



**Bar Hill Parish Council**  
**Minutes of Monthly Parish Council Meeting**  
**Held in The Parish Council Office**  
**at 7.00 pm on Thursday 20 April 2017**

**ACTION**

**Present:**

- B Waters Chair (BW)
- S Jenkins Vice-Chair (SJ)
- F Cox Councillor (FC)
- P Dawson Councillor (PD)
- R Hall Councillor (RH) (From Minute 097.17)
- 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**

1 Member of the Public attended to item - to observe  
Chair welcomed the member of the public.

**086.17 To receive apologies for absence**

Apologies for absence were received from BH and JD. Chair advised that RH would be late.

Chair announced that a letter of resignation had just been received from Sandra Spence.  
MP proposed that a letter be sent to Sandra to thank her for her work on the Council. Seconded by  
Chair and agreed. Clerk to notify SCDC and make arrangements to fill the vacancy. **Clerk**

**087.17 Declarations of Interest:** There were none  
AM subsequently declared an interest in respect of Minute 107.17  
Solicitors - freehold leases

**088.17 County and District Councillors' Reports**

Chair proposed that this item be deferred until the arrival of the County Councillor and this was  
agreed.

**089.17 Minutes and agenda of the meeting held on 16 March 2017**

**Resolved** that the Minutes of the Council meeting of 16 March 2017 be approved and signed as a  
true record by the Chair, and agenda of the same date signed by Chair as confirmation of the  
business transacted at that meeting. Proposed by PD, seconded by MN

**090.17 Matters Arising**

**078.17 A14 Cambridge to Huntingdon Improvement Scheme**

BW confirmed that she and County Councillor L Harford had written to Mr Pettipher expressing  
concerns regarding lack of advance notice to drivers on the A14 that junctions ahead were closed.  
Required signage at least one junction ahead of the closure as local people were having to take big  
detours to get into the village. Also people were having to direct the bus drivers who had not been  
notified of the necessity for a change of route into Bar Hill. BW undertook to raise problems with  
representatives when she attends the next parish council meeting at Boxworth. **BW**

**091.17 Minutes of Meetings of Committees**

091.17 AS presented Minutes of Environment and Amenities Committee of 5 April 2017



**Bar Hill Parish Council**  
**Minutes of Monthly Parish Council Meeting**  
**Held in The Parish Council Office**  
**at 7.00 pm on Thursday 20 April 2017**

**ACTION**

**Resolved** that the Minutes of the Environment and Amenities Committee meeting of 5 April 2017 as printed and attached to these Minutes be accepted and the recommendations adopted except Recommendation under Minute 034.17 Annual Inspection of assets - bus shelters. Proposed by AM, seconded by MN.

RS offered to undertake visual inspection of all the bus shelters and this was accepted with thanks. Clerk flagged that the risk assessment forms needed to be revised and completed (see Interim Internal Audit report - F&P Working Party task).

RH

**092.17 Matters Arising from Minutes of Environment and Amenities Committee**

Environment and Amenities Committee 5 April 2017:

035.17 Access to Village Green

MP reported he had met Brookfield Groundworks to discuss posts as requested and a quote was awaited. He pointed out that cars could still get on between the path and No 152 The Spinney and having spoken to the resident there was agreement to put a post near the resident's property, subject to there being no objection from Hanover Housing. Clerk to write to resident and Hanover Housing to confirm. **Clerk**

Noted that the next F&P Working Party meeting was scheduled for 27 April 2017.

**093.17 Planning**

Lead Councillor for Planning, MP, presented report and recommendations, previously circulated to Councillors, on the following planning applications:

S/1087/17/FL The Willows, Huntingdon Road Construction of 2x1bed flats and 1-bedroom 2-storey unit. MP advised that the proposals did not look as though they interfered with parish owned land.

**Resolved** that the Council respond on SCDC response sheet that the Parish Council 'has no recommendation' Proposed by MP, seconded by FC. AM made further proposal that a comment be made that the Council objected on grounds of not enough parking facilities but there was no seconder. **Clerk**

SCDC Appeal - S/0851/16/FL Development of housing on land near Hallmark Hotel, Crafts Way. Chair encouraged Councillors to attend the Appeal Hearing on 9 May, (10.00 am at SCDC offices, Cambourne Business Park, Cambourne). MP advised he hoped to be able to attend **All**

S/0887/17/FL 13 Chestnut Rise Conversion of existing garage and construction of a habitable room to form a link between existing bungalow and garage.

**Resolved** that the Parish Council had no recommendation. Proposed by MN, seconded by AM.

**Clerk**

S/0884/17/FL 117 Appletrees single storey rear extension - Clerk instructed to respond 'Parish Council had no recommendation'. **Clerk**

It was confirmed that larger developments were placed before full council for discussion. (See ToR)

**094.17 Hollytrees Stream/Dam Brook**

AS, MP, PD, R Mungovan - SCDC Ecology Consultancy Officer and L Tomlinson - SCDC Planning section had met on 19 April 2017 to review tenders for stabilisation of the banks works at Dam Brook. Of the 7 invites, there had only been 2 tenders submitted, one had declined and a fourth had shown an interest but not submitted a tender.

AS, MP and PD gave verbal reports on the tenders which were discussed. Fen Group £19703,



**Bar Hill Parish Council**  
**Minutes of Monthly Parish Council Meeting**  
**Held in The Parish Council Office**  
**at 7.00 pm on Thursday 20 April 2017**

**ACTION**

Salix £77,000. AS advised that the Ecology Consultancy Officer had suggested the Council might like to consider engaging CSA, specialists to manage the project, deal with any necessary design drawings, obtain necessary Consents and watervole survey.

7.45pm LH arrived

**Resolved** that the Salix tender be declined due to excessive cost and that a meeting be set up with Fen Group to discuss details further and, as and where necessary, to use CSA to manage the project as outlined above. Proposed by PD, seconded by MN. (9 for, 1 abstention) **AS/MP**

**088.17 County and District Councillors' Reports**

A copy of the report from the County Councillor had been circulated prior to the meeting. The report was noted

AM raised the problems regarding lack of advance signage on the A14 so that people are able to get off at an earlier junction and that he and other people had had to direct bus drivers because bus companies were not being kept informed. Noted that some of the works at present were County Council works and not just Highways England. Councillors asked why the slip road into Bar Hill could not be kept open and used for access to Bar Hill only. LH said that she would follow up.

RS said he understood £30m was being spent on Archaeology surveys for the A14 project and asked if these reports would be available to the public. LH advised they would be on the website and that this was from Government funding not County Council.

It was noted that Mr Pettipher had responded to LH and BW confirming controlled escorts had been set up for access to Bar Hill and the hotel.

8.05pm LH left the meeting

**097.17 Community Facilities for Young People Working Party**

Chair gave a verbal report. The working party had met several companies to discuss designs based on something challenging and interesting for youngsters aged 10 to 15 years of age, and had sought recommendations from the companies on type of equipment based on experience of what they had found when installing equipment in other villages.

MP reported that the trees had been cleared and the stumps ground out in the area for the proposed new equipment on the Village Green. The cricket club had moved the nets and re-laid the mat. There had not been much impact on the junior football pitch. The main cost was relaying the mat and he had indicated that the Parish Council would look at reimbursing reasonable costs, which the Cricket Club thought would be about £100. Trim trail in the area still needed to be removed.

The Wicksteed representative had recommended that the working party should consult with young people and MP had prepared a poster for distribution to the Bar Hill youngsters at Swavesey Village College advertising two consultation events at The Octagon, late afternoons.

PD asked if a zip wire could be included as he had seen that these were very popular.

**Resolved** that the Council allocates a budget of £60,000 for new play equipment to be installed at the Village Green, to be installed for the summer. Proposed by SJ, seconded by PD. **RFO**

It was planned to have all designs and quotes in for consideration and approval for the Annual Meeting of the Council on 18 May 2017. **Community Facilities for Young People Working Party**

Working party to organise meeting Karen at Tesco regarding funding/Tesco sponsorship of a piece of equipment. **Community Facilities for Young People Working Party**



**Bar Hill Parish Council**  
**Minutes of Monthly Parish Council Meeting**  
**Held in The Parish Council Office**  
**at 7.00 pm on Thursday 20 April 2017**

**ACTION**

**096.17 Burglaries - industrial areas**

Chair advised that this item was withdrawn from discussion by the Council as the Police were dealing with it.

8.30pm RH arrived

**097.17 Planting Tubs**

AM sought the Council's views on the idea of inviting sponsorship for planting up and maintaining the tubs etc around the village, as was done in some towns. This would save the Council the expense of keeping the tubs planted up and maintained, and bring in a small stream of revenue.

SJ advised that prior to Dobbies taking over looking after the tubs, the groundsman had provided spare plants of his own and planted up the tubs etc. She had dead-headed and tidied so costs were negligible. Agreed this should continue. In the meantime AM to work up costings and details for ideas for sponsorships and discuss at F&P Working Party meeting. **AM**

SJ reported that the Community Market organisers had some money with which they would like to purchase bulbs etc to plant up around the village. This was accepted as a good idea and it was noted that after the A14 improvements were completed the area around the village sign could be improved, including a new village sign which might be funded via the Highways England Community Fund.

**098.17 A14 Cambridge to Huntingdon Improvement Scheme**

RS advised that he had met with the Cheffins representative to walk and identify the areas under compulsory purchase or compulsory temporary use by Highways England. He advised that it was unclear exactly what areas were required although it seemed it was less than originally thought. Fencing had been erected this week around the back of the industrial estate and the bus stop was now suspended. Parts of the bridleway were now inaccessible.

Latest newsletters and up-dates had been previously circulated by email.

**99.17 Finance**

099.1.17 Payment of Accounts and Statement of balances report for period 17 March to 31 March 2017 and 1 April to 20 April 2017, previously circulated.

17 March to 31 March 2017: Income £1,645.43, expenditure £2,213.18 including 71p HMRC journal adjustment, balance of £302,932.51 including the capital reserve of £218,427.17.

1 April to 20 April 2017: Income £68,822.10 including half year precept of £64,243.50 and £4,000 grant from SCDC for Dam Brook works (to be confirmed on receipt of bank statement to 30 April 2017). Expenditure £2,944.77. Balance £368,809.84.

Finance and Policy Working Party to review presentation of monthly accounts with the RFO. **RH**

BW confirmed she had checked both schedules of income and expenditure together with invoices and cheques, and reported that all was in order.

**Resolved** to approve payment of cheques as per schedule for end of March and April as above. Proposed by RS, seconded by MN.



**Bar Hill Parish Council**  
**Minutes of Monthly Parish Council Meeting**  
**Held in The Parish Council Office**  
**at 7.00 pm on Thursday 20 April 2017**

**ACTION**

- 099.2.17 Responsible Finance Officer's (RFO) Report  
There were no matters to report other than those covered in 099.1.17 above.
- 099.3.17 Draft Accounts for 2016/17  
Year-end report and supporting documents had been emailed to Councillors on 12 April, including all year-end bank statements, final receipts and payments to 31 March 2017, Balances analyses at 31 March 2017 and balances representation, Bank reconciliation to 31 March 2017, Balance sheet, summary of income and expenditure for the year, drafted Section 2 of the Annual Return together with explanation of variance, Income and Expenditure Account and detailed Income and Expenditure report. Total income for the year £369,411 including Precept of £122,369, and capital receipt of £230,000 for sale of The Willows, total expenditure £112,958. Balance carried forward £302,933
- The statements on section 1 of the Annual Governance statement of the Annual Return together with supporting notes from the Clerk had been previously circulated.
- Resolved** that the year-end report and supporting documents for sections 1 and 2 of the Annual Return, as above, be received and noted, and that these would be examined in detail by the Finance and Policy Working Party for recommendation back to Full Council on 18 May 2017. Proposed by RH, seconded by AM. **F&P Working Party**
- 099.4.17 Renewal of SLCC membership May 2017  
**Resolved** to approve contribution towards 2017/18 SLCC membership of £90 (a total of £157pa) Proposed by MP, seconded by FC
- 099.5.17 Renewal of CAPALC membership 2017/18  
**Resolved** to approve renewal of CAPALC membership £574.09. Proposed by SJ, seconded by MN

**100.17 Clerk's Reports and up-dates**

The Clerk confirmed there were no issues to report other than those covered on the agenda.

**101.17 General Correspondence**

The following items were received and noted:

NALC Newsletter  
Northstowe Community forum  
Village Hall Committee Minutes and agenda  
Cambridgeshire ACRE Rural Services Survey 2016 Report  
CAPALC Training courses  
UK Power Networks newsletter  
Came and Co newsletter  
Community Roadwatch (UK) CIC - A14 Construction traffic - monitoring service  
SCDC Local Plan - letter from Inspector regarding Local Green Spaces - concerns in some villages  
SCDC Local Plan - Hearings Programme updates 6-15 June  
Cambridge Water Business (billing, meter reading account management, queries etc w/e 1.4.17)  
Anglian Water Business/Northumbrian Water Group - proposals for joint venture - Wave - bills, payments, fixing leaks etc  
Carbon Smart - funding initiative available for parish councils to carry out renewable energy feasibility studies  
Local Council Public Advisory Service (LCPAS) Councillor training at Cambourne (£15 per session) - Clerk to make further enquiries for BW to attend Understanding Planning (9 May), Grants and Funding (12 Sept), AM to attend Standing Orders and Financial Regulations (13 June 2017), MP to attend Managing Parks, Amenity Land, Recreational Facilities and Trees (13 March 2018). Also Local Council Finance. Proposed by BW, seconded by SJ and resolved. **Clerk**



**Bar Hill Parish Council  
Minutes of Monthly Parish Council Meeting  
Held in The Parish Council Office  
at 7.00 pm on Thursday 20 April 2017**

**ACTION**

SCDC Notice of tree works with TPOs: Tree works (including removal if necessary) 1 willow at front and removal of 10 pine 9TPO2/72) along A14 on Golf Course Menzies Hotel and Golf Complex for A14 works.

**102.17 Other Reports**

PD confirmed he was seeking quote from 2 companies for removal of the shelters at the old skatepark site on Saxon Way as discussed at the E&A Committee meeting.  
SJ advised that BW and SJ had attended the Village Hall Committee meeting (minutes would follow)

**103.17 Items of Information/Next Agenda**

SCDC Planning Policy Monthly update April

**104.17 Date of Next Meeting**

The Annual General meeting of the Council will take place on Thursday 18 May 2017 at 7:00pm in the Parish Council Office. AM gave apologies in advance.

**Annual Parish Meeting** Thursday 11 May 2017 at 7.30pm in The Octagon

**105.17 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 106.17 and 107.17 namely approval of exempt Minutes, and any update from 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. Proposed by Chair.

The member of the public left the meeting.

The meeting closed at 9.10pm

**Signed: Chair of the Parish Council**

**Date:**