parish Council with regard to the contractors to dismantle the ramps, transport it to Bar Hill and then reassemble it. AS informed the meeting that the contractors Cottenham are using are not experts in this type of ramp and they would not be willing to quote for the dismantling and transporting of the ramps. AS also felt that if the price to do this, as well as the cost of the ramps, exceeded the £2,500 we agreed to put aside, then she felt it was not worth doing.

50.4 Village Hall - update

Solar panels have already been discussed under Open Forum. SJ and BW attended the last meeting and said that there have been changes to staff members with Karen Leader moving from the caretakers position to the bookings clerk and Helen Carrey is now the cleaner. BW mentioned that the Secretary (Diane Chapman) has resigned and will be leaving in September. It was agreed that the constitution would be looked at by BW and the Clerk.

50.5 Village Fete – Parish Council stall

Having already agreed that the East of England Ambulance Service would stand alongside the Parish Council, the Clerk will arrange for two tables for our pitch (Karen Austin will be informed). AM and the Clerk will liaise next week on what is required for the stall, which will include a raffle for the Skate Park fund.

C

50.6 Website - update

After a short discussion MN confirmed that he would be happy to take on the Parish Council website. The Clerk will give MN the necessary information of what has been done so far and contact he needs to make and MN was thanked for his contribution.

C

51. Clerks Financial and Procedural Report

51.1 Approval of works by the Parish Council – No works to be approved at this meeting. However the Clerk is awaiting quotations for some larger jobs in the village and as soon as these are available, they will be brought to the Environment Committee.

51.2 Internal Audit Report and recommendations

The report was read out to the meeting as follows:



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 19 June 2014

ACTION

Employment - It is recommended that when agreeing salary scale points for staff the Council minute the relevant amount that is to be paid monthly so that all parties can easily check that the correct amount is being signed for.

It is recommended that when changes are made to staff contracts/job descriptions, the Clerk should be required to amend these documents and the Council should then ratify the changes at their next meeting.

General Matters – Use of Section 137 of the Local Government Act 1972. When the Council agree to grant money for which they can only use the above Act, it should be formally minuted as well as being recorded in the correct column of the cash book.

It is also recommended that when referring to Holiday At Home it should be recorded as such in the cash book rather than a donation to Bar Hill, thus avoiding any confusion.

Risk Management – The Council has recently introduced a “traffic light” scheme in an action column of the minutes, which is transferred to a spreadsheet, which will potentially help the Clerk to prioritise her workload. This procedure will be audited next year.

Ethical Framework – dispensation policy – SCDC Officers will be able to provide the model documents and advice on the policy the Parish Council should formally adopt. C

The contents of the internal audit was approved and proposed by SJ and seconded by RH. All in favour of adopting these recommendations.

51.3 Insurance claim for 12 Chestnut Rise – The Clerk informed the Council that Aviva have now settled the insurance claim for the above property to the amount of £9,172, which was made up of the third party claim, solicitor’s costs and Aviva’s own costs. This file has now been closed.

51.4 Training course for new councillors – The only course dates available this year was not convenient for the Council. It was therefore agreed that due to 4 councillors needing training, the Clerk will ask CAPALC if a training course could be held, during the day, at the Parish Council office, sometime after August. C

51.5 Decision on the installation of a defibrillator – Having already discussed this matter in detail in the Open Forum section of the agenda and having looked at the costs involved for the Parish Council which are as follows:

The installation of the CPAD (bolt on wall, connect to power supply). Cost unknown at present
Electricity usage - £2.46 per annum
Replacement electrode pads after 30 months or after use - £25 per use
Replacement accessory kit after use - £10 per use
Replacement lithium battery after 5 years or 200 shocks - £125 per 5 years

SJ proposed that we go ahead and obtain the defibrillator after the location has been finalised between David Whitehouse and MN. This was seconded by AP. All in favour. MN

51.6 Approval of accounts and payment of cheques for June - The Parish Council inspected the accounts for June and these were approved as a true record. Proposed by JD and seconded and AP. All in favour. The cheques to be paid in June were looked at and approved. Proposed by JD and seconded by AM. All in favour.



**Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 19 June 2014**

ACTION

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

52. Correspondence Received

52.1 Bar Hill Scout Group – A brief debate took place with regard to the recent resignation of Jim Platts (chair) and the treasurer. The Clerk will endeavour to keep in touch with John Lamoon, who is District Commissioner for Bar Hill. It was agreed that we would still go ahead with the painting of the outside of the Scout Hut. C

52.2 Post Office closure – An official letter has been received informing the Parish Council of the retirement of Hari and the lease being sold to Tesco. The moving of the Post Office should be completed by mid-August, where the same size “pod” will be placed in Tesco, by customer services.

JD expressed his concerns about the location and staffing of the Post Office but it was confirmed that only trained post office staff would be working in the “pod”. AM also expressed his concern that the new “pod” would have a restriction on the weight of items sent.

The other concern expressed was the effect this could have on the library. BW said that many people are working towards having other activities in the library to keep it open.

52.3 A14 response letter from Parish Council – the response letter with regard to the proposed A14 improvements was sent after the Councillors had time to make recommendations.

52.4 Belectric – The proposed solar farm in Dry Drayton was debated at length and JD informed the meeting that he attended the exhibition and after seeing what they were looking to achieve he was in favour of it. Childerley Hall who owns the land is happy to have this land used for this purpose as it has been many years since it was farmed.

The area would be landscaped once the panels are in place and it will be very difficult to actually see the solar panels. It is a very simple procedure where they are staked in to the ground, so if it needs to revert back to farmland, the panels can just be taken up again.

52.5 County Council – proposed new charges for the park & ride – This was briefly debated but it was generally felt that free of charge for up to 1 hour for picking up and dropping off and thereafter £1 per day was still reasonable.

52.6 SCDC – Minutes of Cabinet Meeting held on 27th March was sent prior to meeting. Contents were noted and filed.

53. Chairs Report

53.1 Bill Norton Prize – BW asked for Councillors recommendations and it was agreed that the prize would be given to two Year 6 children in recognition of attendance. AP proposed that we donate £20 per child each and every year; the money will be given to the school to enable them to purchase a book appropriate to the child. This was seconded by SJ. All in favour.



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 19 June 2014

ACTION

The imminent retirement of the Head teacher, Lynn Whyte was also briefly discussed and it was agreed that a retirement card would be purchased by the Clerk and Councillors would come to the office to sign the card.

C

54. Committee Reports

a) **Planning Committee** – The following plans have been received for recommendation. This was not done at a Planning Committee meeting due to the plans having no attachments.

S/1116/14/DC – Application for Northstowe Phase 1. No plans were received with this application letter. Councillors can look on the SCDC website for further details.

S/1131/14/RM – Application for Northstowe roads and dedicated bus way. No plans were received with this application letter. Councillors can look on the SCDC website for further details

S/1134/14/RM – Application for Northstowe surface water pumping station. No plans were received with this application letter. Councillors can look on the SCDC website for further details

S/2008/13/OL - Application for Hackers Fruit Farm (living museum and garden centre). This item has already been refused by SCDC but it is understood that Hackers Farm will be amending their application for the living World War I Museum.

S/1073/14/FL – Application for change of use at The Willows, Bar Hill. This is an application for Thomas Morris, who will be the new tenants of the Parish Council and approval was given for the change of use.

S/1142/14/FL – Application for garden centre and alterations to existing internal layout by Tesco Stores Ltd. This is an application for Dobbies Garden Centres to create a garden centre at the front of the Tesco Store. The Parish Council gave their approval.

b) **Environment**

Committee

There was no meeting in June but the next meeting will be held on Wednesday 2nd July at 7.30pm.

BW then told the Councillors that as this is a “working Parish Council” we need volunteers to take on certain jobs. MN kindly volunteered to be our IT person and will get the new website up and running. It was also suggested that JD take over the role of looking into for HCV’s illegally parked, especially down Viking Way. SJ was happy to keep liaising with Tesco as she now has a good relationship with the Deputy Manager, Stephen Craig. Councillor tasks will be put on the next agenda for further discussion.

BW reported that she had received an email this afternoon from Rob Mongovan and said that he would be picking up the stream work for the start of the autumn.

55. Other Reports

a) **Cambridgeshire County Council** – JR attended the meeting and the A14 response letter from the Parish Council was discussed at length. JR felt that there are still changes to be made to the original plans before any work goes ahead.



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 19 June 2014

ACTION

BH asked about the new charges to be implemented at the Park & Ride sites in Cambridge and the Clerk indicated that a letter from the County Council was included in the Parish Council information pack prior to the meeting. AS felt that £1 was a reasonable amount to charge for parking all day.

BW and SJ met with some members of the Highways Agency on Monday 16th June to discuss areas of Parish Council land, near the roundabout at the entrance to the village, where they wish to investigate by digging boreholes etc. AM asked if we could have a copy of their data when the work is completed as this may be of use to Rob Mongovan.

AM informed JR that whilst he was in China this month, Cambridgeshire County Council was on their news with regard to an item called "greater links with China", which he found very interesting.

- b) **South Cambridgeshire District Council** – RH informed the meeting that the Garden Centre at Hackers Farm was rejected by one vote only and this was because the area was on greenbelt land. However, a further application would be forthcoming for the museum as this is a long term project with connections to Duxford etc.

56. ITEMS FOR INFORMATION

56.1 National Grid – The Clerk had a visitor from the National Grid who apologised for not informing the Council or residents about works that have been carried out in Pheasant Rise. The Clerk explained that we had many complaints from residents and it is normal practice to inform the Parish Council of any works to be done in the village prior to the start. The visitor said that they had a gap in their schedule, which is why Pheasant Rise was done without any notice but they would inform the Clerk in future, so a piece can be put in the Bar Hill News.

56.2 Stream – BW had an email today from Rob Mongovan informing the Parish Council that he would be picking up the work on the stream in the autumn.

56.3 Cycleway – It has been reported that the cycleway from Bar Hill to Dry Drayton is in need of cutting back. It was confirmed that the cycleway is the responsibility of the County Council, although we have done cutting back here in the past. It was agreed that the Clerk would contact the Rights of Way team and ask for this to be cut back.

C

56.4 Village Green Trim Trail - SS reported that the trim trail still needs to be repaired or the broken parts to be removed. This Clerk will ask the handyman to do this job.

C

56.5 Village Fete – AM asked that the Clerk spend the nectar points that we have on a raffle prize in Argos, before the fete.

C

56.6 Signage – Signage for the Parish Council Office will be put on as a main agenda item for July.

C



**Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
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ACTION

56.7 Emergency Plan – MN asked if Bar Hill had an Emergency Plan and the Clerk replied that we had a draft emergency plan, which was completed by Margaret Sellars. She will find the draft and send to MN so this can be put on the new website.

C

56.8 Bar Hill Golden Jubilee – RH reported that for our Bar Hill Golden Jubilee set to take place in 2016, he has been in contact with Hugh Jubilee who will recommend a member of the royal family to attend the 50th anniversary fete.

Next Meeting - There being no further business the meeting closed at 10.05pm. The next full Parish Council Meeting will take place on Thursday 17th July 2014 at 7.00pm in the Parish Council Office.

Signed(Chair)