



**Bar Hill Parish Council**  
**Minutes of Monthly Parish Council Meeting**  
**Held in The Parish Council Office**  
**at 7.00 pm on Thursday 18 June 2015**

**ACTION**

**Present:**

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

**In attendance:**

- S J Bell (Clerk)
- D Marshall (RFO)
- County Cllr Lynda Harwood
- PCSO Bujar Mani (Open Forum only)

**2015**

**Open Forum**

Chairman welcomed PCSO Bujar Mani who gave a report on recent police issues in the village. Problems with inconsiderate parking at Acorn Avenue were discussed and PCSO Mani advised he had informed the local resident that double yellow lines could be an option, although were generally very difficult to get.

LH arrived at 7.05pm

AM asked if there had been success with any other schemes in local villages to deal with this problem. PCSO advised there was none. Parking problems in other parts of the village were discussed and advice was sought as to what could be done in respect of Parish Council owned land and other areas. PCSO Mani advised that a polite note was an option for grass/verge areas. Where vehicles were causing a blockage, people should dial 101 as a ticket could be issued when parking was illegal.

It was noted that 'prohibited' signs were being arranged for Robin Close and Gladeside, and PCSO Mani advised he had talked to people in this area, and advised them not to park to cause a nuisance/illegally.

He confirmed he visited the village as much as possible and remained the contact point for the village.

BH asked if it was illegal to use the road through Oakington Barracks and PCSO Mani advised that it was but had not yet been enforced.

PCSO Mani was advised that lorries were still parking on Viking Way despite the installation of 'prohibited' signs, and he was asked to speak to any lorry drivers who might be there at present.

Copies of the report for the Histon Area Panel meeting of 18 June 2015 (evening) were left for Councillors.

BW thanked PCSO Bujar Mani and he left the meeting.

No members of the public were present at the meeting



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**45. To receive apologies for absence and any declaration of interest**

There were no apologies for absence

Declarations of Interests:           JD: Anything to do with Tesco  
  AM: Minute 47.7 Litter quotes

**46. Approval of minutes**

Copies of the minutes of the Parish Council meeting held on the 21 May 2015 had been previously circulated and were approved as a true record. Proposed by JY, seconded by DY. Unanimously agreed.

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

**47.1 The Willows – update**

BW reported that there was no further progress to report regarding tenancy.

BW advised she had met agents and obtained 3 valuations together with agent details as requested. A fourth response was awaited.

The RFO had advised that the building was unsustainable with no income and an expenditure to-date of £2182 on rates (from a budget of £2900). She recommended that the District Valuers advice be sought and a public notice would be required if the property was to be considered for selling. BW asked if there was support for investigating further to progress selling the property: 8 Councillors for, 1 against, 1 undecided. An extraordinary meeting to be convened to discuss further.

Clerk/BW

**47.2 The Farmhouse – update**

Clerk reported that the dampcourse treatment and the replastering work had been completed.

Approval to pay Guarantee Protection Insurance premium of £74.20 was proposed by AS, seconded by BB. Agreed unanimously. AM requested Clerk to check the insurance company was UK based. Approval was given for making good the decoration over the areas that had been replastered and tenant to be contacted about this. Noted a complaint had been received that the gutters were blocked and Chairman confirmed this had been dealt with but was not the cause of the problem.

Clerk/BW

**47.3 Skatepark**

SJ reported that completion of the Amey Cespa grant application, an expression of interest, had been drafted and would hopefully be completed on 19 June and despatched. Letter of support from MP had been received. Documentation for ownership of the land was required.

SJ/AS

RH arrived 7.33pm

Maps provided by RH were examined and it was confirmed that the skatepark land and balancing pond were within the parish boundary. RH to leave a copy for the office.



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**47.4 Rubbish in Woods**

SS confirmed the pallets, cones etc had still not been removed by SCDC, nor had a sofa at Chestnut Rise. MP would get report number and take up with SCDC.

MP

**47.5 Gladeside/Robin Close**

Two quotations for 3 No signs, "Parish Council Land It is prohibited to park on the grass" 594x420mm (A2) with posts and fixings were considered. Algar quote at £128 +VAT each was accepted, together with approval for S Lawlor to erect. Proposed by SJ, seconded by AM. Agreed unanimously.

Clerk

**47.6 Tree Felled in Error – Appletrees**

Confirmed a copy of the Council's Complaint Procedure had been despatched and crossed with correspondence regarding complaint. Clerk instructed to await confirmation of wish to invoke formal complaint procedure.

**47.7 Litter Bins**

BW reported SCDC had advised an installation charge of 14 bins at £35 per unit and 20 bins for £32 per unit. SCDC would provide the bins and they were chasing prices from Glasdons. SCDC reported that there were 26 litter and 11 dog bins in the village. All were installed at the request of the Parish Council or by the Parish Council direct. Cost of bin service was £4149.94 plus VAT for 2013/14. Formal contract had not been identified but service appeared to have commenced from November 2004 with provision of 11 bins. There was therefore no specified notice period although 3 months or end of financial year was suggested by SCDC. Emptying of bins scheduled for Fridays.

BW reminded Councillors of the details for quotes for bin emptying service from private contractors.

Clerk awaiting response from Cambridge City Council regarding purchase of second-hand bins.

SJ reported on availability of solar power bins at £22 per unit per week which compacts rubbish down to allow more capacity.

BW to provide details for Clerk to write to SCDC welcoming their commitment to emptying bins on a Friday and requesting that they incorporate in contract with Council, and to get further information from SCDC to see if their bins from Glasdon met the parish needs.

BW/Clerk

**47.8 Dog Bin Request for Perimeter Road between Chestnut Rise and Fox Hollow**

Councillors to view and item deferred to July meeting together with request for dog bin at The Spinney.

Clerk (July agenda)

**47.9 Parking at Acorn Avenue**

This item had been previously discussed earlier in the meeting with PCSO Bujar Mani.

**At 8.20pm**

BW proposed that item 53a of the agenda be brought forward. Agreed unanimously.



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**53 Other Reports**

a) County Council

County Cllr Harford's report had been previously circulated. She advised that there had been many complaints while work on the new cycleway on Huntingdon Road was undertaken and unfortunately it was taking a long time to complete, causing delays for vehicles including bus services. AM asked if Impact Assessments were carried on for works on major roads and LH confirmed this would all come under the Highways Department. She advised that the library was coming up on the agenda for Highways and Infrastructure Committee and people would be able to speak at the meeting.

LH advised she had received a copy of the letter to B Heffernan from MN regarding concerns about the newsletter item Bar Hill Post Floods Update No3, and this was discussed. MN concerned about accuracy and having walked the ditches and been in the pond was not clear some claims for work had been completed. Cllr Harford advised that CCC was carrying out a review of their Local Flood Risk Management Strategy through public consultation (until 14 July 2015 <http://www.smartsurvey.co.uk/s/NBICY/>). Cllr Harford offered to write to Sass Pledger of CCC if requested.

Otter Close the adopted road would soon be resurfaced and enquiries were being made if the contractor would extend the work to include the carparking spaces. It was understood these would be in the ownership of local residents/landlords and all would need to contribute as the County Council would not have funds to include.

RH reported that CCC were seeking planning permission in a building near to Ely Station to relocate the Archives, although the Cambridgeshire Collection would stay in Cambridge.

**Cllr Harford left the meeting at 8.55pm**

It was noted that work was being carried out behind Dominoes and it was understood they were planning an extension.

**48. Clerks Financial and Procedural Report**

**48.1 Approval of works by the Parish Council**

BW invited the RFO to present the financial report. DM advised that work had been completed by S Lawlor and the invoices were included in the list of payments to be approved by the meeting.

**48.6 RFO Report**

RFO presented the list of receipts and payments for the first quarter. Those items printed in blue were in respect of the month of June and were for consideration and approval for payment at this evening's meeting. Income April-June was £49837.90 including first half of the Precept £47369 and CCC agency payment £670.73. Expenditure April-June £24826.09 nett of VAT. VAT £3164.81 for the quarter. Balances Analyses as at 18 June 2015 was presented together with notes for discussion. These reports were explained and discussed (Appendix 1)

A Finance and Policy Committee would be established for the September meeting. Proposed by RH, seconded AM. Agreed unanimously.

MP suggested that costs of the office building should be examined.

Insurance: RFO advised that a Tree Risk Assessment, with a rolling plan for each area of the village should be developed. SJ advised this had been done in the past and the trees tagged but there had been some errors with identification. RFO recommended that an arboriculturalist be engaged and there was a suggestion that the local Horticultural College might be engaged as a project for students.



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**48.2 ADC Quotes for Works on Balancing Pond (A14), and Hollytrees and Saxon Way Streams**

RH confirmed that according to the maps he had obtained this area of land fell within the parish.

MP presented recommendation from Environment Committee meeting of 3 June 2015, that Subject to proof of the assertion by B Heffernan that the Parish Council does own the said balancing pond, and in view of the urgency of the situation, the Environment Committee recommends that the Council proceeds with the advice given by B Heffernan for the work on drainage pond at the A14, on Saxon Way stream and Hollytrees stream for the sum quoted by ADC for a total of £9445. Proposed by MP, seconded by JD. Motion not carried: 2 for, 7 against, 3 abstentions.

Clerk instructed to write to CCC to advise the Parish Council could not proceed at the moment with the works. It would be referred back to the Environment Committee as insufficient data available.

**J Doland left the meeting at 9.55pm**

ADC to be asked to carry out the work on the Hollytrees stream as per quote for that item, £4910.63 Proposed by BW, seconded by R Hall. Agreed unanimously.

Clerk

Saxon Way stream to be deferred for the time being. Proposed by AM, seconded by BW. Agreed unanimously.

**48.3 Approval Donation to Bar Hill Cricket Club for Rubber Duck Race at Fete on 4 July 2015**

Donation of £50 be made to Bar Hill Cricket Club for the Rubber Duck Race at Bar Hill Fete on 4 July 2015. Proposed by SJ, seconded by AM. Agreed unanimously.

Clerk

**48.4 Chubb Fire Extinguisher**

Clerk reported that Chubb had completed the annual Fire Extinguisher tests at the Council offices. SJ asked if it was the Council or tenant that was responsible for Fire Extinguisher testing at The Willows and Farmhouse. It was thought this was the responsibility of the tenant but Clerk to check.

Clerk

**48.5 Review of Electricity Supplies**

BW advised that the Clerk was dealing with renewal of electricity contracts for The Willows and Skatepark

Clerk

**48.7 Approval for inclusion of RFO on bank mandate to deal with bank (excluding cheque signatory)**

RFO recommended that the Clerk should also be included on the bank mandate for contacting bank and obtaining bank statements but not cheque signatory.



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Approval given for the RFO to be included on the bank mandate for access to accounts, excluding signing of cheques. Approval given for Clerk to be included on the bank mandate in order to be able to contact bank and obtain bank statements only. Proposed by MP, seconded by AM. Agreed unanimously.

**48.8 Approval of Direct Debit – Council Tax on Parish Council Office**

Approval given for Direct Debit to be set up for payment to South Cambridgeshire District Council for Council Tax re: Parish Council Office. Proposed by SJ, seconded by AS. Agreed unanimously.

**48.9 Approval of Accounts and Payment of Cheques for June 2015**

The accounts and list of payments for June (blue) previously received and considered under Minute 48.6 together with payment of £165.45 to CANALBS for 2014/15 Internal Audit fees were approved. Proposed by AM and seconded by RH. Agreed unanimously.

**48.10 Re-surfacing of car parking area at Otter Close**

This item was deferred.

**48.11 Clerk's Hours**

BW proposed additional 4 hours (Monday afternoon) to be reviewed after 2 months. Seconded by SJ and approved unanimously

**49. Review of Actions from Internal Auditor's Report**

- a) Policies and Procedures (Pp40-60) previously circulated for review were approved en-bloc subject to minor amendments to Lone Worker and Trees which will be presented at the next meeting. Proposed by MP, seconded by SJ. Agreed unanimously.
- b) Terms of Reference for Environment and Planning Committees. MP confirmed he would continue as the nominated Councillor for Planning to examine plans and make site visits etc in order to put forward observations/recommendations to Committee/Full Council. Item deferred as now late in the evening to discuss any further.

**50. Correspondence Received**

- 50.1 Local Plan Examination. Letter from Inspectors regarding preliminary conclusions and that examination suspended while Cambridge City and South Cambs District Councils carried out further work to respond to issues raised, was noted.
- 50.2 Planning Inspectorate: A14 Cambridge to Huntingdon Improvement Scheme meeting at Menzies Hotel 2.7.15. Noted.

**51. Electoral Review of Cambridgeshire**

Proposals to reduce County Council to 61 seats and amend Wards, including District to include Madingley and remove Boxworth and Lolworth from the existing Wards <https://consultation.lgbce.org.uk/node/4143> was noted. There was no objection from the Parish Council.

**52. Committee Reports**

- a) Planning:
  - S/2604/14/FL 153 Pheasant Rise, subdivision of dwelling to provide independent flat (retrospective application) No objection
  - S/1117/15/FL 21 Oatlands Avenue, single storey rear extension No objection
  - S/1266/15/FL 13 Field View, two storey rear extension No objection



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S/2011/14/OL Northstowe, phase 2, 3.5k dwellings, 2 primary schools, secondary school, town centre/employment, formal and informal recreational space and landscaped areas, east and west sports hubs, busway and southern access etc. Noted  
S/0760/15/AD Unit 13 Advertisement signs, internally illuminated fascia sign & projecting sign, 4 vinyl signs. Concerns regarding large size of lettering on signs.

**53. Other Reports**

- b) South Cambridgeshire District Council (BW/RH): nothing to report
- c) Parking Issues – Viking Way: deferred to next meeting
- d) Up-date from A Noyes regarding maintenance Viking Way – quotes would be obtained soon
- e) Play Ground Inspections: SJ reported all was in order. Birds Nest part had been ordered.
- f) Any other reports: none

**54. Items of information**

**SCDC Planning Policy Monthly update June 2015**

Previously circulated by email, and noted

BB Foxhollow: Sign for Nos 36-43 required for positioning outside No 43. SL to re-erect BB Field View sign for Nos 7-19 required for positioning outside No 19.  
AM Pheasant Rise, damage to Council owned land with skips and construction machinery and causing obstructions  
JY Village Hall Committee had no objections to siting large collection bins on their carpark (as requested at previous meeting)

**Next Meetings** - There being no further business the meeting closed at 10.35pm.

The next full Parish Council Meeting will take place on Thursday 16 July 2015 at 7:00pm in the Parish Council Office.

**Signed: Chairman of the Parish Council**

**Date:**