



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 20 February 2014

ACTION

Present:	B Waters	Chair	(BW)
	S Jenkins	Vice-Chair	(SJ)
	L Baffa	Clerk	(LB)
	C Foley	Councillor	(CF)
	R Hall	Councillor	(RH)
	B Howard	Councillor	(BH)
	A Mitchell	Councillor	(AM)
	M Pope	Councillor	(MP)
	A Saunders	Councillor	(AS)
	S Spence	Councillor	(SS)
	J York	Councillor	(JY)

Open Forum

There were no visitors for the Open Forum.

11. To receive apologies and declaration of interest

Apologies were received from SM and AP. SS gave a declaration of interest for Item 5.7.

12. To Approve Minutes of previous Meetings

The Minutes of the Parish Council Meeting held on 16th January 2014 were read and approved as a true record. Proposed by AM and seconded by JY. All in favour.

13. Matters for discussion and decisions to be made from previous minutes

13.1 The Willows – update

The Clerk has had contact with Robinson Layer and they have informed her that business is slow at present, and there has been little interest shown in renting the premises. They will keep the Parish Council informed of any movement.

13.2 The Farmhouse – update

Al is well, apart from graffiti showing up at the side of the building. The Clerk has asked the handyman to remove the graffiti as an urgent job. Two years ago 2 solar lights were purchased for the Farmhouse and it was agreed that the handyman would also erect these in places where Total Relaxation would feel they would be most beneficial.

C

13.3 Skate Park

4) Notes from the Skate Park Working Group

Draft notes had been handed out prior to the meeting and SJ said that everything has now been completed except the grant applications as further information is required. The employment of a fundraiser was mentioned and also brochures have been received. The Cambridge Building Society account was briefly discussed to see if this account could be used for donations. It was suggested that any donations should come via the Parish Council office and the Clerk could earmark that money separately as was done with the Memorial Garden project.



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MP asked that perhaps residents would like to set up a Skate Park Committee, with a Chair, Vice-Chair and Treasurer, as other village groups have done. An item will be put in the Bar Hill News for April asking whether anyone would be interested in establishing a Skate Park Committee.

5) Further report from Contractor on skate park incident

The report was read out to the Parish Council and it confirmed that the wooden framework was rotten. This now gives the Parish Council 4 reports from various organisations all stating that the wooden ramps and structure were rotten.

The petition put on face book by AM was also briefly discussed and AM confirmed that the petition was merely a data collection exercise.

13.6 Parish Council website - update

An email was sent from SM with regard to the new website but due to his absence this evening no further information was given. It was however suggested that the Parish Council Minutes could be put on the Resident's Association website as a temporary measure.

14.0 Clerks Financial and Procedural Report

14.1 Approval of works by the Parish Council

A quotation has been received from Wicksteed Leisure for repairs to the play area at a cost of £6,438 and the Clerk went through the works required and it was found that labour costs alone were £1,040. After a short debate MP suggested that we seek further quotes for the work to be done. It was suggested that we ask the County Council or SCDC for approved Contractors and then cherry pick the priority items to be done first. In view of the fact that nothing was deemed as urgent, this would give us time to obtain further quotes. C

14.2 Parish Clerk – Annual leave for 2014

This item was for information only. It was agreed that for the Clerk's two week annual break during August, we would seek the services of a temporary Clerk and CAPALC will be contacted for this information. C

14.3 Traffic light task priority system

AM informed the Council that due to "best practice guides" his research has found that a "traffic light system" should be put in place to enable the Clerk to prioritise the workload and to see if the Parish Council is working effectively and this would also monitor the Clerk's performance. Also AM felt that the Clerk would have a monthly appraisal to ensure that problems can be resolved early.

A long debate then took place and the Parish Council felt that although the traffic light system for prioritising work was a good idea, the performance and appraisal of the Clerk was the responsibility of the Chair and Vice-Chair and not the Council in general. MP commented that most companies operate an annual appraisal system and BW said that the Clerk could not be assessed on a monthly basis and we work by local government regulations and this is not applicable. However, due to the resignation of the previous Chair and the Clerk's recent illness her appraisal for last year was overlooked. The appraisal will now take place during March and the Chair will report back at the next Parish Council Meeting.

AM then proposed that we adopt the traffic light system for prioritising work and this was seconded by MP. For= 9. Abstained=1 (RH). Therefore the motion was carried. C



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14.4 Skate Park – approval of funding for consultation event

SJ informed the meeting that the skate park working group was looking at the possibility of a small Open Day event in the Octagon, so information on the progress of the new skate park could be given to the public with displays and what has been done so far and questions could also be answered. This would also give the young people of the village an opportunity to see how we are progressing.

SJ proposed that the Parish Council hire the Octagon at £7 an hour (4 hours in all for a total of £28) on Saturday 29th March 2014 and this was seconded by AS. All in favour. C

MP asked if it was possible for past skate park expenditure to be itemised, in case the public asks, such as lighting, grass cutting etc. and the Clerk confirmed that this could be done. C

14.5 Skate Park – Approval of funding for a professional fundraiser

SJ has been in contact with Sue Harris, who is a professional fundraiser and her email was read out to the meeting. Ms Harris anticipates working at least 16 hours for the Parish Council at £30 per hour and she has supplied the Parish Council with information on other projects she has successfully completed. SJ was proposed that we put aside up to £600 to employ her services and this was seconded by AS. All in favour. C

14.6 Approval of accounts and payment of cheques for February

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

MP proposed that the Purple Recycling invoice (for the clearance of the skate park site) be paid out of the reserve account and not precept and this was seconded by AM. All in favour.

The Clerk brought up the subject of the photocopier lease. She has had notification that the company that supplied the copier, XXS Solutions, are no longer trading and she had a meeting with Toshiba on how we go forward with the lease. Our current contract with XXS Solutions is now void, although we still have the credit agreement with CIT vendor for the quarterly lease of the copier, which still has to be paid regardless of what company takes over the contract. To get out of the lease agreement we would have to pay the remainder of the lease owing which would be £2,209.41.

Toshiba confirmed they could take over the lease, which would mean they pay off the remainder owing, we then take out a new lease direct with Toshiba for five years at a decreased quarterly payment of £302.58 (we were paying £350.51) and at the end of that 5 year term the copier would be owned by the Parish Council. The Clerk has spoken today with Toshiba and asked if they would just service the machine and supply us with the toner etc., and they have said they would not service 3rd party contracts.

A debate then took place on the best way forward and it was agreed that since the next 3 months of the lease has already been paid by direct debit this will be an agenda item for the March Meeting and AM agreed to investigate the purchase of a new photocopier. C

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



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15. Correspondence Received

15.1 Letters from Rydian Cook – MP stated that we are obliged, under The Freedom of Information Act, to give as much information and be as helpful as possible to anyone that requests information from a Parish Council. The questions asked and answers to be given are detailed below:

Letter One

The formal complaint with regard to the skate park has already been answered in the previous letter dated 17th January 2014. The reason for the skate park being cleared was for safety reasons and the Parish Council has a duty of care to all of its residents.

The letter that was attached from the Fish 'n' Chicken was not addressed to the Parish Council, therefore was put amongst other letters from the public about the skate park. However, Rydian indicated that the letter offered the Parish Council a loan of £3,000. This is incorrect as the loan was for £1,500, it was not offered specifically to the Parish Council and anyway as a Parish Council we cannot accept loans of any kind from the public. It was therefore not discussed in a full Parish Council meeting.

Letter Two

We note the requests for the following information under The Freedom of Information Act 2000, and of course The Parish Council will do their best to answer in full.

Details of all communication, including email, letters and documents between Bar Hill Parish Council and contractors, including Aqualeaf relating to the work on the skate park. *The Parish Council need clarification over what period of time.*

Copies of all maintenance and repair logs for the skate park. *Again the Parish Council need clarification over what period of time.*

Details of the Parish Council accounts, showing details of income and expenditure over the last 5 years. *The Clerk will send copies of the audited accounts for the last 5 years.*

Copies of any resolution or written instruction changing the specification of the job originally given to Aqualeaf in December in line with the Parish Council standing orders. *This information was sent with the last letter on 17th January 2014 and within the terms of the Act we do not need to re-send this.*

Copies of any reports that state the skate park was unsafe or rotten. *Copies will be sent. However one of the reports has had the name of the company omitted. This is because the report was given to the Parish Council with a confidentiality request. Hence we have withheld this information, which we understand we can do under Section 43 – Prejudicial to Commercial Interest.*

Details of who made the phone call to Aqualeaf to change the details of the work, and what was said verbally. *There were no written records of exactly what was said and as such we believe that this does not fall within the Freedom of Information Act.*

I would also request an apology from the Parish Council regarding what has happened, addressed to the Urban Sports Community of Bar Hill. Further to this, I would like a promise from the Parish Council to commit to building a new skate park in Bar Hill that is satisfactory to the Urban Sports Community. *This does not fall within the terms of any Freedom of Information Act request. The Parish Council do not know of any group called The Urban Sports Community of Bar Hill and have no contact details for this organisation. Also in the letter dated 17th January the Parish Council informed Rydian that we would be working towards building a new skate park.*



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Due to the amount of time and documentation involved, the Clerk will inform Rydian that if hard copies are required to be sent in the post, the Parish Council charge 10p per A4 page for any information leaving this office. As soon as agreement has been given and clarification given to our questions, these will be sent.

- 15.2 Letter from Fish 'n' Chicken offering a loan for the skate park** – A reply to be given that the letter was not discussed at the last Parish Council Meeting as it was not addressed specifically to the Parish Council, therefore was put in general correspondence. C
- Also the offer could not be accepted as the Parish Council is a Government run organisation and cannot accept loans.
- 15.3 Various letters from the public on the skate park demolition** – The same letter to be sent to all emails and letters (with addresses, as some were anonymous) stating the Parish Council acted on health & safety grounds and are now actively working to replace the park with a new one. C
- 15.4 SCDC – January's Parish e-bulletin** – This was for information only. Noted and filed.
- 15.5 Highways Agency – Cambridgeshire Future Transport notes** – This was for information only. Noted and filed.
- 15.6 Andy's Ark - request for road closure for a sponsored car pull on Fete Day** – It was agreed that a letter would be sent asking them to contact the Fete Committee with their request. C
- 15.7 Democratic Living – Request for work at a nominal fee** – It was agreed the Clerk would write back to Mr Summerfield and inform him that we would be happy to put his details on our contractor list as soon as he sends proof of his public liability and insurance. C
- 15.8 Request to purchase a piece of land at 31 The Spinney** – It was agreed that a letter would be sent informing the resident of our current policy not to sell pieces of land. C
- 15.9 FOOTPATH Committee** – A letter was received at the start of the meeting informing the Parish Council that FOOTPATH has now been disbanded and the reasons why. A short discussion took place and it was disputed as to why they felt it necessary to discontinue. The Parish Council was under the impression that the reason for starting up FOOTPATH was to help fundraise so refurbishment could take place of the main play area on the village green. Councillors were disappointed that their vision for the children's new play area would not be met.
- 16. Chairs Report**
- 16.1 Adoption of Child Protection Policy** – There were some amendments needed and therefore was deferred to the March meeting. In the meantime the Clerk will contact CAPALC to ask if our Play Inspector needs to be CRB checked. C
- 16.2 Adoption of Diversity Policy** – This policy was adopted, proposed by RH and seconded by AM. All in favour.



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17. Committee Reports

a) Planning Committee

There have been no planning meetings, but plans have been received for a conservatory at 36 Partridge Drive. It was agreed to approve the plans.

b) Environment

Committee

The Conservation Day went very well and a lot of work was done and the Parish Council is looking forward to the next phase of the work. BW informed the meeting that she has spoken with Ferguson's and they have agreed to come to the next Environment Meeting. The Clerk to contact Ferguson's to confirm their invitation and that the meeting will begin at 7pm on 5th March.

18. Other Reports

a) South Cambridgeshire District Council – RH reported that there will be a Special Meeting on 13th March 2014 for the approval of the Local Plan. There were no major references to Bar Hill as we are classed as a minor rural area.

b) Cambridgeshire County Council – JR attended the meeting and AM asked about the document received on the bus service and how this would affect people trying to get to Papworth. JR replied that he had not yet seen the document (in fact the Clerk had only sent to the 51 page report to the Councillors this afternoon) and a meeting was taking place next week, so until then he would have no information.

BH then asked about possible road closures in Bar Hill during road surfacing works. JR replied that during the spring/summer there will be resurfacing in Oatlands Avenue, Otter Close and Otter Gardens and there may have to be some temporary road closures, but residents will be informed in good time.

c) Police Report

There have been no break-ins during the last month but a lot of graffiti has appeared over the village and this situation will be monitored by the Police. A vehicle was vandalised in Little Meadow but the offenders have not been identified.

Lorries have been parking along Saxon Way and causing an obstruction, the police have issued several tickets but this has made little difference. BW suggested that this be put on the agenda for March for further discussion with the possibility of asking the County Council for further signage along Saxon Way. Also if the Police could give company details of the vehicles to either herself or the Clerk, they can then contact the company concerned.

The Skate Park was briefly discussed and Mani agreed to send a short report to the Skate Park Working Party giving a police perspective of the issues.

SJ reported that she and BW attended the recent Police Panel Meeting and it seems that speeding is no longer an issue for the police. They are more reliant on resident's keeping an eye on things through "Speedwatch".

They spoke briefly with Inspector James Sutherland about the Skate Park and he advised that the Parish Council should consult with the young people through Parent Mail for Bar Hill



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students at Swavesey Village College. BW and SJ also thanked him for the police support at the February Parish Council meeting.

19. ITEMS FOR INFORMATION

77 Pheasant Rise – The Clerk showed the Council a map of the area and it was agreed that this would be put on file.

Farmhouse drains – This was briefly discussed and it was agreed that a letter be sent to The Colts asking them not to put their chalk down the drain to the side of the Farmhouse as the drain is becoming blocked and water is unable to drain away. One suggestion was to put wire mesh over the drain cover to stop leaves from entering the drain.

A14 Proposals – CF told the meeting that she had checked the Highways Agency website on the A14 upgrade since the consultation period had ended and she thought that the preferred route on their maps looked the same as the previous version. It was confirmed that the route had changed but the maps on the website had not yet been updated.

Next Meeting - There being no further business the meeting closed at 10.40pm. The next full Parish Council Meeting will take place on Thursday 20th March 2014 at 7.00pm in the Parish Council Office.

Signed(Chair)