



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 16 January 2014

ACTION

| | | | |
|-----------------|------------|--------------|------|
| Present: | S Jenkins | Acting Chair | (SJ) |
| | L Baffa | Clerk | (LB) |
| | C Foley | Councillor | (CF) |
| | R Hall | Councillor | (RH) |
| | B Howard | Councillor | (BH) |
| | A Mitchell | Councillor | (AM) |
| | A Pellew | Councillor | (AP) |
| | M Pope | Councillor | (MP) |
| | A Saunders | Councillor | (AS) |
| | B Waters | Councillor | (BW) |

Open Forum

Residents and non-residents attended the meeting to address the Parish Council on their decision on the skate park. Due to the amount of people attending they agreed that Rydian Cook would be their spokesperson and he asked the Council various questions. Due to the amount of questions asked the Council agreed that these would be answered in a letter to Rydian Cook as at this time, the Parish Council had not discussed this matter because it was on the agenda for tonight's meeting and all the evidence had not been inspected.

After the questions were given to the Council Rydian told the meeting that BMX and skateboarding was a culture, a lifestyle and a passion for many young people.

The open forum then came to a close at 7.30pm in order for the Parish Council meeting to commence.

1.0 Nomination of new Chair

Due to the recent resignation of BG (Chair of the Parish Council) BW nominated SJ to become Chair and this was seconded by RH. SJ wished it to be minuted that she would prefer to stay as Vice-Chair and therefore nominated BW. This was seconded by AM. All in favour. Therefore BW would be Chair of the Parish Council with immediate effect. MP wished to thank SJ for standing in as acting-Chair during such a hard time. It was agreed that a letter of thanks would be sent to Brian to thank him for his hard work over the last couple of years.

Also it is with sadness that RH wished to remember Mike Duce who sadly passed away. He had been a member of the Parish Council for many years and had also been Chair in the early days when the village was still being developed.

2.0 To receive apologies and declaration of interest

Apologies were received from SS and SM. There were no declarations of interest for this meeting.

3.0 To Approve Minutes of previous Meetings

The Minutes for the Special Meeting held on 12th December 2013 were read and approved as a true record. Proposed by MP and seconded by AP. All in favour. Also the Minutes of the Parish Council Meeting held on 19th December 2013 were read and approved as a true record. Proposed by AP and seconded by MP. All in favour.



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4.0 Matters for discussion and decisions to be made from previous minutes

4.1 The Willows – update

The Agency Agreement from Robinson Layer has been received with regard to the marketing and renting of The Willows building. It was agreed that the Clerk would sign and return the agreement to Robinson Layer but to ensure that a bond deposit was taken prior to a new tenant moving in and that any new tenant would not receive the keys to the premises until the lease agreement has been signed.

4.2 The Farmhouse – update

The Clerk has just sent back to the Council's Solicitors a 45 page document with regard to the lease agreement for Total Relaxation and graffiti that was reported to the office has now been removed.

4.3 Skate Park

a) Letter from FOOTPATH Committee

A letter from FOOTPATH had been received and this was sent to Councillors prior to the meeting. Four Councillors were also present at the FOOTPATH meeting held on 6th January and they explained to the rest of the Council what was discussed. MP suggested that it may be better for FOOTPATH to concentrate on the small play area and not the skate park. AM felt the committee lacked direction and leadership and they have not made much progress until now. Domino had made a small contribution of £1000 to FOOTPATH but this has now been given back. Also it seems that people are confusing FOOTPATH with the Parish Council.

AP confirmed that he has been looking at websites with grant funding available for the new skate park but the Parish Council would need to set aside a percentage of the funding required.

To the questions put by FOOTPATH the replies were as follows:

Did the Parish Council obtain the required 3 quotes for removing the skatelite from some of the ramps at the skate park? If not why?

No, 2 quotes were not necessary in this instance due to health & safety reasons. To rectify a health & safety issue the financial regulations may be waived.

Who gave the workmen permission to use a digger to remove the skatelite?

The Council employs a large number of contractors for a wide range of jobs therefore we would be unable to advise them on how to do their job.

Does the Parish Council accept full responsibility for what has happened to the skate park, bearing in mind that you agreed at a meeting on 19th December 2013 that skatelite would be removed to make the skate park temporarily unusable while looking into future funding, an email was sent to FOOTPATH on 23rd December to confirm this?

The Parish Council accepts full responsibility for all its assets and all work that is carried out on them and in engaging contractors to carry out work on our assets.

We request that funds be drawn from the Parish Council reserve account to help rebuild the skate park. If this is not possible please inform why?

The allocation of funds is the responsibility of the Parish Council and them alone.

b) Sgt Paul Rogerson's email

Sgt Paul Rogerson sent an email to challenge what was said in the minutes of 19th December 2013. The contents of his email was noted and recorded and read.



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c) Report from Contractor on Skate Park Incident

This was sent prior to the meeting and was discussed at length. AP suggested that a contractor is asked to go to the site and collect evidence that rot had occurred within the structure of the ramps. It was agreed that this could not be done until the structure has been fully demolished so it was agreed that when a contractor is employed to clear the site, photographic evidence will be asked for, as the ramps are disassembled.

MP reiterated that a judgement call had to be made with regard to the skate park as a whole and it was regarded as unsafe, and the Parish Council had to act on this evidence, therefore at this meeting on 16th January 2014 it has been agreed to clear the existing skate park site on health & safety grounds and will be seeking 3 quotations for this work.

- i) Contact the contractors already asked to quote to ask when we can expect them
- ii) Also obtain 3 quotes from local builders to ask them to do the job
- iii) A meeting has been arranged for 1st February to make a decision on who gets the job.

It was agreed that a piece will be put in the Bar Hill News as a statement from the Parish Council and this will also be used for any questions made by the media.

The question from Rydian Cook was then addressed as follows:

On 23rd December 2013 you agreed to have some panels dismantled but the ramps were partly demolished. Why was this? – *This was completely accidental due to the rotting timber frames.*

Where is the Parish Council plans to repair/replace the skate park? – *The Parish Council is currently holding meetings to put together plans for a replacement skate park.*

Can the Parish Council provide a copy of the contract and instructions between them and the Contractor? – *The original purchase order is attached for your information. After the decision was made in December not to demolish but to remove panels, the instructions were given verbally and I attach a copy of the minutes from that meeting.*

Why was a Councillor not present to oversee the work? – *This is not a requirement of a Parish Council.*

If a council member was informed that this work was happening why was the work not discontinued? – *Members of the Council were not informed of the incident until 2pm that day by which time most of the damage was done.*

Why was the company asked to remove the panels not a skate park company as they would not be an ideal company to do the work? - *At the time of seeking quotes, the Contractor we used to do the job was believed to be competent.*

What exactly was the Contractor asked to do? – *The contractor was asked to remove several panels to deem the ramps unusable in the short-term and he used his judgement on how this should be done.*

Who asked them to do the work? - *The Parish Council agreed for the work to be done as a democratic decision at its meeting in December 2013.*

How much money was spent on this work? – *No invoices have been received at this present time.*

Does the Parish Council have Section 106 funds and if so does the Parish Council plan to use this to improve the skate park? – *We do not hold Section 106 funds.*



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Does the Parish Council plan to recover compensation from the Contractor, if not why? – *As there has been no evidence of any wrong doing, there is no reason for the Parish Council to seek compensation.*

Was the contract put out to open tender? – *Due to health & safety reports from the Police, Fire Service and independent play inspections the Parish Council have the right to waive the financial regulations and only seek one quotation.*

David Moseley from Clever Curves said he gave the Parish Council a quote to repair the ramps last year but was not contacted – *Clever Curves was contacted 5 years ago along with other Contractors, and after looking at the quotations another company was used to do the repairs at that time. Since then no contact has been made with Clever Curves.*

The Fish 'n' Chicken offered to put forward £3k to help towards repairs to the skate park, but no reply was given – *The Parish Council has no record of any offer from the Fish 'n' Chicken to help with repairs to the skate park.*

Has the Parish Council been in talks with any retailer in the village to ask contributions, eg Tesco with regard to the land that the skate park is on? – *The skate park has nothing to do with Tesco; the land the skate park is on is in the sole ownership of the Parish Council.*

Domino offered money to support repairs to the skate park but this was declined. Why? – *Domino has never offered the Parish Council funds for the skate park.*

Does the Parish Council think that the skate park is safe is it is now? – *Signs were erected back in November but these have since been removed by persons unknown and the Police were notified of our decision. We are urgently seeking quotations for the clearance of the site.*

What's happening next with regard to short-term plans? – *We are pleased to say that the Parish Council is already working towards a new skate park and once the site has been cleared plans will be put together to make this happen as soon as possible.*

4.4 Village Hall Drainage

BW attended the last Village Hall management Committee meeting and she reads out an email, which was noted and filed. BW will be attending the next meeting to obtain further information.

4.5 Play Inspection reports

The new system is now in place and these will be sent on a weekly basis from the play inspector. AP asked if the inspector could oil the swing chains (on the double swing) on a weekly basis as the chains don't move as they should.

5.0 Clerks Financial and Procedural Report

5.1 Approval of works by the Parish Council

Clearance of the skate park site – the Clerk has received back only one quotation so far, but as stated in 4.3c a meeting will be taking place on 1st February to make a decision.

5.2 Parish Clerk – Contract of Employment

The contract of employment needed to be updated. It was read through at the meeting and BW asked for the lunch breaks to be included and once this has been done the contract will be signed off.

C



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5.3 Allocation of funds for the new skate park

A debate took place on the amount of funding that would be required to be set aside in order for the Parish Council to obtain grants. SJ proposed that the sum of £10k be set aside for the rebuild of the skate park and this was seconded by AP. All in favour. It was noted that £5k was already budgeted for next year and a further £5k will be added from the Willows income and not reserves. It was also agreed that AP would look in to creating a new Diversity Policy, which will be a requirement if grant funding is applied for.

5.4 Traffic Light Task Priority System

It was agreed that this subject would be deferred to the February meeting.

C

5.5 Over Day centre – Request for contribution

A letter and annual report has been received from the Over Day Centre. MP proposed that £100 be sent as a contribution, the same as last year, and this was seconded by SJ. All in favour.

C

5.6 Approval of accounts and payment of cheques for January

The Parish Council inspected the accounts for January and these were approved as a true record. Proposed by MP and seconded and JY. All in favour. The cheques to be paid in January were looked at and approved. Proposed by JY and seconded by MP. All in favour.

Due to the resignation of Brian Gillinder, a new signatory was requested for the bank accounts. It was agreed that JY would take the place of BG. The Clerk will write to the banks and ask for a bank mandate and bring this to the next meeting.

C

**The correspondence and accounts are available to view
in the Parish Council Office, Hanover Close, Off Viking Way, Bar Hill**

6.0 Correspondence Received

6.1 Nomination of Councillor for Buckingham Palace Garden Party – There is a garden party on 3rd June 2014 at Buckingham Palace and it was agreed to nominate SJ and JY to be entered into the raffle for an invitation. **C**

6.2 SCDC – Planning Policy monthly update for January – noted and filed. **C**

6.3 County Council – Cambridgeshire Future Transport notes – Deferred until February. **C**

6.4 Highways Agency – Consultation report – Deferred until February **C**

7.0 Chairs Report

Child Protection Policy – This has now been amended as requested at the last meeting. Due to time it was agreed that this be deferred to the February meeting.

C

8.0 Committee Reports

a) **Planning Committee**



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There have been no planning meetings, so there was nothing to report...

b) Environment

Committee

Rob Mongovan has been doing a great deal of work behind the scenes and he will be attending the Environment Meeting on Wednesday 5th February at 7.30pm.

9.0 Other Reports

a) **South Cambridgeshire District Council** – Nothing to report at this time.

b) **Cambridgeshire County Council** – JR attended the meeting and MP asked the question about skate parks in Cambridge and if we could speak with the County Council on how they funded their skate parks and if money was available. JR replied that there is no more funding for this type of amenity with the County Council but the best way thing to do would be to go online and look at registered donations, as there are many organisations that fund this sort of amenity.

The Cycle Path Initiative was also discussed and JR informed the meeting that last November this initiative was put in place to include people to take up the opportunity of using buses and cycle paths more. BH asked if there were plans for a new cycle path to be created between Bar Hill and the new Northstowe village as this would link up with the Guided Bus service. JR confirmed there are plans to install a new cycleway and footpath that should be completed by the time Northstowe is up and running.

AP asked JR if the Parish Council could invest in LED lights that are placed to the side of some footpaths in darker areas of the village and how much would this cost? JR replied that each light costs in the region of £70. After a brief discussion MP suggested that AP go to measure the footpaths in question to see how many lights would be needed and this can then be put on the February agenda for further discussion.

c) **Police Report**

There was a theft of a car in Chestnut Rise and 7 break in to the Tesco.com vans within their car park compound.

10.0 ITEMS FOR INFORMATION

77 Pheasant Rise – The Clerk confirmed that a further letter has been sent to this resident with regard to the fencing that has been erected on Parish Council Land. This will be an agenda item for February.

C

Thermal Camera – BW reported that Pam Vandy of the Neighbourhood Watch has the use of a thermal camera from the Sustainable Energy Partnership. It was unanimously agreed that the Parish Council would ask if it can be borrowed at some stage.

Next Meeting - There being no further business the meeting closed at 10.50pm. The next full Parish Council Meeting will take place on Thursday 20th February 2014 at 7.00pm in the Parish



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Council Office. Also a Special Meeting has been arranged for Saturday 1st February at 11am to make a decision on the contractor to disassemble the skate park.

Signed(Chair)