



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 16 July 2015

ACTION

Present:

B Waters Chair (BW)
S Jenkins Vice-Chair (SJ)
B Burrage Councillor (BB)
J Doland Councillor (JD)
R Hall Councillor (RH)
B Howard Councillor (BH)
A Mitchell Councillor (AM)
M Nelson Councillor (MN)
M Pope Councillor (MP)
A Saunders Councillor (AS)
S Spence Councillor (SS)
J York Councillor (JY)

In attendance:

S J Bell (Clerk)
Sass Pledger, Business Manager, CCC Flood and Water Management Team, Growth and Economy, and
Emily Clark (Assistant) (Item 57)
County Cllr Lynda Harwood (Items 55, 57, 59 & 60)

2015

Open Forum

No members of the public present

55. To receive apologies for absence and any declarations of interest

There were no apologies for absence

Declarations of Interests: JD: Anything to do with Tesco

Chairman proposed bringing forward item 57 and 59.1. Recommendation for Works to Infiltration Basin and Streams. Agreed.

57. CCC Flood Risk Team: Infiltration Basin (by A14), Saxon Way Stream and Hollytrees Stream

The Chairman welcomed Sass Pledger and Emily Clarke from the CCC Flood Risk Team and invited Councillors to put their questions forward.

MN reported on the data he had requested regarding the drains and there was discussion with SP regarding areas for which Anglian Water was responsible and the work and dye testing they had carried out to establish flows. Anglian Water and the County Council had worked together to investigate the drainage systems, including beneficiary surface water management and private drainage to identify where improvement and maintenance was required. The infiltration basin needed to be cleaned in order to reduce the flood risk to the community of Bar Hill including businesses. Anglian Water now had one flood protection officer and SP recommended the Parish Council liaise with Anglian Water's engineers for advice and solution of issues. It was noted Anglian Water had recently dealt with the problem at the corner of Hanover Close/village green when heavy rainfall had again lifted the manhole and tarmac.

SP confirmed that Saxon Way stream did require cleaning.

RH asked if CCC reviewed historical information about the drainage in the area, even before Enclosures, to assess the situation. SP advised the CCC reviewed the situation in the light of current situation and did not go back to historic stream beds etc since over so many years there



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would have been a great deal of change including capping, culverting etc that it would not be possible to recreate.

JD asked for clarification of private drain responsibilities and SP advised this information would be recorded in each householder's Deeds to the property.

AM asked why the Parish Council had not been given information about ownership and flood risks by the relevant authorities before the flood event occurred. Sharing information between the authorities appeared disjointed and he wanted to ensure communication and sharing of information would be maintained for the future. BW advised that with all the information that had been gathered and the work that MN had undertaken it would help the Parish Council in the future. It was important to ensure knowledge was recorded and maintained for future reference.

MN said he understood the problem extended to farmland in neighbouring Lolworth and there had been a suggestion that larger culverts under the A14 would help. SP said this would not be feasible as it would then increase flooding in villages to the north of the A14 where there was already problems. She further explained the requirements under legislation and the NPPF for protecting existing villages and considerations to ensure sustainable drainage systems for new developments such as Northstowe.

SP advised RH that Flood Risk assessment maps were available from the Environment Agency's website

59. Committee Reports

59.1 Environment Committee

BW referred to Minute 6 of the Environment Committee meeting of 1 July 2015 regarding the infiltration pond (formerly known as the Balancing Pond) and the Saxon Way and Hollytree streams. She read out to the meeting the recommendation to Full Council from the Environment Committee.

Resolved that the recommendation of the Environment Committee and subject to para 11 of the Council's current Standing Orders (Rescission of Decision), motion to rescind its previous decision made under Minute 48.2 to now undertake those works on the drainage pond (balancing pond A14) and Saxon Way, and together with those works at the stream at Hollytrees (unaffected), for works to be carried out without further delay (to a total cost of £9445).

This recommendation is made in view of the information and advice from B Heffernan, CCC Senior Officer Flood Risk, which has established the ownership of the infiltration basin, formerly referred to as the "balancing pond", as Bar Hill Parish Council's, together with his assertion that this is an important and effective part of the village drainage system.

Proposed by AS, seconded by JD and agreed unanimously.

Clerk

SP and EC left the meeting at 7.45pm

Chairman proposed bringing forward item 60 as the County Councillor had another meeting to attend. Agreed unanimously

(The remainder of 59.1 moved to follow item 58)



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60. County and District Councillors' Reports

County Cllr Harford's report had been previously circulated.

AM advised that people were greatly concerned that many of the street lights would be turned off between midnight and 6am each day from 1 April 2016. Cllr Harford advised that this was under consultation and people were invited to put forward their concerns. Risk assessments should be carried out and parish councils then had the option of taking on the responsibility of paying the energy charges to keep the lights on if that was the wish of the residents. AM asked for details of how the £12 per lamp for additional energy charges had been calculated.

All

JD enquired about the Independent Living Fund arrangements and asked if Cllr Harford could find out if monies would be ring-fenced.

There was also discussion about proposals for the future of the Park and Ride Buses and Congestion charges. It was noted with the introduction of the £1 fee at the Park and Ride sites, use had fallen by 14%. Cllr Harford understood the main issue was with working the machines rather than the extra £1.

BH concerned about the Huntingdon Road cycle lane and asked when it would be completed and advised that the traffic lights around NIAB were not synced properly. Bus shelters were to be installed but at the moment it was difficult for people to get across the cycleway to get to the bus when it arrived.

AM asked that the CCC ensure people with disabilities have access if the congestion charge comes in. This was an issue involving City and South Cambs District Councils and Cllr Harford confirmed she thought provisions would be made for this.

BW suggested that Councillors email Cllr Harford to put further questions forward and also in future to email Cllr Harford with questions before the meeting.

BW thanked Cllr Harford for attending.

Cllr Harford left the meeting at 8.10pm

There was no report from District Councillors

56. Approval of minutes

The minutes of the Parish Council meeting held on 18 June 2015 had been previously circulated and were approved as a true record. Proposed by SJ, seconded by MP. Unanimously agreed.

58. Matters for discussion and decisions to be made from Previous Minutes

58.1 The Farmhouse

BW advised that the solicitors were dealing with the lease. Clerk advised that tenant was pleased with the damp-proof works.

Clerk

58.2 Dog Bin request on perimeter road between Chestnut Rise and Foxhollow

Clerk provided some costs and advised she was awaiting information from SCDC. Noted that there was one at The Brambles.

Resolved that this item should be deferred to the Environment Committee to monitor.

Proposed by MP, seconded by AS and unanimously agreed.

Clerk to respond to resident

Environment Committee/Clerk



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59. Committee Reports (cont)

59.1 Environment Committee (cont)

BW presented the remainder of the report and recommendations of the Environment Committee held on 1 July 2015

Minute 4: Terms of Reference for Environment Committee

- a) Resolved to split the Environment and Community Amenities sections into two separate Committees

Proposed by AM, seconded by MP and unanimously agreed

- b) Councillors should consider whether any changes be made to the Terms of Reference to the Committees in question and should advise Clerk of their preference for whether they want to sit on either or both Committees (Agenda Item 62.1.2)

Minute 5: Litter Bins

Resolved to spend up to £3500 for purchase and installation of up to 20 blue Glasdon Topsy 2000 bins from SCDC. SJ to identify and prioritise positioning of the 20 bins for the first phase of this bin replacement scheme.

Proposed by SJ, seconded by JD and unanimously agreed

SJ presented list of locations which was approved. Perimeter road still to be finalised.

SJ/Clerk

59.2 Planning Committee

MP presented report and recommendations for comments on the following planning applications and SCDC decisions. The recommendations for response to SCDC were agreed.

S/1125/15/FL	75 Foxhollow	Extension to front porch, plus replace garage door with window No objections
S/1424/15/FL	61 Little Meadow	Single storey outbuilding as garage to front of property No objections
S/1444/15/FL	4 Little Meadow	2 storey side and single front extension. No objections
S/0302/15/FL	9C Trafalgar Way	Change of use to servicing garage SCDC approved
S/1064/15/PH	59 Little Meadow	Single storey rear extension SCDC Application not required
S/1266/15/FL	13 Field View	2 Storey rear extension Change to height of ridge No objections

Clerk



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61. Report of Extraordinary Meeting 15 July 2015
The Willows

Noted that it had been agreed to investigate further. Also that there had been further interest for a tenancy (see Extraordinary Meeting Minutes)

62. Review of Actions from Internal Auditor's Report

62.1 Amenities Committee

62.1.1 Resolved to establish separate Amenities Committee
Proposed by AM, seconded SJ and unanimously agreed.

62.1.2 Nomination of Councillors:
BH, RH, SJ, AM, AS volunteered to serve on the Committee
BW proposed acceptance, unanimously resolved.

Draft Terms of Reference, previously circulated, were discussed and JD proposed Litter issues should be part of Environment Committee. No seconder.

Resolved that the Draft Terms of Reference for Amenities Committee be approved and adopted subject to the inclusion of the following:

Property

Maintenance of Buildings.

Proposed by AM, seconded by BB and unanimously agreed

Clerk

62.2 Terms of Reference for Committees

62.2.1 Finance and Policy Committee

Previously circulated draft Terms of Reference was discussed.
RH, AM, MP, JY volunteered to serve on the Committee
Chairman to be ex-officio
BW proposed acceptance, unanimously resolved.

Resolved that the Draft Terms of Reference for the Finance and Policy Committee be approved and adopted subject to the provision that preparation of the budget and precept should be completed at a special meeting of the full council as in previous years. Proposed by JD, seconded by BB and unanimously resolved.

Clerk

62.2.2 Planning Committee

Previously circulated Draft Terms of Reference was discussed.
Resolved that the existing Planning Committee be dissolved in favour of electing a lead councillor as per Draft Terms of Reference.
Proposed by JY, seconded by AM and agreed unanimously.

Resolved that the Draft Terms of Reference for Planning be approved and adopted.
Proposed by AM, seconded by SJ and unanimously agreed.

Nomination of Councillor Responsible for Planning

Resolved that MP be the Councillor Responsible for Planning in accordance with the Terms of Reference.

Proposed by BW, seconded by SJ and unanimously agreed.

Clerk



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62.2.3 Environment Committee

Previously circulated Draft Terms of Reference was discussed.
Resolved that the Draft Terms of Reference for the Environmental Committee be approved and adopted subject amendment to paragraph 4 to state

In addition the Committee will have control of the budget for minor expenditure subject to the provisions of the Council's Financial Regulations regarding limits of spending.

Proposed by AM, seconded by MP and unanimously agreed.

BB, JD, AM, MN, MP, SS, JY, BW volunteered to serve on the Committee
BW proposed acceptance, unanimously resolved

Confirmed that the Chairman to be ex-officio on all Committees

Clerk

62.3 Policies

It was noted that the 2nd tranche of Policies, previously presented on 18 December 2014, would be reviewed and formally approved at a future meeting.

Clerk

Resolved that the Complaints Policy, previously circulated, be approved and adopted forthwith. Proposed by AM, seconded by MP and unanimously agreed.

Clerk

Resolved that the tree policy be deferred to new Environment Committee pending advice from SCDC regarding TPOs. Proposed by MP, seconded by AM and unanimously agreed.

Environment Committee/Clerk

63. Request for repair of large hole in tarmac, Viking Way (spur road)

Clerk presented details.

Resolved that quote for repairs to pothole at Viking Way be accepted, and the work to be undertaken immediately. Proposed by MP, seconded by SJ and unanimously agreed.

Clerk

64. Car Parking Issues at Hillcrest

BW reported on complaint regarding parking difficulties experienced at Hillcrest. Two Councillors and the County Councillor had attended and advice had been sought from the Police. Also consulted, Senior Planning Officer at SCDC who confirmed it was a designated turning area and not parking area. However, if cars are able to park without obstruction then they can.

It was confirmed this was not an issue that the Parish Council could deal with.

65. Clerks Financial and Procedural Report

65.1 Approval of works by the Parish Council

Schedules reviewed and works discussed for Clerk to progress, including medium and high rated works under the tree survey of 2014/15

Clerk

65.2 RFO Report

Receipts and Payments had been circulated and noted that VAT reclaims were being processed. Resolved to close the Cambridge Building Society Account and transfer balance to Yorkshire Bank. Proposed by AM, seconded by MP and unanimously agreed.

RFO



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65.3 Bill Norton Annual School Prize

Resolved to approve the annual donation to the school for books in memory of Bill Norton, first Headteacher at Bar Hill Primary School, as agreed in 2014 of £40. Proposed by JY, seconded by RH and agreed unanimously.

Clerk

65.4 Approval of Direct Debit

Resolved to pay e-on by direct debit in respect of electricity for The Willows and Skatepark. Proposed by AM, seconded by SJ and agreed unanimously.

Clerk

65.5 Bank Mandate

Clerk advised that the Bank mandate had been returned for correction. Resolved that the RFO and Clerk be included on the Yorkshire Bank mandate. Proposed AM, seconded BW and unanimously agreed.

Clerk

Clerk confirmed this would be subject to the provisions of the Council's Financial Regulations now and in the future.

65.6 Approval of Accounts and Payment of Cheques for July 2015

Resolved that the accounts and list of payments for June/July, previously circulated, together with payment of £40 to the Bar Hill Primary School be approved.

Proposed by BB, seconded by AM, and unanimously agreed.

Resolved that payments for August including petty cash could be made and reported at the September meeting.

Proposed by SJ, seconded BW and unanimously agreed.

RFO

65.7 Clerks Hours

Resolved that Clerks hours be amended to enable her to work on the Friday morning following the full council meetings by swapping with the Tuesday morning of the same week. Proposed by BB, seconded JY and unanimously agreed.

65.8 Street Light Maintenance Contract

The maintenance contract for 13 parish owned lights was reviewed.

Resolved to temporarily remove the maintenance of the 4 lamps at the skatepark and to renew the contract for the remaining 9 lamps at £295.29 plus VAT.

Proposed by MP, seconded by BW and unanimously agreed.

Clerk

66. Correspondence

The following were received and noted:

66.1 CCC Public Rights of Way – arrangements for maintenance and cutting for 2015. Noted the first cuts were due in June, one in August and a third optional cut around October. Cuts to be monitored and reviewed by the Environment Committee.

Environment Committee

66.2 SCDC Local Plan Examination – SCDC response to the Inspector's preliminary conclusions.

66.3 NHS System Transformation Programme – Help Shape Local Health – local drop in sessions June-July.

66.4 Letter of thanks for £100 donation for "Holiday at Home" at Bar Hill Church.



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- 66.5 SCDC Planning Policy Monthly update for July.
- 66.6 Highways England A14 Cambridge to Huntingdon Improvement Scheme – notice of details for open floor hearings had been placed on noticeboard
- 66.7 SCDC Local Plan News Release
- 66.8 Gallagher Projects – Northstowe Phase 1 Infrastructure works – B1050 road closures 14 – 17 August 2015 and 21 - 24 August 2015
- 66.9 Street Lighting Energy Savings – details of lights to be switched off in the village between midnight and 6am each day – consultation. Comments required by 30 September. (Councillors to review sites and discuss at September meeting).

All

67. Other Reports

67.1 Skate Park

SJ confirmed that further work on the preparation for the Amey Cespa grant was progressing. Some letters of support were awaited and submission was to be made by 14 August. If successful the application together with further details would go before a panel in October for a decision.

SJ/AS

67.2 Playground Inspections

SJ advised that the birds nest had been repaired. Power wash of surfacing to be reviewed by the Amenities Committee.

Amenities Committee

68. Items of information

- 68.1 Request for meetings to end by 9.30pm. Agreed meetings to finish by 9.30pm (adjusted to 10.00pm if a long Parish Forum session applies)

Next Meetings:

The next full Parish Council Meeting will take place on Thursday 17 September 2015

There being no further business the meeting closed at 10.00pm.

Signed: Chairman of the Parish Council

Date: