



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
On Thursday 19 November at 7.00 pm

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)
A Mitchell Councillor (AM)
M Nelson Councillor (MN)
M Pope Councillor (MP)
A Saunders Councillor (AS)
S Spence Councillor (SS)
J York Councillor (JY)

In attendance:

S J Bell (Clerk)
County Cllr Lynda Harford

8 Members of the public were present for the Open Forum

2015

Open Forum

The Chairman welcomed members of the public.

1. Otter Close – Car Parking Problems

Residents at Otter Close attended to express concerns about lack of parking spaces at Otter Close (at the T junction/block of garages) and to ask if the Council would allow residents to use some of the amenity land for car parking. Some residents were unable to use the garages which were accessed by a slope down into the garages.

Chairman advised that the parking bays were communal spaces and so the Parish Council was unable to assist. Councillors had visited the site and people parking on the amenity land had been asked to park in the parking areas and this would be monitored. The Parish Council had no amenity land to offer for parking.

Residents asked that the Council consider allowing parking on the green areas on the way to the garages. Chairman advised that this issue would be placed on a future agenda.

2. Proposals for 44 dwellings by Hallmark Hotel, Bar Hill

All residents were concerned at news that housing development was proposed in front of the Hallmark Hotel.

MP advised that the developer, Topland, had not yet submitted a planning application to South Cambs District Council. The company had held an exhibition at the hotel on 10 November 2015 for all Bar Hill residents as part of a consultation process but until the planning application had been submitted the Parish Council was unable to comment. It was recommended that people should check the South Cambs District Council website to monitor receipt of the application and to submit comments as individuals within the usual 21 day period. The Parish Council welcomed receipt of resident's comments which it would consider when making its response as a consultee in the planning process.

Chairman advised that Topland would be attending a meeting of the Resident's Association on Tuesday 1st December at 8pm and everyone was welcome to attend and to put questions forward.



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3. Otter Close 'T' junction at garage block

Residents asked when the re-surfacing of the rest of the T junction in front of the garages at Otter Close would be completed. Chairman advised that she had been talking to the County Council to get this finished but it would not include the parking bays and garage areas.

4. Residents' items for future agendas

Resident asked how to submit an item for Council agenda. Chairman advised that resident's should email the Clerk at least a week before issue of agendas for Committees/Full Council for consideration as an appropriate item for an appropriate agenda.

There were no other issues to raise. The Chairman thanked the members of the public for attending the meeting and said attendance by members of the public was much appreciated by the Council.

The members of the public thanked the Council and left the meeting

110. To receive apologies for absence and any declaration of interest

There were no apologies for absence

111. Declarations of Interests: JD: Anything to do with Tesco

112. Minutes of the meeting held on 15 October 2015

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

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

113.1 The Willows Public Notice/Consultation Clerk reported that there had been no response from the public regarding proposal to sell The Willows

113.2 The Willows – Marketing Process Chairman confirmed that Barker Storey Matthews had been instructed to place the property on the market. A site meeting with the agent and BW, MP, RH and SJ, had been held to confirm details and plot size on 13 November 2015. The agent had suggested a long term leasehold as an alternative to freehold. Chairman had sought advice from solicitors and discussion ensued.

Resolved that Barker Storey Matthews should market the property "freehold/long term leasehold". Clerk to inform Barker Storey Matthews accordingly. Proposed AM, seconded BB. (11 for, 1 abstention)

Clerk

113.3 The Willows Strategy Document Chairman confirmed she was preparing a pack which would be available for inspection in the office. **Chairman**

113.4 Farmhouse Lease Chairman advised that she had been informed that the tenant had signed the Lease on 19 November 2015.

114. 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 116 be adopted



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114.1 Community Amenities Committee 4 November 2015

Noted that SJ had attended the Police Panel meeting on 20 October 2015. Parking was a common problem for all villages. PCSO Mani Bujar now held a liaison role for travellers and there was concern this would reduce his time in Bar Hill

114.2 Environment Committee 4 November 2015

RH reminded Councillors that the meeting with ADC, SCDC and CCC regarding a plan for future maintenance of stream etc was 23 November 2015

114.3 Noted that the **Finance and Policy Committee** meeting scheduled for 10 November 2015 was inquorate and therefore cancelled.

The Finance and Policy Committee had met prior to the 19 November 2015 Full Council Meeting and the Chairman (AM) gave a verbal report:

The accounts and payment of cheques for November 2015 were recommended to full Council for approval. Income £4121.47, Expenditure £14905.21

AM asked if someone else would be willing to join the Committee.

AM advised he would be looking to see if savings could be made with some of the public utility bills and would report back to the F&P Committee. Clerk to contact the Cricket Club, Football Club and Village Hall regarding use of water hydrant on village green. **Clerk**

115 Planning

Lead Councillor for Planning, MP, presented report and recommendations for comments on the following planning applications and SCDC decisions

Reference	Address	Detail
S/2604/14/FL	153 Pheasant Rise	Subdivision of dwelling to provide independent flat (retrospective) Consent granted by SCDC
S/2479/15/FL	5 Watermead	Single storey side and rear extension No objection
S/2667/15/FL	130 Appletrees	2 storey side extension No objection
S/2726/15/FL	18 Field View	First floor side extension No objection
S/2788/15/FL	31 Acorn Avenue	Single storey front and double storey rear extension No objection
S/1714/15/FL	Childerley	Solar Farm development Amendments – revised access to site for construction vehicles, revised landscaping and boundary treatments and additional ecological information Outside the parish - noted

Clerk to respond to

SCDC accordingly. **Clerk**

MP reported that Tesco were proposing to sell alcohol from the garage, likely to be from 1 December 2015: Mon-Sat 6am to 10pm and Sun 7am – 9pm but further information was awaited. Councillors were concerned.



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Resolved that the Clerk should write to the Bar Hill Tesco store manager to advise that the Council noted that Tesco was applying to sell alcohol at the garage and that it was concerned about the proposed extended hours of sale of alcohol, including 7am – 9pm on Sundays. (7 for, 3 against, 2 abstained) (JD had declared an interest and abstained). **Clerk**

116. Matters Arising from Minutes of Committees

116.1 Environment Committee; Minute 13, 5/3/3.4 Hallmark Hotel. Confirmed that the trees/hedges/vegetation on the Hallmark Hotel boundary with the perimeter road had still not been cut back as promised by A Doel of Belledin

117. Review of New Committees

Chairman invited the Chairman of each Committee and respective members to comment on how the new committee system was going. General consensus that the early 6.00 – 6.30pm starts were a problem for some people and that there should be a further review in a couple of months.

Amenity Committee Chairman said there were too few members on the Amenity Committee. Finance Committee needed more members and proposed to hold meetings on a Tuesday morning when the RFO could attend to provide information and do Minutes. Clerk suggested that frequency of meetings could be reviewed once the current heavy workload was more manageable. Agreed Chairman of Committee always had the option to cancel a meeting if there was insufficient business.

118. County and District Councillors Reports

County Councillor Harford's report had been previously circulated. She talked about the County Council's efforts to prepare a budget that would balance, and changes in staffing and roles which were discussed.

BH noted it had been agreed at an earlier meeting that Councillors should send their questions to the County Councillor on receipt of her report before the meeting to save time.

There was no report presented by the District Councillors.

119. Hallmark Hotel – Residential Development Proposals

Chairman reported that Topland were consulting with residents and had held an exhibition regarding proposals for 44 dwellings on land in front of the Hallmark Hotel. Several residents had expressed concern to the Councillors and three emails had been sent to the Clerk and reported to the Council. People had also attended the open forum earlier in the evening to express concerns.

Chairman reported that Topland were giving a presentation to the Resident's Association on 1 December 2015 at 8pm and members of the public were welcome.

Complaints had been received that not everyone in the village had received the flyer which had been prepared and distributed by Topland.

The planning application was awaited, and MN would post up details of the application on the Bar Hill website once received.

120. Parking Issues

120.1 Disabled Parking Bay at Otter Close

Chairman and Vice-Chairman had been to look at the issues with parking at Otter Close. Chairman advised that the Parish Council was not able to take any action regarding re-designating the disabled parking bay and she had visited the lady concerned.



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120.2 Parking on Amenity Land

It was confirmed that parking on these green spaces was not permitted by the Parish Council. The residents at Otter Close parking on amenity land had been asked to keep their vehicles off these amenity lands. Item deferred to a future meeting.

121. A14 Improvements

Planning Inspectorate letter of 27 October regarding application by Highways England for an Order granting Development Consent for A14 Cambridge to Huntingdon Improvement Scheme, and update for stakeholders October 2015, all previously circulated, were noted.

A14 Statement of Common Ground, signed by Chairman on 28 October 2015, previously circulated, was noted.

MN advised he had attended the Longstanton Flood Action Group meeting on Tuesday 17 November, and gave a brief up-date which was noted..

122. Street Lighting (Part Night)

Clerk reported that CCC had no further comment to make at present and consultations were still ongoing. People were encouraged to complete the survey at <http://www.smartsurvey.co.uk/s/CambridgeshireStreetlightConsultation/>

AM sought confirmation regarding lights on Trafalgar Way. Clerk advised that the lights affected were those on the list which had been previously circulated for Councillors to review and discuss. <http://my.cambridgeshire.gov.uk/?tab=maps>

123. Viking Way

123.1 Clerk confirmed that she was awaiting further response from CCC regarding adoption of Viking Way

123.2 Clerk reported that Electrical Testing, contractors to BT via Carillion Utility Services had repaired the sunken path on 3 November 2015.

124. 2016/17 Budget and Precept – Meeting of 10 November 2015

The Minutes of the Annual Precept meeting held on 10 November 2015 together with the revised RFO financial review and budget and precept recommendations for 2016/17 had been circulated prior to the meeting and were accepted.

124.1 **Resolved** that the budget be accepted as recommended at the Annual Precept Meeting held on 10 November 2015: Income £11136, Expenditure £133505. Proposed by MN, seconded by RH

Resolved that the Precept for 2016/17 be set at £122,369. Proposed by BW, seconded by BB (9 for, 3 against) Noted that those voting against the proposal would have liked a higher Precept in order to build up reserves again.

The Clerk left the meeting whilst the following items were discussed. (RFO reports and recommendations)

124.2 Pension arrangements: Membership of LGPS

124.3 Clerk's hours

124.4 Switch to Cambridgeshire ACRE to run monthly payroll

Upon the Clerk's return the following resolutions had been made, proposed en-bloc by AM, seconded by RH and unanimously agreed.



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1. Pension arrangements:
Resolved to approve that Bar Hill Parish Council would operate under the terms and conditions as set out under the Local Government Pension Scheme (LGPS) as operated by Cambridgeshire County Council and as agreed by the LGPS Regulations with effect from 1 December 2015. **RFO**
2. Clerk's Hours:
Resolved to revise the Clerk's employment contract with effect from 1 December 2015 to 22 hours per week to be paid monthly at a rate of 95 hours 20 minutes to attend Council meetings, appointments including all evening meetings as and when required by the Council or in connection with the duties of the Proper Officer of the Council. No payments will be made for additional hours worked unless specifically authorised by the Council but time off in lieu may be taken by arrangement with the Chairman of the Council. **Chairman**
3. RFO Contract:
Resolved to approve that by mutual agreement the current RFO remains a contracted supplier as previously agreed up to 31 March 2016 whereupon she will be an employee of Bar Hill Parish Council at an agreed hourly rate to be paid monthly and in addition to provide an employer contribution of no less than 15% of base (gross) pay to be paid into a stakeholder pension of her choosing. **Chairman**
4. Switch to Cambridgeshire ACRE to run monthly payroll:
Resolved to approve that as a consequence of the above changes to employment terms and conditions to outsource all payroll and pension services to Cambridgeshire ACRE with effect from 1 December 2015 **RFO**

125. Clerk's Procedural Report

The Clerk presented a report regarding ongoing administrative tasks including asset map, item for newsletter 'signpost' for county, district and parish councils' responsibilities, general office management and it was noted that contract for gas at office switched to 27p per day tariff. Room letting policy and procedures required review. It was noted that cutting back vegetation and trees at a number of locations around the village was being carried out by SL. Arrangements were to be made for DS to collect up the cuttings, branches etc to transport for disposal at allotments. Atlas would be carrying out tree works approved at previous meeting in January. **Clerk**

Quotes were being obtained to carry out a hard cutback of hedging, trees, foliage etc on the spine path between the telephone kiosk at Pheasant Rise up to Little Meadow for the next Environment Committee.

Clerk advised she was behind schedule in progressing work on preparing maps for grass contract and requested Councillors ensure they get details of areas to be included to her by 24 November 2015 latest. The Environment Committee would review on 2 December 2015 and consider amending current frequency of cuts in some areas. **All**

It was noted that the Chairman and Vice Chairman had spoken to the builder using the carpark near the play area on the spine path to Little Meadow for storage of materials, plant and access. The builder had consent to use some of the bays by residents and he would clear up the rest.

Clerk reported that there had been complaints about residents moving fences to extend gardens. Clerk to prepare letter which JD would distribute for Gladeside. **Clerk**



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126. Application for Grants

126.1 Application for donation to Poppy Appeal (wreath)

Resolved to make a donation of £25.00. Proposed by AM, seconded by SJ
Clerk

126.2 Application from Girl Guides for trip. Noted that the Resident's Association had made the donation for this.

127. SCDC Gambling Act Policy Consultation

Details had been previously circulated.

Resolved that the Council had no comment to make on this. Proposed by Chairman. Noted that individuals could respond direct.

128. To receive and note general correspondence

NALC AGM Reports from CEO CAPALC
Parish e-bulletin (Issue 2)

Local Government Boundary Commission – further limited consultation (Cambridge City changes)
Highways England: Works to Improve A14 and M11 at various locations beginning 16 November 2015

CAPALC AGM 10 December 2015 Impington

Greater Cambridge City Deals Consultation on better bus, cycling and walking on Histon Road and Milton Road 14 December 2015 – 1 February 2015 www.gccitydeal.co.uk/milton-road;
www.gccitydeal.co.u/histon-road

Shaping Northstowe meeting 18 November 2015

129. Other Reports

There were none

130. Items for information

The following items were received and noted:

SCDC Planning Policy Monthly update (Nov)

Revised Tree Preservation Orders around Hallmark Hotel

Lettings Policy and Charges for Parish Office meeting rooms – F&P Committee agenda item

BB reported that there was tree root damage to the spine path at the rear of The Spinney (further details to be passed to Clerk)

BH advised that at the Church service on the 3rd Sunday of each month Councillors names would be given, by road, and to let him know if anyone wanted to be excluded.

131. Date of Next Meeting

The next full Parish Council Meeting will take place on Thursday 17 December 2015 at 7.00pm in the Parish Council Office

There being no further business the meeting closed at 9.55pm.

Signed: Chairman of the Parish Council

Date: