



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

ACTION

Present:

B Waters Chair (BW)
S Jenkins Vice-Chair (SJ)
F Cox Councillor (FC)
P Dawson Councillor (PD) (from item 061.17)
J Doland Councillor (JD)
R Hall Councillor (RH)
B Howard Councillor (BH) (from item 061.17)
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

There were no members of the public present

Chair congratulated RH on his Village Hero award and also thanked him for all his work in reviewing the Council's Policies

059.17 To receive apologies for absence

Apologies for absence were received from SS

060.17 Declarations of Interest:

JD 081.17 Personal – Drainage for Domino
MP 061.17 Personal – Road repairs Hollytrees
BW 082.17 Personal – Church Flower Festival
RH 082.17 Personal – Church Flower Festival
BH 082.17 Personal – Church Flower Festival

061.17 County and District Councillors' Reports

A copy of the reports from the County Councillor and the District Councillors had been circulated prior to the meeting. The reports were noted.

AM raised issues regarding asked the Hills Road cycleway.

7.05pm PD arrived

MP asked when the County Council proposed to carry out street repairs as in some parts of the village the roads were quite bad. He declared a personal interest in respect of Oatlands Avenue.

LH explained that the budgets was split into 3 areas for road repairs. She was seeking advice as to what was planned for Bar Hill.

RS asked about the financial affairs of the County Council. The information published was not very transparent and it was not clear what the impact of all the budget cuts and loans would mean for the future.

7.16pm BH arrived

Questions were raised and LH undertook to take back the Parish Council's concerns to the County Council. LH advised she was on the Assets and Investment Committee. It was not clear how devolution and the new Mayor system would effect the County Council in future.

LH was asked if there was any income data for the Guided Bus scheme. She confirmed there had been a fall when free parking was stopped, some of which was due to people having difficulties with the machines.

LH left the meeting at 7.30pm



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062.17 Minutes and agenda of the meeting held on 16 February 2017

Resolved that the Minutes of the Council meeting of 16 February 2017 be approved and signed as a true record by the Chair. Proposed by MN, seconded by AM

Resolved that the agenda of 16 February 2017 be signed by the Chair as confirmation of the business transacted at that meeting. Proposed by MN, seconded by AM.

063.17 Matters Arising

The Clerk's report, previously circulated, had provided an up-date as follows:

037.17 Broadband Service BT/Openreach had advised they would be giving opportunity for access to fibre to all properties as soon as they could and people were recommended to keep checking the website which was updated on a daily basis

<http://www.homeandwork.openreach.co.uk/OurNetwork/rural-broadband.aspx>

<http://www.homeandwork.openreach.co.uk>

038.17 Youth Bus Organisers and funders had asked if youngsters had been consulted. Community Facilities for Young People Working Party would prepare a survey to pass to children (E&A Committee), and Clerk had advised a similar consultation process would be required for any new play facilities proposed. The Clerk had contacted Bar Hill Primary School and Swavesey Village College for a message to go round on parent mail asking youngsters to contact the office to register interest. BH advised that he had spoken to youngsters at the Church and they were interested. **Clerk**

041.17 Viking Way Lorry Parking Clerk had contacted APCOA on 22 February and 8 March to enquire about them providing a service to stop lorries parking overnight at Viking Way but there had been no response to her emails. **Clerk**

045.17 Village Tidiness There had been no response from the retail outlets on clearing their own areas, nor making a financial contribution to the Council to meet additional expense of clearing abutting areas by grounds contractor.

046.17 The Farmhouse D Reynolds had responded regarding resolving access by unauthorised people on the flat roof.

064.17 Minutes of Meeting of Environment and Amenities Committee

064.1.17 AS presented Minutes of Environment and Amenities Committee of 1 March 2017

Re: Recommendation Minute 019.1.17 Training for play inspections Agreed inspector should be invited to discuss any requirements for training with AS and SJ and the Council would pay. **AS SJ**

Clerk advised that she understood there could be implications with HMRC if the Council paid training fees for contractors. Passed to RFO for advice.

Resolved that the Minutes of the Environment and Amenities Committee meeting of 2017 as printed and attached to these Minutes be accepted and the recommendations adopted except recommendation under minute 019.1.17 regarding allocated reserves. Proposed by JD, seconded by PD. BH and AM abstained

Resolved that the Council would allocate monies from the anticipated surplus funds for play equipment repairs and maintenance. Proposed by MP, seconded by AM. 11 for, (1 against) **RFO**



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065.17 Notes of Finance and Policy Working Policy

RH gave a verbal report of the meeting held on 9 March 2017:

Policies: Final copies had been circulated to Councillors since the meeting on 9 March 2017. RH sought approval of all the policies and advised that they should be reviewed in January each year. RS queried that the policy C2 referred to agendas and papers being despatched 7 days before a meeting and it was confirmed this should be 3 clear days, as per the Council's Standing Orders. Clerk referred to the Health and Safety Policy, and the need for training in order to implement and monitor the Council's policies. **F&P W/P**

Leases: RH advised that he would now undertake a review of the Council's leases on its buildings and grounds **F&P W/P Chair**

Budget: RH advised that the RFO was very pleased with how the budgets had been managed

Asset Register: RH advised that he and members of the Finance and Policy Working Party would be meeting with Came & Co to review the insurance asset register on 4 April 2017 at 10.30am **F&P W/P**

Council's Financial Regulations: RH advised the Council needed to look at reviewing and adopting the new Financial Regulations recently issued by NALC and circulated to the Finance and Policy Working Party **F&P W/P Chair**

SCDC Litter bin emptying contract had been deferred to the next meeting. **F&P W/P Chair**

Internal Auditor's Report

Resolved that the Internal Auditor's Report, previously circulated to all Councillors, be acknowledged and accepted. Proposed by MP, seconded by AM.

Deposit Accounts: No further monies were to be held in deposit accounts, other than the existing £22.5k in the building society (as per the latest monthly accounts report)

066.17 Matters Arising from Minutes of Committees

Environment and Amenities Committee

023.17 2016 Tree Survey Broken bough was near 22 Oatlands not 42, and Brookfield Groundcare to be asked to clear away when they are next in the village. **Clerk**

026.17 AS reported that the fence struts on Council land in Appletrees had been removed.

067.17 Skatepark

The contractor had been out and disconnected the lights at the skatepark again. The control box had been tampered with. The police had been informed.

PD proposed that the Eon contract be cancelled and the meter and wiring be removed; the Council's lighting engineers be instructed to remove the distribution board and seal up the control box to make vandal proof. Seconded by JD

AM moved for an amendment that warning stickers be placed on control box 'danger of death'. No seconder.



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The substantive motion was **carried** and the Clerk was instructed to make the necessary arrangements. Insurance company to be informed. **Clerk**

SJ proposed that the trainers be removed from the top of the lighting column when the lighting engineers attended to fix lights at Viking Way. Seconded by PD and unanimously **resolved**. **Clerk**

068.17 Planning

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

S/0515.17/FL 15 Oatlands Avenue Demolition of existing brick garage and building single storey kitchen extension

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

Hallmark Hotel Development (Appeal Ref APP/W0530/W/16/3162178) SCDC Reference S/0851/16FL)

Copy correspondence from two residents regarding the Appeal for development at the Hallmark Hotel site were received and noted. The District Councillors confirmed they had forwarded comments to the Inspector. The Parish Council's comments had been acknowledged by the Inspector's case officer.

069.17 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 070.17 - 072.17 namely approval of exempt minutes and reports, 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.

There were no members of the public present.

The meeting was re-opened to the public

073.17 Consultation Documents

CAPALC Membership Agreement

Details had been previously circulated. The survey questions were answered for the Clerk to return to CAPALC. **Clerk**

074.17 Annual Parish Meeting 11 May 2017

Arrangements discussed and agenda agreed, Clerk to write to village organisations and publicise on noticeboards, website and Bar Hill News. **Clerk**

075.17 Hollytrees Stream/Dam Brook

Clerk had reported in her report, previously circulated, that arrangements for tenders had been executed in accordance with instructions at the E&A meeting in March, and public notice issued in accordance with the council's current Financial Regulations. The Ecology Officer steering the arrangements for the works had advised that he would be leaving his post on 30 April 2017 but would still support by telephone. The RFO had passed on advice regarding definition of capital works to assist the Council in assessing monies that might be taken from the sale of The Willows. The Council needed to agree how much was to be spent from The Willows money.



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AS advised the members that the tender letters and supporting documents had been sent out with a return date of 13 April 2017. The tenders would be opened on 19 April and the Ecology Officer would attend to support and advise. Card to be sent to Ecology Officer to thank him for his support over the years and wish him well in his new job. **Clerk**

Clerk advised that she had contacted CCC Senior Officer Flood Risk regarding a meeting to discuss leaky dams with Councillors.

MP to find article giving advice on capital expenditure in respect of enhancement of facilities. **MP**

076.17 Village Hall Playgroup

Request from Village Hall Playgroup requesting permission to run cable for new internet provider from box in The Spinney to their premises so that they could investigate getting cheaper internet services. Some of it would be on Village Hall land and some on Parish Council. RS proposed that this would be acceptable subject to reinstatement. The Council needed to know exactly where it would run and MP undertook to make a site visit to ascertain further information. **MP**

077.17 Clerk's Report

The Clerk's report had been circulated prior to the meeting. In addition to the points raised in her report under matters arising and the agenda items referred to at this meeting, the Clerk advised that she did not think the safe would be fireproof and that the laptop computer was not working properly. The laptop was old and out of date and it was not thought economical to purchase a new battery.

Resolved that the Clerk investigate purchasing a new laptop and gather quotes. Proposed by SJ, seconded by JD. **Clerk**

078.17 A14 Cambridge to Huntingdon Improvement Scheme

Clerk had given up-date in her report and noted that Highways England were on site and had removed all the trees and vegetation at the infiltration pond and were clearing some of the land that runs along the back of the old skatepark and industrial units. It was not known when they would occupy the other small pockets they had identified under the compulsory temporary use orders.

MN reported that he had attended the Highways England information bus on the Tesco carpark earlier in the week. He had raised the issue that the road closure signs were appalling and routes not good but apparently they are only permitted to make diversions via A roads and not B roads. More information was needed, especially forward notice on the roads so that people could make choices to divert their route. Some councillors reported having to help bus drivers find alternative routes because the signage and notice was inadequate.

The Chair had received information about plans for replacing of trees when the works have been completed which had been circulated to Councillors. MN to put details on websites and some maps which he had asked for. It was noted that the bus stop on the way out of the village, before the flyover, was not indicated on the new plans.

079.17 Finance

079.1.17 Payment of Accounts and Statement of balances report for March 2017 previously circulated. Income £693.60, expenditure £24,810.92, balance of £303,500.26 including the capital reserve of £218,427.17

RH had checked the schedules of income and expenditure together with invoices and cheques for March, and confirmed all was in order. Noted this covered the period to 16 March 2017. A further report for period 17 March to 31 March 2017 setting out the last receipts and payments for the current financial year would be issued in due course.



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Resolved to approve payment of cheques as per March schedule. Proposed by MN, seconded by FC. **RFO**

- 079.2.17 Responsible Finance Officer's (RFO) Report. There was no report from the RFO other than that covered at the Finance and Policy Working Party meeting on 9 March 2017. (NB further invoices for tree works etc expected and cheques required as soon as possible to complete transactions in current financial year).

RS asked why the precept had been raised if the Council had £24,000 unspent. RH advised that the general reserves had been low and needed to be lifted to half the precept value which had now been achieved. Consideration had also been given to the fact that it was probable that the Government would introduce a cap for Parish Precepts which would limit future increases.

RS asked if interest was being earned on The Willows money at Lloyds. RH confirmed this was a current account and did not attract interest.

RS asked if the PWLB could be paid off early. RH advised that this had been looked at in the past but the penalty for early payment was too expensive.

- 079.3.17 NJC Terms and Conditions of Employment Salary Award 2017/18

Resolved that the Clerk's salary scale point be increased by 11p per hour with effect from 1 April, 2017, in line with the recommendations of the second stage of the 2016/18 national salary award. Proposed by MN, seconded by RS **Clerk/RFO**

080.17 Terms of Reference of Committee and Working Parties

- 080.1.17 The Terms of Reference for the Environment and Amenities Committee and the Finance and Policy Working Party had been previously circulated following amendments arising from earlier meetings.

Resolved that the Terms of Reference for the Environment and Amenities Committee and the Finance and Policy Working Party be approved and signed by the Chair. Proposed by MN, seconded by PD

- 080.2.17 The Terms of Reference for the Community Facilities for Young People Working Party had been previously circulated.

Resolved that the Terms of Reference for the community Facilities for Young People Working Party be approved and signed by the chair. Proposed by FC, seconded by MP.

081.17 Domino Drainage

The Chair reported that Domino were planning to have an area of the car park behind their R&D building (Trafalgar Way) resurfaced/concreted and a drain put in to take away excess water that pooled in the area. However it was not clear from Land Registry exactly where the boundary was with the Parish Council land and they therefore sought to discuss with the Council. Email of 9 March circulated to Councillors.
JD declared an interest.

Resolved that the Council had no objections to Domino's proposal to drain the area as described. Proposed by MN, seconded by MP. AM and SJ against. JD declared an interest and did not vote.
Clerk



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082.17 General Correspondence

The following items were received and noted:

Cambridgeshire Constabulary New Parking Initiative <http://tinyurl.com/SouthCambs-Parking>

CCC innovation Fund

Invitation to Time-banking workshop

PC affordable housing training

Older Peoples Partnership Board Local Social and Support Groups for Older People

Cambridge Water Company - Cambridge Water Business would be providing water retail services including billing, payment handling, meter reading, account management and queries and complaint handling from April.

Land Registry revised plan for council own land in Hollytrees (2) (Clerk confirmed she had sent a copy to the solicitors)

Bar Hill Church Flower, Art and Craft Festival 14 July 2017 - Council declined invitation to produce a floral display (BW, RH, BH declared a personal interest)

CCC - South Cambs Road Surface Treatments - none noted for Bar Hill. Also noted that the dip in the footway near 144 The Spinney had been inspected by CCC and no action was planned at present but it would be monitored.

083.17 Other Reports

AM reported that he understood CCC was reviewing libraries for closures again

084.17 Items of Information/Next Agenda

SCDC Planning Policy Monthly update

Clerk reported that Cambridge Water had attended the Council offices to carry out an inspection under the Water Supply (Water Fittings) Regulations 1999 and that the inspector had found no infringements.

Chair reported that a Police vehicle had gone on to the village green on 26 February 2017 and got stuck whilst chasing another vehicle. She had emailed the police seeking the reason why the vehicle had gone on to the village green but had not heard back. She had been given a crime number. Agreed to discuss further at the Environment and Amenities Committee to consider erecting posts to block access on to the village green from The Spinney. **Clerk**

SJ reported that she and BW had attended the latest Police meeting

SJ reported that the school caretaker had been in touch with concerns about trees between the school and the tennis courts which needed cutting down. SJ had been to inspect. Item deferred to Environment and Amenities Committee. **Clerk**

JD asked when BT were planning to remove the phone boxes at Robin Close and Pheasant Rise. It was understood these would be on a scheduled programme and BT would get to the village in due course.

085.17 Date of Next Meeting

The next full Parish Council Meeting will take place on Thursday 20 April 2017 at 7:00pm in the Parish Council Office.

There being no further business the meeting closed at 10.30pm

Signed: Chair of the Parish Council

Date: