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Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on 21 January 2016

Present:

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

In attendance: S J Bell (Clerk)

Open Forum

Chairman welcomed Alex Doel of Bellenden, Antony Iannaccone of Topland, and Matt Roe of CgMS who had come to give an up-date on proposals for development adjacent Hallmark Hotel.

The representatives gave a presentation of amended proposals for 41 dwellings (previously 44) with access via the existing main hotel and golf course access road, a play area and separate access for 7 of the houses. This contemporary style development would consist of townhouses and two apartment blocks, a mix of 1-4bed homes, with parking.

Questions from Councillors were presented

1. Who would be responsible for future maintenance of play area – Topland advised this could be negotiated, normally handed over to councils (noted SCDC planning policy that developers must provide play areas for this size of development) and it would be open to the public not just the residents on the development.
2. Concerns about dog-leg crossing from main village across Crafts Way to the play area on the site, and safety of pedestrian crossing due to traffic volumes and speed.
3. What were the results of the public response following the public exhibition at the Hallmark Hotel in November. Topland advised that about 310 people had attended. Further information about the proposals would be distributed and there had been a misconception that the development was planned for the golf course but this was not the case.
4. Accesses to the site discussed and Topland advised these met with highway requirements
5. Topland had met with SCDC to discuss proposals and would be submitting an application around mid-February. The traffic report had been conducted over a 24 hour period (not over Christmas when Tesco traffic is extremely busy)
6. Concern about the 4-storey high apartments.

1.16 To receive apologies for absence

Apologies for absence were received from MN

2.16 Declarations of Interests: MP Item 13.16 Personal interest (football club)

3.16 Resignation of Councillor

Chairman reported that she had received a letter of resignation from Mr B Burrage. Clerk to write to Mr Burrage on behalf of the Council to thank him for all his help and work on the Council over many years **Clerk**

4.16 Parish Councillor Vacancies (3)

Clerk reported that the new vacancy had been reported to SCDC and vacancy notice displayed, with a deadline of 29 January 2016.

Clerk reported that SCDC had advised that the electors had not called for an election to fill the vacancies left by Mr Pellew and Mr York. Clerk to make arrangements for filling these vacancies by co-option as soon as possible. **Clerk**

5.16 County and District Councillors' Reports

County Councillor Lynda Harford's report had been previously circulated.

JD asked if CCC had ring-fenced the Independent Living Fund. LH to check and respond to JD, and she advised that CCC was strongly focussed on providing support to enable people to stay in the community rather than resort to expensive care facilities.

LH advised that CCC was reviewing the proposals to turn off the street lights. The recommendation was now 2am to 6am. Also hoping not to lose mobile library service and school crossing patrols

BH asked if the decrease in time the street lights would be off would give a cheaper cost to those Parish Councils that had opted to keep the street lights on from their own budgets. LH to check and advise.

LH advised that she was trying to establish a Time Bank for Bar Hill and had received an offer from someone to lead but unfortunately this had now dropped. She was still trying to get a scheme set up and asked if the Parish Council would support either a proper Time Bank or try a less formal scheme such as neighbourhood/community care scheme. SJ advised that the Church had been involved in this sort of scheme and LH advised she would follow this up. **LH**

There was no report from the District Councillors. AM raised the issue of caddys being stolen from the recycling bins and RH said this should be reported to SCDC by householders.

6.16 Minutes of the meeting held on 17 December 2015

Resolved that the minutes be approved and signed as a true record.

Resolved that the Agenda of 17 December 2015 be signed by the Chairman as confirmation of the business transacted at that meeting.

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

7.1.16 The Willows – Up-date on progress with Estate Agent

Clerk advised she had contacted the solicitors for advice on procedure and any issues to be addressed by the Council, and circulated the response email and advice note from the solicitors. The issue of whether to sell leasehold/freehold was still to be decided on and the Clerk referred Councillors to the guidance and information prepared by Clerk and RFO for July 2015 meetings, including setting up a working party to steer the project.

A verbal report from SJ regarding businesses that had viewed and expressed an interest in The Willows at this early stage. The Council would review and consider any more offers at the next Council meeting.

7.2.16 Strategy of Sale of The Willows: ‘Disposal of the Willows Capital Investment Strategy’

This document, tabled at the previous meeting, had been examined by Councillors. Minor amendments were agreed. The monies raised from the disposal of The Willows will be used for major capital projects to alleviate flooding in the village and long term programme for play and recreation within the village.

Resolved to approve the ‘Disposal of The Willows Capital Investment Strategy’ Proposed by MP, seconded by AS. 2 abstentions BH (had not examined the document) and SJ.

8.16 Minutes of Meeting of Committees

Resolved that the Minutes of the following Committees as printed and attached to these Minutes be accepted and any recommendations contained, unless otherwise specified under item 9 be adopted. Proposed by RH and seconded by MP.

8.1.16 Environment and Amenities Committee 13 January 2016

8.2.16 Finance and Policy Committee 16 December 2015

8.3.16 Chairman of Finance and Policy Committee gave a brief verbal report on the meeting held earlier in the day, **21 January 2016**. He confirmed the Committee recommended

- approval of the Payment of Accounts and Statement of Balances for January 2016 and approve payment of cheques, and accept the RFO report. Income £1612.50, Expenditure £8590.33, Balance at 21.1.16 was £70167.50.

- approval of switch of energy supplier from npower to Eon for the Parish Council office electricity supplies. Schedule of Energy suppliers for the various Parish Council properties together with costs was presented.

Resolved to approve

- Payment of Accounts and Statement of Balances for January 2016, and payment of cheques,
- switch Council office electricity from Npower to Eon at 12.05p per unit and 27p per day standing charge
- RFO's report, and to ask the RFO to provide advice and guidance on virements

9.16 Planning

Lead Councillor for Planning, MP, advised that there had been no planning applications to consider. The following SCDC decisions were noted:

S/2667/15/FL 130 Appletrees, 2-storey side extension – consent

S/2726/15/FL 18 Field View, 1st floor side extension – consent

S/2479/15/FL 5 Watermead, single storey side and rear extension – consent

S/2476/15/VC 15 Viking Way Removal of Condition 2, land restored to former use - consent

Also noted

S/1888/14/OL Hackers Fruit Farm and Garden Centre, Appeal due to commence 19 January 2016

S/1714/15/FL Solar Farm Childerley – amendments: transport statement and revised archaeological written scheme of investigation and mitigation statement.

S/3170/15/LD 104 Appletrees Lawful Development Certificate: conservatory

MP drew the Council's attention to the SCDC new delegation scheme for planning

10.16 Matters Arising from Minutes of Committees

10.1.16 Environment and Amenities Committee: JD advised he had sent apologies for not being able to attend due to illness. Clerk confirmed and advised this would be amended at the next Environment and Amenities Committee meeting.

JD advised he had seen and spoken to the Anglian Water workman regarding the new grated inspection cover in the footway at the back of Hanover Close. Work to clear the watercourse should improve flow and minimize pressure in this watercourse.

10.2.16 Finance and Policy Committee: Minute 11.2 Telephone and Broadband.

JD raised that Talk Talk had received bad customer care reviews in the press. There was discussion about the level of savings by switching from BT to Talk Talk.

Resolved to accept the recommendation of the Finance and Policy Committee to switch from BT to Talk Talk at £27.50 per month for the office telephone and internet services. Proposed by MP, seconded by AS, 1 abstention (JD as concerned about customer care reports)

11.16 Review of Committees

11.1.16 Nomination of further Councillors to the Finance and Policy Committee
There were none

11.2.16 Terms of Reference for the Environment and Amenities Committee
The proposed Terms of Reference for the Environment and Amenities Committee had been previously circulated and were considered and discussed.

Resolved to approve and adopt the Terms of Reference for the Environment and Amenities Committee subject to the following amendments

- **Car Parking and Street Parking**
Monitor and make recommendations regarding parking of vehicles on parish Council owned land
- **Play Areas and Equipment** (omit words skatepark as all inclusive)
Proposed by AM, seconded by SJ

12.16 Hallmark Hotel – Residential Development Proposals

The information received from the presentation by Topland in the public open forum was noted. It was understood an application would be submitted to SCDC for 41 dwellings in February. The Council would await notification from SCDC in accordance with normal planning procedures.

13.16 Request for Bootcamp Sessions on Village Green 06.30 hours and 19.00 hours

MP declared a Personal interest (football club)

The applicant's response of 26 December 2015, previously circulated, was reviewed. The applicant had advised that the old skatepark was not suitable and appealed the Council's decision not to permit use of the village green at 0630 and 1900 hours.

Clerk instructed to advise applicant that the Council stood by its previous decision and did not consent to use of the village green at 0630 and 1900 hours for bootcamp sessions.

14.16 Dam Brook (Hollytrees Stream)

Five quotations for work on the stream and hedging/trees were received and circulated. This work had been identified following advice from Cambridgeshire County Council, South Cambs District Council and drainage advisers.

The Clerk drew the Council's attention to the RFO's January report regarding overspend on some budgets including £345 on the stream. The Clerk asked if the work could be deferred until late Spring/early Summer when the banks would be drier to work on, the cut would remove some of this year's growth and it would be a new financial year. Councillors advised that the work had to be done immediately as advised by SCDC.

There was indepth discussion because the quotes that were received all represented very good value. However, having to come to a decision, the Council decided upon Fergusons who had carried out similar work at the same site in early 2015 and which had been to a very satisfactory standard.

Resolved to accept the quotation from Fergusons for a total of £4940. Proposed AS, seconded AM. **Clerk**

15.16 Internal Auditor's Report 8 December 2015

A copy of the report had been previously circulated.

Minute books and agendas: Clerk reported she had contacted Cambridgeshire County Council Archivist who had advised they would accept the files and prepare for archiving in card folders at £10 each.

The report was considered and the recommendations of the Internal Auditor discussed.

Resolved to accept the report and

- release all original minutes and agendas up to 1994 to the CCC Archives for preparation and archiving. Minutes from 1995 onwards would be released at a later date **Clerk**
- refer to the Environment and Amenities Committee for action, all risk assessment inspections **E&A Committee**
- use standard paragraph in Minutes authorising payments under LGA 1972 s.137 **Clerk/Chairman**
- check list of purchased freeholds up-dated as necessary in conjunction with the solicitors. **Clerk**
- the 2015 Minutes and Agendas to be sequentially numbered by hand and commence new typed numbering system in new Minute book from 1 January 2016 (currently numbered and each page signed per set of Minutes) **Clerk**
- councillors to further define any pecuniary and non-pecuniary interests as recommended by the auditor **All**
- the Finance and Policy Committee to review insurance, asset values and asset register in conjunction with the RFO **F&P Committee/RFO**
- the Finance and Policy Committee to review and make recommendations on all the Council's policies for adoption by the full Council **F&P Committee**

Proposed by MP, seconded by AS

16.16 Consultation Documents

16.1.16 Local Government Boundary Commission Ward Boundaries – South Cambs District Council.

Resolved the Council had no comment to make. Proposed by AM, seconded by SS. **Clerk**

16.2.16 Consultation on Strategic Policies Identified for Neighbourhood Planning purposes.

Resolved the Council had no comment to make. Proposed by AM, seconded by SS. **Clerk**

17.16 General Correspondence

The following were received and noted:

A14 Essential Works (emailed 6.1.16)
CCC Community Gritting Scheme: Clerk to check arrangements with SL and inform CCC accordingly
NALC Direct Information Service
SCDC Changes to Proposed Scheme of Delegation (as raised by MP under Planning) (no comments to submit) and Parish Planning Forum meeting 22.3.16 at 6.30pm (emailed 18.1.16)

18.16 Other Reports

There were none

19. Items of Information/Next Agenda

SCDC Planning Policy Monthly update January 2016 (previously circulated)
SCDC Tree Officer – response awaited for visit to village re: complaint Appletrees **BW**
Advice was being sought regarding request for disabled access facility across council land at The Spinney. **Clerk/BW**
Insurance claim - Village Green January 2015 had been sent to insurers.
SCDC Code of Conduct Training request – SCDC had referred Councillors to the Parish Council section on the SCDC website. **All**
Applications for erection of Banners – referred to next Environment and Amenities Committee meeting. **E&A Committee**

20. Date of Next Meeting

The next full Parish Council Meeting will take place on Thursday 18 February 2016 at 7:00pm in the Parish Council Office.

There being no further business the meeting closed at 10.50pm

Signed: Chairman of the Parish Council

Date:

DRAFT