



**Bar Hill Parish Council**  
**Minutes of Monthly Parish Council Meeting**  
**Held in The Parish Council Office**  
**at 7.00 pm on 17 December 2015**

**ACTION**

**Present:**

- B Waters Chair (BW)
- S Jenkins Vice-Chair (SJ)
- B Burrage Councillor (BB)
- J Doland Councillor (JD)
- R Hall Councillor (RH)
- B Howard Councillor (BH) (from Minute 133)
- A Mitchell Councillor (AM) (from Minute 133)
- M Nelson Councillor (MN)
- M Pope Councillor (MP)
- A Saunders Councillor (AS)
- S Spence Councillor (SS)

**In attendance:** S J Bell (Clerk)

**2015**

**Open Forum** No members of the public present

**132. To receive apologies for absence**

Apologies for absence were received from County Councillor L Harford

**133. Declarations of Interests:** JD: Non-pecuniary interest any items relating to Tesco  
MP: Non-pecuniary interest (Item 144) as member of Bar Hill Football Club

Councillors were circulated with a copy of the adopted Code of Conduct. BW and RH had received training on Code of Conduct as District Councillors and Clerk to ask SCDC to provide Code of Conduct training for other Councillors **Clerk**

(AM and BH arrived 7.35 during above item)

**134. Resignation of Councillor**

Chairman reported that she had received a letter of resignation from JY. Clerk to write to JY on behalf of the Council to thank him for all his work and dedication to the Council over the years. **Clerk**

Noted that the vacancy created when A Pellews left in summer 2014 had never been filled

Clerk to contact SCDC to make necessary arrangements for filling the vacancies **Clerk**

**135. County and District Councillors' Reports**

County Councillor Lynda Harford's report had been previously circulated.

The District Councillors' report was presented by RH. It was noted that the Local Government Boundary Commission (Electoral Review of Cambridgeshire) had changed the Ward Boundaries for the District Council, reducing the number of seats down from 57 to 45. It was proposed that Bar Hill would have 1 District Councillor solely for Bar Hill and the other parishes would be linked elsewhere. Electors were invited to submit comments to the Local Government Boundary Commission by 4 February 2016. Changes would be implemented from May 2018. <https://www.lgbce.org.uk/current-reviews/eastern/cambridgeshire/south-cambridgeshire>  
Item to be included on January Full Council agenda. **Clerk**



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**136. Minutes of the meeting held on 19 November 2015**

**Resolved** that the minutes be approved and signed as a true record.

**137. Matters for discussion and decisions to be made from Previous Minutes**

**137.1 Sale of The Willows Strategy**

Chairman had prepared and presented the document with supporting maps, minutes and reports for Councillors to view.

**Resolved** that Councillors visit the office to read the documents with a view to approving at the January meeting of the Full Council. Proposed by BW, seconded MP. **All**

SJ reported that there had been 3 viewings; all wanted freehold as opposed to long-term leasehold, which was noted.

**138. Minutes of Meeting of Committees**

**Resolved** that the Minutes of the following Committees as printed and attached to these Minutes be accepted and any recommendations contained, unless otherwise specified under item 140 be adopted. Proposed by AM and seconded by BW

**138.1 Environment Committee 2 December 2015**

**138.2 Finance and Policy Committee 19 November 2015**

Noted that some items on the agenda for the meeting of the Finance and Policy Committee of **16 December** had been deferred due to a shortness of time, including recommendation for the approval of accounts and payment of cheques for December 2015 (see item 140 below) AM gave a brief verbal report of the meeting. The Minutes would be presented at the next meeting, including approval of the recommendations

**139. Planning**

Lead Councillor for Planning, MP, advised that there had been no planning applications to consider, nor SCDC decisions to note.

Clerk had issued list of material planning considerations. She was instructed to include details in next edition of the Bar Hill News **Clerk**

**140. Matters Arising from Minutes of Committees**

140.1 Environment Committee: Minute 23 Review of Grass and Tree Contracts Recommendations for quote for 3 year contract with option to extend for further two years not adopted. Clerk reported that she had been advised Parish Councils should only commit to contracts for up to 3 years so as to avoid committing a new Council to a long term contract.

Councillors had completed the review of the grasscutting maps and the Clerk had now up-dated the original maps which were presented on the whiteboard for all Councillors to check at the end of the meeting and notify the Clerk of any amendments required. Frequency of cuts and areas to be cut had been considered in order to reduce costs.

The draft letter to grass contractors was reviewed and discussed, including options for a 3 year contract (by tender) and a 1 year contract which could be reviewed annually for areas and frequency of cuts for a further two years (quote).



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**Resolved** that the Clerk despatch reviewed letter (quote). Proposed by BB, seconded by AM

It was noted that the 2015 Tree Report had not yet been received under the existing contract.

140.2 Environment Committee: Minute 22 Flooding/Drainage Works Noted that quotes for flailing the banks at Dam Brook were still awaited

140.3 Finance and Policy Committee meeting of 16 December 2015: Noted that investigations were still being made about water hydrant

The Payment of Accounts and Statement of Balances for December 2015 had been circulated prior to the meeting and checked by AM.

**Resolved** to accept the Payment of Accounts and Statement of Balances for December 2015 and approve payment of cheques. Income £1153.12. Expenditure £4895.64. Proposed by AM, seconded by RH

Clerk

More people were required to serve on the Finance and Policy Committee. Clerk to include on January Full Council agenda. All/Clerk

**141. Review of Committees**

141.1 It was noted that MP had stood down from serving on the F&P Committee. AM thanked him for his contribution.

141.2 The merging of the Environment and Amenities committees was discussed

**Resolved** to combine the Environment and Amenities Committees and combine total budgets but keep the same sub-headings. The Committee would be called 'Environment and Amenities Committee'. Proposed by RH, seconded by AM

Noted that the Terms of Reference for the existing Environment and Amenity Committees would need to be merged for the new Committee and existing members of each Committee would now serve on the new Committee which would meet on 13 January 2016 (under Chairmanship of RH).

141.3 The approval of AS to become member of Environment Committee was no longer necessary now that the Amenities Committee had been merged with the Environment Committee.

**142. Hallmark Hotel – Residential Development Proposals**

Clerk advised that confirmation was awaited regarding whether or not Topland would attend the January Council meeting. A flyer produced following their exhibition at the hotel had been received.

**143. A14 Improvements**

Notification of essential works on the A14 and M11 over the next few weeks had been circulated.

**144. Request for use of Village Green**

MP declared an interest as a member of the Bar Hill Football Committee

The Council considered a request for use of the Village Green for fitness classes, early morning and evenings.



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**Resolved** to inform applicant that the Council did not consent to use of the Village Green but could offer an alternative site on land opposite The Fox PH (disused skatepark). Proposed by AM, seconded by AS (MP and SJ abstained, JD against)

Clerk

**145. Consultation Documents**

145.1 Proposed Modifications and associated Sustainability Appraisal – Cambridge Local Plan 2014 and South Cambs Local Plan 2014 <http://scambs.jdi-consult.net/localplan/index.php> (previously circulated):

Clerk advised that exhibitions were being run during December and January.

**Resolved** that the Council had no comment to make on these Modifications. Proposed by AM, seconded by MP

145.2 Cambs and Peterborough Advocacy Service  
[http://www.cambridgeshire.gov.uk/site/custom\\_scripts/cons\\_details.aspx?ref=415](http://www.cambridgeshire.gov.uk/site/custom_scripts/cons_details.aspx?ref=415)

**Resolved** that the Council had no comment to make on the Integrated Advocacy Service. Proposed by MP, seconded by AS.

**146. Adoption of Viking Way by Cambridgeshire County Council**

Clerk presented a response from CCC advising that the Highway Authority did not adopt industrial estates and while Viking Way did provide some access to the Primary School and village green, both of which have other access points that are already adopted public highway, the provision of access to the local GP and dentist surgeries did not realistically provide enough highway utility for the Highway Authority to take on the substantial maintenance liability that Viking Way presented. With regard to Hanover Close the Highway Authority did not adopt roads serving only flats and apartments. The Council noted this response.

**147. Clerks Procedural Report**

147.1 Parish Council Office – Christmas/New Year arrangements.

**Resolved** that the Parish Council office would close for the Christmas and New Year break from 23 December to 4 January. Proposed by SJ, seconded by AM.

147.2 Complaint from resident regarding position of no parking sign at Robins Close was discussed.

**Resolved** that the Clerk should write to the resident to advise the sign would not be re-located; the sign was to protect the grass areas from damage by vehicles. Proposed by AM, seconded by BW

Clerk

**148. General Correspondence**

The following were received and noted:

CCC Budgets: School Crossing Patrol Service (emailed 7.12.15)  
Greater Cambridge City Deal Histon Road and Milton Road better bus, cycling and walking trips (emailed 30.11.15)  
Village Hall Finance report (emailed 10.12.15)  
CCC Community Transport Provision in South Cambs (emailed 12.11.15) Clerk to request item seeking volunteers to be included in Bar Hill News  
Christmas Waste and Recycling Collections



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SCDC Minutes of the Cabinet and Parish Councils Liaison Meeting of 8 December 2015 (emailed 16.12.15)

**149. Other Reports**

There were none

**150. Items of Information/Next Agenda**

SCDC Planning Policy Monthly update December 2015 (previously circulated)

The Internal Auditor had completed the interim inspection and the report would be circulated for the next meeting.

The Clerk circulated the following:

**Standing Orders** – conduct of Council business at meetings, responsibilities and roles of Councillors and Officers

**Financial Regulations** – managing the accounts and responsibilities of the Responsible Finance Officer, procurement, risk assessments, internal controls for Councillors and the Annual Return

**Code of Conduct for Councillors** - declaration of pecuniary and other interests. Clerk reminded Councillors that they needed to ensure the Monitoring Officer was kept informed of any changes in personal circumstances

**Powers and Duties of Parish Councils** – statutory provisions

**Material Planning Considerations** – guidance for responding to planning applications

BB reported that residents were asking when the signs would be put up at Oatlands Avenue and house number signs including Foxhollow and Field View. Clerk advised that the grounds contractor would be doing this as soon as possible but had been focussing on clearing paths and vegetation around the village.

AM reported that tree waste at Pheasant Rise had not been cleared

MN reported that he had cleared leaves and debris covering the grill at Saxonway Ditch but that arrangements needed to be made so that this task was carried out regularly (to be included on next Environment and Amenities Committee agenda)

MP reported that at Pheasant Rise water was laying on the corner and not soaking away. He would report on the complaints website

RH reported on his attendance at Dry Drayton Parish Council and it was noted there would be a change of Clerk

It was noted that the highway drains around the village had been cleared 2 weeks previously.

**151. Date of Next Meeting**

The next full Parish Council Meeting will take place on Thursday 21 January 2016 at 7:00pm in the Parish Council Office.

There being no further business the meeting closed at 9.05pm.

**Signed: Chairman of the Parish Council**

**Date:**