



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 16 February 2017

Present:

- B Waters Chair (BW)
- S Jenkins Vice-Chair (SJ)
- F Cox Councillor (FC)
- P Dawson Councillor (PD) (from part way public forum)
- J Doland Councillor (JD)
- R Hall Councillor (RH)
- B Howard Councillor (BH) (from part way public forum)
- A Mitchell Councillor (AM)
- M Nelson Councillor (MN)
- M Pope Councillor (MP)
- R Sadler Councillor (RS)
- A Saunders Councillor (AS)

In attendance: S J Bell (Clerk)

Public Forum

Chair welcomed 1 resident. The resident was present to raise concerns relating to the old skatepark site.

The resident said he understood one of the lads wanting a new skatepark had recently written to the Council but having been present at part of the previous meeting had not heard the letter read out under "Residents' letters". It was confirmed that the Clerk had returned two letters back to the sender with contact details as they had been addressed to the Editor of the Bar Hill News.

The resident sought clarification about the future of the land in respect of compulsory acquisition of parish council owned land at the front of the village by Highways England

PD arrived 7.12pm and apologised for being delayed.

Council members explained that Highways England was undertaking compulsory acquisition of some lands – some works had already begun, eg the infiltration pond, which was due to be replaced by Highways England as it was understood this formed an important role in flood prevention for the village. Under compulsory acquisition, be that purchase of or temporary use, the Council had no choice and the Council's interest in securing compensation and/or sale price was being handled by an agent. When, and for what purpose, and for how long, some of the land would be occupied was not known at present other than that it could be for the full 4 year period earmarked for the A14 Improvement works scheme.

From Minutes of January 2014 the resident said he understood a contractor was to be asked to check for rot as the structure was being demolished – shouldn't that have been ascertained before demolition. Chair advised that documents requested by the resident had been copied for handing over to him. **BW**

BH arrived at 7.15pm and apologised for being late.

029.17

To receive apologies for absence

Apologies for absence were received from SS and County Councillor L Harford.

030.17 Declarations of Interest: There were none

031.17 County and District Councillors' Reports

A copy of the report the County Councillor had been circulated prior to the meeting. BW reported that the District Councillors' report was yet to be released.

RS was concerned that it was difficult to assess the County Council's activities, in particular the financial situation. He confirmed he would email the County Councillor. **RS**



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032.17 Minutes and agenda of the meeting held on 19 January 2017

Correction: Clerk apologised that there had been a typing error on the agenda as the Minutes and Agenda under this item were stated as 12 January when in fact they were 19 January 2017, as attached.

Resolved that the Minutes of the Council meeting of 19 January 2017 be approved and signed as a true record by the Chair. Proposed by AS, seconded by SJ

Resolved that the agenda of 19 January 2017 be signed by the Chair as confirmation of the business transacted at that meeting. Proposed by AM, seconded by SJ.

033.17 Matters Arising

005.17 A14 Cambridge to Huntingdon Improvement Scheme RH drew attention to the point that the Council would be responsible for costs for any extra work requested of Cheffins in respect of the the compulsory purchase and compulsory temporary use of Council owned lands at the front of the village.

005.17 Leap and Learn AM reported on enquiries that he had made with the Charity Commission and SCDC.

034.17 Minutes of Meetings of Committees

034.1.17 AS presented Minutes of Environment and Amenities Committee of 1 February 2017

MN asked if AW had cleaned out Saxonway ditch grille. Noted that MP was speaking to a contractor about clearing the rest of the watercourse as previously discussed.

BW was putting an item in Bar Hill News regarding Community Flood Groups and Flood Plans.

MP said he and AS were progressing the next tranche of day-rate works and reported a) Stonefield – Fergusons £180, b) Pheasant Rise – site meeting with contractor pending, c) Nature Reserve/bench - Fergusons £280, d) perimeter road (inside) Acorn Avenue to Chestnut Rise and on to Oatlands Avenue – Brookfield Groundcare £705, (total budget £1500 approved Minute 008.17). The tree down on the public right of way off Saxonway had been cleared away by Brookfield Groundcare whilst they were in the village on other tasks.

Resolved that the Minutes of the Environment and Amenities Committee meeting of 1 February 2017 as printed and attached to these Minutes be accepted. There were no recommendations to be adopted. Proposed by AM, seconded by SJ.

035.17 Planning

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

S/0167/17/FL Create Signs Ltd Vacant strip of land next to existing co. 46 Viking Way
2-storey side extension to existing commercial unit with a B2 workshop use on the ground floor and ancillary office space at 1st floor.

Resolved that the Council had no recommendations to make on this application. Proposed by MP, seconded by AM.



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Hallmark Hotel Development

SCDC – notification of Appeal to Secretary of State against the decision of SCDC (T&CPA 1990 S.78) – Hearing: Hallmark Hotel, Land south side of Huntingdon Road, Bar Hill – development of 40 residential dwellings across 2 sites comprising: 6, 2-storey houses and 27 apartments in 3&4 storey blocks, 47 car parking spaces and associated landscaping including the retention of part of the bund and provision of a play area on part of the hotel car park and other surplus space (Site 1) and 7, 2-storey houses served by 14 car parking spaces and associated landscaping on part of hotel staff car park and underutilised part of golf course (Site 2) new pedestrian access of Crafts Way and a children's play area along with associated landscaping on land between Sites 1 and 2. (S/0851/16/FL) (Appeal Ref APP/W0530/W/16/3162178)

BW confirmed a note would be going in the next edition of the Bar Hill News for residents. Noted that 53 people were on a waiting list with SCDC for housing in Bar Hill but none of the houses proposed were expected to be affordable. There were not enough affordable homes offered by the developers to satisfy SCDC Planning Department.

Resolved that the Council should submit comments to the Inspector for the Hearing:

Restate the objections made in the original submission to SCDC, and

1. The proposed development is outside the original design of the village which is unique.
2. The height of the building is alien to the existing
3. There will be increased traffic, air and noise pollution due to the upgrade of the A14
4. 10,000 houses planned for nearby Northstowe.
5. Lack of affordable housing in the proposed scheme.
6. No correlation between the size of the houses and the car parking facilities

Proposed by RS, seconded by AM

036.17 Matters Arising from Minutes of Committees

RH announced that the F&P Working Group meeting planned for 15 February had had to be deferred to 9 March 2017.

Environment and Amenities Committee 1 February 2017

10.4.17 Loose Coping Stones – Pheasant Rise. RS reported that the stones needed re-fixing and MP confirmed he was arranging to see a contractor to undertake this work soon. Noted that neighbouring wall required attention particularly as it joined a public open space and Clerk would be writing to the homeowner to draw their attention to the need for repairs. **Clerk**

037.17 Broadband Services

AM reported that 205 residents were unable to get fibre broadband as cabling was not complete to properties.

Resolved that the Council should write to BT Wholesale to ask when they would complete the task to make fibre broadband available to all residents. Proposed by AM, seconded by MN **Clerk**

038.17 Youth Bus

Details regarding youth services offered by Connections had been circulated and were discussed. Minimum booking was one academic term at a cost of £235 per week for full youth bus facilities with 3 youth workers (2 hours). Grant funding may be available.



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Resolved that subject to availability of capital/advice from RFO, the Council engage the Connections Youth Bus Facility for one term as a trial, Easter to July, Wednesdays 7-9pm, rear of library. Project to be reviewed after this initial term. Proposed by RS, seconded by MP **RFO**

039.17 Skatepark and Play Equipment

A working party of the E&A Committee had been formed and tasked with investigating the options for upgrading, modernising and improving facilities for young people in the village.

MP reported that during the initial meeting of this working party, 10 February 2016, general discussion had included options for alternative sites, eg around the Village Green/The Drift and about the need to deal with up to 17 diseased and poor trees, and overgrown areas, (as identified in the 2016 Tree Survey) which if tidied could be reviewed as potential space for new facilities. As requested he and AS had made enquiries with a day-rate contractor on the Council's approved contractor list who recommended removal of 10 of the trees to ground level – cost £425 plus VAT; to stump grind to 400mm below ground to remove root ball, remove spoil and refill holes and dress with grass seed £400 plus VAT. In addition, to remove approximately 50m of brambles and small diseased trees along the soil bund running alongside the Village Green (Scout hut down to top of bank/The Drift), cleared back to the substantial tree line bordering the shallow ditch £330 plus VAT.

Resolved that the quotes for removal of the said 10 trees, £425 plus VAT, grind out stumps £400 plus VAT and removal/cutting back of brambles and small diseased trees £330 plus VAT be accepted and the work completed in the current financial year. Proposed by MP, seconded by AM.

Clerk

The weekly inspection of play equipment report flagged that some of the safety surfacing would need patching where holes were forming. The two climbing ropes were showing signs of wear and tear (this had been discussed and deferred by Council in the summer with a view to monitoring) and some of the safety surfacing could do with a power wash. SJ advised that none of the items had been identified as high risk on the annual and weekly assessments, and all items to be monitored reviewed at the next E&A meeting. **SJ**

JD thanked AM, FC, SJ, BW, RS and MP for attending the working group which he had chaired. The Terms of Reference had been discussed and a start made on the gathering of information including an idea of costs and potential sites.

The resident left the meeting at 8.25pm

040.17 Hollytrees Stream/Dam Brook

AS reported that she and MP had met with Rob Mungovan on 1 February 2017. A tender letter had been drafted setting out works for 5 locations along the stream which would be further discussed at the next meeting with Rob scheduled for 20 February at 3.30pm. Photographs would be sent with the letter and the areas along the stream had been marked up. It was difficult to assess how much the work would cost but she thought it would need around £50,000 capital to start the project plus monies from SCDC.

041.17 Viking Way Lorry Parking

Clerk reported that UKPC had advised they were now unable to provide a warden patrol Viking Way. Noted that the signs were still in place but that it had not deterred lorries parking overnight on this stretch of road. UKPC had returned the cheque for £480 in respect of set-up fees and signs. Chair advised that she had written to the Road Haulage Association to ask them to inform their members that parking in Viking Way Bar Hill was not permitted and that lorry drivers should use designated lorry parks in the area.



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Resolved that the Council confirmed it would not participate in the UKPC scheme and that enquiries should be made with APCOA for a similar scheme. Proposed by AM, seconded by SJ. **Clerk**

042.17 A14 Cambridge to Huntingdon Improvement Scheme

Up-dates including monthly Council bulletin had been circulated to Councillors as and when received by the Clerk. Councillors were not happy with notices regarding road closures – people were getting stuck and unable to get in and out of villages. BW reported that speed cameras were to be erected.

043.17 Local Authorities Disposing of Lands LGA 1972 s.127

Information sheet, previously circulated, was received and noted.

044.17 Grasscutting Contract

Fergusons had advised that they would undertake grasscutting for the 2017 season at the same rate as the 2016 season plus 3%

Resolved that the Council accept the quote for 2017 season of grasscutting for £18,288 plus 3% plus VAT. Contractor to be reminded that he should not strim close to the trees on the village green as recommended in the Hayden's Tree Survey to avoid damaging tree trunks. Proposed by AM, seconded by AS. **Clerk**

Clerk also to remind Fergusons not to cutback flowering bulbs in Gladeside and Acorn Avenue too early, nor the bee orchids on the bare ground under the trees at the front of Hollytrees. **Clerk**

045.17 Village Tidiness

Chair suggested contacting the local retail businesses to seek their support and assistance in litterpicking and grounds contractor costs. Clerk confirmed these businesses had been contacted last year.

Resolved that the Council write to Cushman and Wakefield to ask them to remove the old silver bins at the side of Churchills and replace them with lidded bins. Proposed by AS, seconded by AM. **Clerk**
AM to provide pictures to go with letter. **AM**

Resolved that the Council write to Choice, Next, Tesco, Churchills and Costa to ask them to keep the front and back of their respective properties clear of litter, or secured so that it does not blow about and to contribute towards the Parish Council's costs for litterpicking on the areas that abut these retail units ie the back of Viking Way, the area in front of the Council offices through towards school and library down to Gladeside.

Resolved that the Spring litter pick would take place on 22 April 2017 and village organisations be invited to participate. Proposed by BW, seconded by BH

Resolved that the Clerk should make arrangements for a collection of electrical goods by the usual contractor preferably 15 May (or a Monday). Proposed by SJ, seconded by BW.
(Noted must avoid Thursdays as this is the new day for SCDC collection of waste) **Clerk**

046.17 LGBT



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AM reported that he had been unable to attend the Cambridgeshire Constabulary LGBT Community Conference but he planned to attend the Rainbow Flag Event at Shire Hall.

047.17 Consultation Documents: Future Model for an Integrated Out-of-Hours base at Cambridgeshire University Hospitals NHS Foundation Trust (Addenbrooke's)

The website link had been previously circulated. Proposal to move the Cambridge GP Out-of-Hours base from Chesterton Medical Centre to the Addenbrooke's Hospital site. There was some discussion and general feeling for a preference to keep out-of-hours at Chesterton. The questionnaire was available on-line and members undertook to each respond directly. **All**

048.17 Finance

048.1.17 Payment of Accounts and Statement of balances report for February 2017 previously circulated. Income £5921.23, expenditure £3330.53, balance of £327,617.58 including the capital reserve of £218,427.17

RH had checked the February schedules of income and expenditure together with invoices and cheques, and recommended approval for payment. Journal adjustment of £1 in respect of VAT noted, together with recommendation from RFO that £2247.00 VAT reclaimed in respect of The Willows should be transferred from the Yorkshire Bank to Lloyds Bank.

Clerk requested payment of 3 invoices received earlier in the day (and checked by RH).

005176	J Reynold	£1627.20
005177	Brookfield Groundcare	£900.00
005178	Came & Co Insurance	£4928.88 (renewal date 12.3.17)

Clerk reported that a cheque for £480 had been received from UKPC (Minute 041.17 referred)

Resolved to approve payment of cheques as per February schedule plus 3 as requested by Clerk and to note receipt of UKPC refund of £480.00. Proposed by RS, seconded by FC. **RFO**

Resolved to move £2247 reclaimed VAT (The Willows) by cheque (005174) from Yorkshire Bank to Lloyds Bank Treasurer's Account (The Willows/capital). Proposed by BW, seconded by RH. **RFO**

048.2.17 Responsible Finance Officer's (RFO) Report (via Clerk)

The RFO had checked the petty cash system earlier in the day and confirmed that it had balanced.

The RFO was awaiting receipt of a comprehensive Asset Register including land holdings from the Finance and Policy Working Party. **F&P Working Party**

Although the payment for renewal of the 2017/18 Insurance Policy had been presented for payment (of necessity to meet the renewal date deadline) the Finance and Policy Working Party should examine the items insured to ensure adequate cover on all items, in particular, the RFO had identified some areas for specific review. **F&P Working Party**



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RFO drew attention to the possibility that the Council may be eligible for the Small Business Rate Relief and had drafted the application form for approval, and signature by Chair.

Resolved that the Council should submit an application for Small Business Rate Relief. Proposed by RH, seconded by BW. **RFO**

RH reported that the RFO had suggested the Council should re-assess the Public Works Loan Board to see if it would be beneficial to pay off in a shorter period and he would talk to her about this. **RH/RFO**

RS queried the presentation of the accounts and asked if they could be made easier to understand – RH agreed to include on the next F&P WP agenda which would also include provision for reviewing all the Council's policies he had been working on in recent weeks. He would be recommending that in future a review of policies would take place at the beginning of the year for re-adoption and signing by the Chair. (As per Standing Orders) **RH/F&P Working Party**

048.3.17 Internal Auditor's Interim Report – RH advised that the Finance & Policy Working Party would examine this and report back to full Council. RH advised the Archive Policy was still to be done. AM had drafted the new policy data protection and forms for requests, and SJ asked if the policy for hiring the room at Council offices had been completed. **RH/F&P Working Party**

048.4.1 Merging Finance and Policy Working Party function back to full Council - RH felt there was still too much work to do for the finance and policy work to be merged back to the full Council and advised that it had been agreed that the RFO did not need to attend all the Finance and Policy Working Party meetings. A member of the Working Party will prepare notes of each meeting to record activities and report back to full Council so that the Clerk does not need to attend. **RH/F&P Working Party**

JD said that the meeting was running very late but there was still a lot of business to undertake and suggested the remaining items be deferred. He left the meeting at 9.55pm and the meeting continued.

048.5.1 Renewal of Energy Contracts. Clerk presented quotes from Opus and the current supplier, Eon, for the office and old skatepark site electricity. She reported that the skatepark had been on a 'landlord tariff' for the last year so the Council paid a slightly higher rate per unit but no daily standing charge as the lights were not being used. However, the latest skatepark invoice was showing that there had been some energy usage which she was investigating with SJ.

Resolved not to renew the skatepark energy contract but to have the supply disconnected forthwith. Proposed by MN, seconded by PD **Clerk**

Resolved to renew the energy contract with Eon (current 27p per day standing charge and 15.78p Kwh less 7% discount) based on 1 year fixed price plan. Clerk to check final figures and conferring with Chair accept on 1, 2 or 3 year contract depending on the best sum that could be quoted on the day of renewal. (quotes are only guaranteed to the end of the day of quote) Proposed by MP, seconded by BW. AM abstained. **Clerk/Chair**



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049.17 Terms of Reference – for Working Party of the Environment and Amenities:

The Community Facilities for Young People Working Party – tasked to investigate upgrading, modernising and improving facilities for young people (0-17 years)

Chair proposed to defer this item to the next meeting and this was agreed. **BW**

050.17 General Correspondence

The following items were received and noted:

Camquit
NALC Bulletins
The Plunkett Rural Co-operative Programme
A14 Cambridge to Huntingdon Monthly Council Bulletins
ICO Newsletter
Police Panel meeting at Histon 22.2.17
Hidden Voices Event 14.2.17
CCC e-bulletin issue 5
CAPALC Parliamentary Lobby Day – promotion of Town and Parish Councils in Parliament on 28 March 2017.
SCDC (Whole Council Elections) Order 2015 - District and Parish Council Elections May 2018 and every 4 years thereafter
Anglian Water and Cambridge Water Co – Government OpenWater Initiative - opening of the water and wastewater market to business, public sector and charity customers – non-household customers able to choose water and sewerage Retailer.

051.17 Other Reports

RH reported that the visit by the Duke of Gloucester for the 50th Anniversary of Bar Hill had been a tremendous success.

RH said he was pleased to have been successfully nominated for a Village Hero award and thanked the Council.

052.17 Items of Information/Next Agenda

SCDC Planning Policy Monthly update

053.17 Date of Next Meeting

The next full Parish Council Meeting will take place on Thursday 16 March 2017 at 7:00pm in the Parish Council Office.

Annual Parish Meeting – Clerk to contact Church to book Octagon for a date in May, eg 4 May 2017.

054.17 EXCLUSION OF THE PRESS AND PUBLIC

Resolved that in accordance with section 1(2) of the Public Bodies (admission to meetings) Act 1960, that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at agenda items 055.17 – 058.17 namely approval of exempt Minutes, advice from CAPALC and solicitors, it is advisable in the public interest that the public and press be temporarily excluded from this meeting and they are herewith instructed to withdraw.



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There were no members of the public present.

There being no further business the meeting closed at 10.15pm

Signed: Chair of the Parish Council

Date: