



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on 17 March 2016

ACTION

Present: B Waters Chair (BW)
S Jenkins Vice-Chair (SJ)
J Doland Councillor (JD)
A Mitchell Councillor (AM)
M Nelson Councillor (MN)
M Pope Councillor (MP)
A Saunders Councillor (AS)
S Spence Councillor (SS)

In attendance: S J Bell (Clerk)
County Cllr L Harford

Open Forum

There were no members of the public present

40.16 To receive apologies for absence

Apologies for absence were received from RH (holiday) and B Howard

41.16 Declarations of Interests: SJ – Item 44.1.16 Personal Interest (The Willows)

42.16 County and District Councillors' Reports

SJ arrived at 7.02pm

The reports from the County Councillor and District Councillors had been circulated.

LH advised that a Roadwatch scheme was being set up independently of the Cambridgeshire Constabulary Speedwatch scheme. MP reported that the Police had been undertaking speedchecks in the village.

AM enquired about fines for parents smoking in cars with children. LH to make enquiries.

LH thanked the members for their patience during her absence due to illness.

LH left the meeting at 7.05pm

43.16 Minutes and agenda of the meeting held on 18 February 2016

Resolved that the minutes of the meeting of 18 February 2016 be approved and signed as a true record, and that the agenda of the meeting of 18 February 2016 be signed by the Chairman as confirmation of the business transacted at that meeting. Proposed by MP, seconded by AM

44.16 Matters for discussion and decisions to be made from Previous Minutes

SJ declared a personal interest in 44.1.16

44.1.16 Up-date of Sale of The Willows

BW, SJ and Clerk had met with the Solicitor earlier in the day to complete the Commercial Property Standard Enquiries form. It was noted that the purchaser had put in a prior notification of application for change of use from office to residential to SCDC.

Resolved that advice should be obtained from Barker Storey and Matthews regarding valuation and what was planned for the building. Proposed by MP, seconded by AM **BW** (SJ abstained)

No covenants or restrictions identified at the moment



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44.2.16 Completion of the Lease for The Farmhouse

Clerk requested approval of the invoice for £2720.34 being the outstanding balance for legal fees on The Farmhouse Lease.

Resolved that the payment of £2720.34, being the outstanding balance for legal fees on the Farmhouse Lease, be approved for payment. Proposed by AM, seconded by BW.

RFO

BW reported that the Solicitor had advised that a Tenancy Deposit Protection Scheme was only required for residential lettings. However, as previously discussed the deposit would need to be held as an earmarked reserve in the Council's accounts each year until the end of the tenure. **RFO**

45.16 Minutes of Meetings of Committee

Resolved that the Minutes of the following Committees as printed and attached to these Minutes be accepted and any recommendations contained be adopted

45.1.16 Environment and Amenities Committee 2 March 2016

45.2.16 Finance and Policy Committee 9 March 2016

subject to

- a) Environment and Amenities Committee (Item 39.16)
 - i) That the recommendations for not having a policy and procedures/guidelines for Litterpicking be returned to the next meeting of the Environment and Amenities Committee for review and re-drafted proposal. (MP to investigate and report).
E&A Committee
 - ii) That the Litterpick date be re-scheduled for May 2016
- b) Finance and Policy Committee
 - i) Item 31.16 - the 'mower' was in fact a 'roller' and the Minutes should be amended accordingly, as advised by MP

In addition, the Risk Assessment mentioned at Item 32.16 of the Finance and Policy Committee was circulated to full Council, and under Item 34.16 telephone and Internet services, AM further explained the package and a paper was circulated. **Clerk/AM**

Proposed by MP and seconded by JD

46.16 Planning

Lead Councillor for Planning, MP, presented report and recommendations for comments on the following planning applications:

S/0368/16/FL 8 Otter Gardens, 2 storey side extension – no objections
S/0480/16/FL 15 Appletrees, two storey side and single storey front extension – no objections
S/0474/16/AD FISH'N' CHICK'N' (Churchills) installation of illuminated fascia, projecting signs, high level non-illuminated vinyls and non-illuminated chalk A-board – no objections

Noted that further planning applications had been received which the Lead Councillor would examine and report on at the next meeting. They were in respect of extensions and no major development.
MP



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The following SCDC decisions were noted

S/1714/15/FL Land east of Battle Gate Road, Childerley Farm, Childerley, Dry Drayton, Solar Farm and Assoc Development – Refused

S/3170/15/LD 104 Appletrees, Lawful Development Certificate for existing conservatory to rear of dwelling - Approved

S/2788/15/FL 31 Acorn Avenue, single storey front extension and two storey rear extension - Approved

Noted that the item on guidance for residents to respond to planning applications had been placed for insertion in the next edition of the Bar Hill News

47.16 Matters Arising from Minutes of Committee

Environment and Amenities Committee 2 March 2016

33.16 MN had discussed with Fergusons the clearing away of debris around area either side of the grille at Saxonway Ditch. Fergusons had confirmed they would complete this as part of the quote for the Dam Brook work. MN undertook to attend site when Fergusons go in to do the work. **MN**

43.16 AM asked if there had been any more problems of anti-social behaviour at the skatepark site. BW confirmed she had had no reports and it was understood the PCSO was occasionally patrolling.

34.16 Clerk reported that the grounds contractor had advised he would move the grit bin across to the concrete pad near Hollytrees post box. AS would help with where to put black bin in Viking Way when contractor ready. **SL/AS**

35.16 Clerk had issued purchase orders for approved tree works to be completed as soon as possible and MN had forwarded photos of work to be reviewed at the next Environment and Amenities meeting. BW advised she had been round with Fergusons regarding the 2015 Annual Tree Inspection Survey. Clerk reminded Councillors that the bird nesting season ran from March to August. **E&A Committee**

Resolved that the Clerk should issue purchase orders to Fergusons for some minor works as recommended by BW on the latest Tree Inspection Survey, namely works around Robin Close including grinding out stumps to facilitate grasscutting for the 2016 season. In addition Clerk instructed to obtain quotes to cut back hard the hedging on the perimeter road between Robins Close and Acorn Avenue. Proposed by AM, seconded by BW. **Clerk/BW**

BW reported that there had been flooding problems with the drains near the Farmhouse due to roots and debris in drains. Following a meeting with the grounds contractor she requested that quotes be obtained to cut down two trees above the drain and 1 nearby. **Clerk**

BW reported that she had arranged for the grounds contractor to remove the self-set elders on the triangle by the school/library. **SL**

There was discussion about purchasing further equipment for grounds contractor and further advice would be sought from the RFO for discussion at April E&A Committee meeting **RFO/E&A Ctee**

Finance and Policy Committee 9 March 2016

26.16 AM reiterated concern about low membership and the problems of becoming inquorate and requested more people join the Committee. Councillors present declined to put themselves forward



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to serve on this Committee but it was hoped some of the three new Councillors to be co-opted in due course would volunteer.

48.16 Parish Councillor Vacancies (3)

Clerk reported that there had been no interest expressed by the deadline and she had arranged for the vacancies to be readvertised with a closing date of 14 April 2016. **Clerk**

49.16 Hallmark Hotel – Residential Development Proposals

There was no further information to hand

50.16 CCC Part-night Street Lighting

CCC had advised that the hours for switching off lights overnight had been reduced from midnight – 6am to 2am – 6am, and the charge to parishes reduced from £12 to £7.70 per lamp per annum plus the admin charge of £65.00. It was confirmed that the Parish Council would pay for the residential areas only to keep the lights on all through the night and this excluded Trafalgar Way. The Clerk had asked CCC if the businesses on Trafalgar Way had been informed of the reduction in hours but there had been no response. **Clerk/RFO**

51.16 2016 Annual Parish Meeting

The Annual Parish Meeting would take place on Thursday 12 May 2016.

52.16. Finance

52.1.16 Payment of Accounts and Statement of Balances for March 2016 had been circulated. BW had checked the schedule of income and expenditure, together with invoices and cheques and recommended approval for payment.

Clerk confirmed the cheque for Came and Co (Insurance) had been signed and released in order to comply with the need for renewal by 12 March 2016 (as informed at the previous meeting). The schedule was being reviewed by the F&P Committee and Came and Co had confirmed there would be a refund of the premium in respect of The Willows when it was sold. **RFO**

ACRE Payroll Services had prepared the Employer's Year End Declaration for 2015/16 which was presented to the meeting.

Resolved to accept of the Employer's Year End Declaration for 2015/16 as a correct record. Proposed by AM, seconded by MP **RFO**

RFO was requested to provide costs for street lighting at Viking Way for April E&A Committee meeting **RFO**

Resolved to approve payment of cheques as per schedule subject to Woodfines payment being referred back to the RFO to contact Woodfines for an invoice for the full amount and a separate return of the rent deposit as there was a concern about VAT. Proposed by AS, seconded by AM **RFO**

52.2.16 RFO Financial Reports and Recommendations

Income to 17 March 2016 was £619.69, Expenditure £22874.97 giving a balance of £47419.26 including all reserves. Further invoices were expected before the end of the financial year which would further reduce general reserves. £2 difference between bank and accounts had occurred due to utility companies adjusting bills and direct debits and these were being followed up by the RFO and would be adjusted as necessary. **RFO**



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52.3.16 External Audit Arrangements

Details presented by Clerk regarding future arrangements for external audit from 2017/18.

Resolved to remain 'opted-in' to the Smaller Authorities Audit Appointments Ltd scheme set up by NALC/SLCC/ADA. Proposed by SJ and seconded by AM **RFO**

52.4.16 Payment of PWLB by Direct Debit

Following acceptance of previous recommendation to switch payments from Lloyds Account to Yorkshire Bank, RFO sought approval and signature of new direct debit form so that she could action for the next payment.

Resolved to amend Direct Debit for PWLB half yearly payments to be made from Yorkshire Bank. Proposed by AM, seconded by SJ **RFO**

52.5.16 Future supply of electricity for skatepark

AM gave a verbal report on options for renewal of contract for electricity at skatepark. EON had quoted £94.61pa in standing charges, nil energy.

Resolved to have power disconnected to save standing charge fees, and reconnected when new facilities installed. Proposed by MN, seconded by MP. Noted that the existing contract expires on 19 April 2016. **Clerk**

53.16. General Correspondence

The following were received and noted:

A14 Cambridge to Huntingdon up-dates (emailed 1.3.16, 9.3.16 and 16.3.16 (MP and MN to attend meeting at Swavesey on 23 March 7pm)) **MP/MN**
Highways England – works on A11 Fiveways Roundabout (emailed 9.3.16)
CAPALC Speedwatch (emailed 7.3.16)
Cambs ACRE News Digest February 2016 (emailed 27.2.16)
Anglian Water "Pollution Watch" (emailed 23.2.16)
Northstowe Parish Forum (emailed 15.3.16)
SCDC Proposed changes to the Scheme of Delegation (Planning) (emailed 15.3.16)
NALC DIS March 2016 (emailed 11.3.16)

Letter from resident regarding cuttings and rubbish at The Brambles, previously circulated, was received and discussed. BW reported that 3 Councillors had made site visits and it was confirmed that the area did need clearing up and was on the schedule of work to be completed (including further tree works). Contractor to be asked to remove cuttings as he works.

Clerk instructed to write to resident advising that the Council has a tree and shrub programme of works for the village and the cuttings in question would be removed in due course. **Clerk**

54.16 Other Reports

There were none

55.16 Request for Disabled Access, The Spinney

Access across amenity land at front of property no longer required, and it was confirmed that arrangements by Cambs Home Improvement Agency to install a powered electronic lock on the rear gate had been agreed.



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56.16 Items of Information/Next Agenda

SCDC Planning Policy Monthly update March 2016.

MN reported tree and hedge matters by 92 and 187 The Spinney

Spinney bus shelter – trees not urgent. Discussed options for getting cuttings cleared away as the contractors work, including getting a contractor in to chip remainder of cuttings around the village.

SJ and Clerk to discuss with contractors. **SJ/Clerk**

Clerk instructed to contact SCDC Planning department regarding building works at Hillcrest and Oatlands **Clerk**

JD thanked the Chairman for providing information that the new Beacon for SCDC offices had been purchased from SCDC Chairman's Allowance

57.16 Date of Next Meeting

The next full Parish Council Meeting will take place on Thursday 21 April 2016 at 7:00pm in the Parish Council Office.

There being no further business the meeting closed at 9.30pm

Signed: Chairman of the Parish Council

Date: