



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 21st May 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)
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
4 members of the public present for Open Forum

2015

Open Forum

Parking at entrance to Acorn Avenue: Residents concerned about cars and transit vans parked on approach road (can be both sides) making it dangerous for vehicles getting in and out of the second cul-de-sac on the left in Acorn Avenue. Resident had written to Highways England for advice and been told to contact County Council, who in turn had advised it was a parish council matter. Resident had then written to the Parish Council and Chairman had arranged for the PCSO to attend for advice. Issues were

1. Unable to see to the left when exiting the cul-de-sac
2. Emergency vehicles unable to access cul-de-sac although PCSO had advised the fire service could barge but not ambulances. Concerns for safety of elderly people in the cul-de-sac.
3. When exiting cul-de-sac to turn right, drivers forced on to wrong side of road. There had been near miss with oncoming transit van.
Resident advised that he had tried leaving polite message on windscreen of offending vehicles but they had been removed and placed on his own. Some vehicles were known to belong to residents in Acorn Avenue. Resident had written to previous Clerk regarding parking on grass verge under trees, which apart from aesthetic reasons also damaged grass surface.

It was suggested the Council might be able to apply for funding to get yellow lines installed, however, it was noted that this would stop all residents from parking in that area.

JD advised that on a previous occasion the police had advised that vehicles should be at least 30m away from a junction. Resident advised that the PCSO had advised that visual obstruction was not illegal. Regulations to be checked.

MP said that parking at junctions and on grass verges was rife throughout the whole village and was very difficult and costly to prevent. Signs banning parking would be difficult to enforce. Offenders should be reported by telephoning 101 immediately with registration details and photos, copied to Parish Council.

Resident advised he would have to speak to neighbours regarding support for double yellow lines.

Resident at 54 Acorn Avenue reported that he still had some trees he would like the parish council to trim. Details to be obtained.

The 4 members of the public left the meeting at 7.20pm

Chairman introduced Sue Bell, Clerk, who was warmly welcomed by the members.



**Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 21st May 2015**

ACTION

35. To nominate Chair and Vice Chair for the forthcoming year

Chairman: Nominations received for B Waters. Proposed by SJ, seconded RH. All in favour. There were no other nominations.

Declaration of Acceptance of office completed and signed.

Vice Chairman: Nominations received for S Jenkins. Proposed AM, seconded AS. All in favour.

Declaration of Acceptance of office completed and signed

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

Apologies: There were none

Declarations of Interests: MP: Minute 39.9 Bar Hill Football Club (Committee member)
 JY : Minute 39.9 Bar Hill Football Club (Committee member)
 AM: Minute 39.8 Litter collection quotes (Knows one of quotees)
 JD: Anything to do with Tesco

37. Approval of minutes

Copies of the minutes of the Parish Council meeting held on the 16th April 2015 had been previously circulated and the following corrections made:

JD – correct surname to Doland

AM - LGBT Bar Hill Group: Remove first sentence. Amend second sentence to read "There were 25 members and AM would be making a report at the APM".

Insert first sentence

"AM reported noticing damage by an all-terrain vehicle to grassed area near Otter Close." at the end of the paragraph.

Road Sign at 43-46 Fox Hollow – incorrect house numbers quoted in minutes. Clerk to be notified of correct numbers.

Thereafter the minutes were approved as a true record.

Proposed by SJ, seconded by BB. All in favour.

38. Confirm Terms of Reference for Environment and Planning Committees

Proposed by AM, seconded SJ that the Terms of Reference for Environment and Planning Committees should be reviewed at the next meeting. All in favour.

Clerk

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

39.1 The Willows – update

Clerk reported that the agent was promoting by electronic mailshots, press and internet sites. There had been a few lines of enquiries from interested parties. Access was being sorted out. Request for signage (along lines of previous tenant) was not seen as a problem and Virgin media broadband was in the area. The letting would be ready once the solicitors for the vendors and purchasers had finalised details. There was some thought as to whether or not to sell The Willows. Proposed by MP, seconded BB to seek a valuation and to give consideration to sale of the property. All in favour.

Clerk



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 21st May 2015

ACTION

39.2 Farmhouse – update and issues with rendering

Chairman presented report and quote from APP for injecting damp course. The quote from DR for preparing the areas to be injected and making good with plastering and renew skirtings etc was also presented. Despite the job being placed on the “Rated People” website there had been no other quotes forthcoming for the preparation and making good. The work was urgently needed to be completed.

Discussion ensued about recent costs incurred in maintaining the building and the likelihood of future costs, and future plans. There was discussion on the expenses incurred on the building in recent times and whether other costs were foreseen. It was noted the damp-proofing work carried a guarantee. A question was raised as to whether or not the Council could consider selling the building.

Proposed by SJ, seconded by BB to have the damp course work completed by APP at £410 plus VAT), and DR Option A of quote dated 20.5.15 £1923 plus VAT. Clerk to obtain timeframe for work to be completed. All in favour.

Clerk

39.3 Skate park – update

SJ reported that a meeting had been held earlier in the week. The Amey Cespa application form (Community Fund) was nearly complete and a further meeting was planned for the next week to confirm before submission in June for the July panel. Assuming success at this stage further forms would be completed and submitted with more details including finance.

Some discussion ensued about ensuring users were kept involved and concerns about problems experienced by misuse of the last skatepark. Also need to ensure providing right facilities for youngsters aged 11+.

SJ advised that a public consultation day had been held in March 2014 at The Octagon. Ideas had been received. Quotes had been sought to complete the grant funding applications and final details would be determined and brought back to Council for approval.

Letter of support to be requested from the County Councillor.

AM keen to ensure engagement and trust of public, and suggested a ‘Friends of Bar Hill Skatepark’ should be established.

SJ/AM/AS

39.4 Village Hall – update

BB gave verbal report on finances and it was noted the hall was doing better than expected, in part due to the savings on electricity since the installation of solar panels. A further review would be made in September.

39.5 Rubbish in Woods, near Stonefield

SS reported that the rubbish had still not been removed. Clerk instructed to pursue with SCDC.

Clerk

39.6 Gladeside/Robin Close

Quotes for signs from Algar and Archer were received and considered. The quote from Algar for 4



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 21st May 2015

ACTION

signs at £48 + VAT per sign was favoured. Clerk asked to contact Algar to request scale drawing and to seek best price to supply with posts, reduce to 3 signs. Words: "Parish Council Land. It is prohibited to park on grass". Proposed by AM, seconded by JD. All in favour.

Further proposal made by RH, seconded by MP, that subject to budget of £200 the 3 signs and posts be ordered for urgent installation. All in favour.

Clerk

39.7 Tree felled in error at 134 Appletrees

AS reported that she had visited the site. Tree felled behind the house last autumn and resident sought replacement as had been removed in error. Resident had been advised that the Parish Council did not replace trees. Resident was unhappy with this advice and sought to engage with the complaint process. Clerk instructed to write to resident enclosing forms as requested.

Clerk

39.8 Litter Bins

AM presented quotes for weekly and bi-weekly emptying of bins by private contractor as SCDC service levels had deteriorated over the last year. He suggested placing a large collection point bin at the Village Hall or Viking Way opposite Council offices. JY to attend next Village Hall meeting on 4 June and ask the management committee if a large bin could be sited at the Village Hall with their bins.

AS had prepared a list of how many street litter bins were required and where to site, including covered bins which were deemed necessary to deal with bird problem. Discussion ensued. Proposed by AM that a letter be sent to Cambridge City Council for details of whether or not the Parish Council might have some of their lidded bins which he had seen being removed and replaced under the recycling system. Seconded by AS. All in favour. To be reviewed at June meeting of the Council.

Clerk

39.9 Bar Hill Football Club – Request for Funding for Drainage of Village Green

Request received for 50% match-funding to improve drainage at Village Green, estimated costs £800.

MP and JY had declared an interest and did not participate in voting.

The Village Green, owned by the Council, was reported to be well used by a number of teams.

Proposed by BB, seconded MN that the Council would support Bar Hill Football Club by contributing up to £400 in match-funding towards drainage scheme

At 9.15 pm

County Cllr Lynda Harford arrived to give an up-date. Chairman proposed that item 43a of the agenda be brought forward. All in favour.

43. Other Reports

- a) County Council

Cllr Harford's report had been previously circulated. AM commented that it had been reported in the local press that Stagecoach was losing money following introduction of the new Park and Ride fees



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 21st May 2015

ACTION

and machines, and he wondered if this would cause parking problems at Bar Hill. Cllr Harford advised the parking machines at St Ives and Longstanton were not as confusing for users. People may pay on way in or out, or have on-line account which is very much easier. AM asked if people could pay on the bus rather than at the machine. Cllr Harford explained that monies at the car park went to County Council whereas monies taken on the bus would go to Stagecoach. There was no discount for advance purchases. There was criticism of poor communication when the scheme was introduced.

Cllr Harford agreed to provide a letter of support for the skatepark.

Cllr Harford confirmed she supported the Parish Council on their concerns raised by Mr Heffernan, County Council Senior Officer Flood Risk, regarding the item for the newsletter. She had seen no evidence that the Parish Council owned the balancing pond, nor any evidence it would be affected by the A14, nor that it was a contributory factor in the summer floods. Cllr Harford would continue looking for evidence. Parish Councillors felt Mr Heffernan should provide evidence of ownership.

Cllr Harford advised that she had spoken to Mr Mungovan, SCDC Ecology Consultancy Officer, and been advised that not all the work suggested may be necessary; focus on clearing out obvious obstructions at points rather than bear the cost of clearing the whole length. An estimate for work to reduce flood risks had been received.

Work would have to be completed in stages and 3 quotes obtained. Cllr Harford advised that the CCC had powers to get the work done and recharge the parish. Ecologists had advised that work could not be done until after July at Saxon Way. It was suggested that several quotes should be obtained including looking at different options for dealing with problems.

Proposed by SJ, seconded by AM that RH to contact Land Registry for evidence of ownership of the balancing pond. All in favour.

Noted that Jacobs would be making a compulsory purchase of the balancing pond for the A14 due to the upgrade of the A14

40. Clerks Financial and Procedural Report

40.1 Approval of works by the Parish Council

Works for Farmhouse had been previously discussed.

Acacia had completed tree works behind Otter Close and emergency work had been sanctioned on the Bridleway off Viking Way, this work had been advised by the CCC Bridleway Officer.

40.2 LGS Financial Report

The financial report had been circulated and was considered and accepted. AM asked about maturity date for a Bond. Chairman advised this would be reviewed by new RFO. She advised that the first half of the Precept had been received and funds at the bank amounted to approximately £100,000.

RFO

The Income and Expenditure Report for 2015, Net Assets c/f date was incorrect and the Clerk was instructed to inform LGS.

Clerk



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 21st May 2015

ACTION

40.3 Approval of final accounts for Annual Return to Auditors

a) Internal Auditor's Report

The Internal Auditors report had been previously circulated and was examined and discussed in the meeting, led by MP. Proposed by RH, seconded by AM that the report be accepted and actions agreed as recommended, and the RFO to review employment issues. All in favour.

RFO

b) Appointment of Internal Auditor for the year 2015/16

Proposed by MP, seconded by AM that Canalbs be re-appointed as Internal Auditor for 2015/16. All in favour.

RFO

c) Approval of the Accounting Statements and completion of the Annual Governance Statement for 2014/15

The year-end accounts had been previously circulated and the Annual Return, Section 1, Accounting Statements examined. Income £102,515.72, expenditure £113,333.66, balance to carry forward to 1.4.15 £53,378.01. Section 2, the Annual Governance Statement was examined and completed.

Proposed by AM, seconded by RH, that the Accounting Statements and Annual Governance Statement for 2014/15 be approved and signed by the Chairman. All in favour.

RFO

40.4 Approval of accounts and payment of cheques for April/May 2015

The list of payments for May was received, considered and approved. Proposed MP, seconded JY. All in favour.

In addition LGS to be asked to raise cheques approved at April meeting for immediate signature and despatch:

Summer Reading Challenge £50 (Minute 30.11)

Knit and Natter £100 (Minute 30.10)

Proposed by BB and seconded by MP. All in favour.

Clerk/LGS

41. General Correspondence Received

41.1 Bar Hill Cricket Club – request for donation towards Rubber Duck Race 19 September on River Cam. Clerk instructed to send application form.

Clerk

42. Committee Reports

a. Planning Committee (MP)

There were no objections in respect of the following applications:

S/0969/15/FL 56 Field View, 2 storey extension to the rear elevation

S0705/15/FL 15 Appletrees, single storey side and front extension

S/1064/15/PH 59 Little Meadow, single storey 6m deep rear extension

Additional planning applications:

S/0791/15/FL, 11 Appletrees, single storey side extension

S/0302/15/FL 9C Trafalgar Way, Change of Use from B2 Light Industrial to Vehicle and Truck Servicing Garage



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 21st May 2015

ACTION

b. Environment Committee (BW)

Minutes of meeting held on 6 May 2015 had been previously circulated. Chairman reported that these minutes would be discussed at the next Environment meeting scheduled for 3 June 2015.

43. Other Reports

b) South Cambridgeshire District Council

RH reported that the Socio Economic report would be circulated
Boundary Review: Changes to the District and County Council wards were proposed and consultations were in progress

c) Report regarding meeting between CCC and ADC and Ecological Report
Chairman reported that this item had been discussed under item 43a) and would remain on the agenda.

d) Website report

MN advised that the website had been reinstated following issues with payment of invoices. He had set up with a new host, Freezone for 3 years, cost £150 plus £36 to move. This provides more and better facilities and he is currently uploading information to build up the site. There is a facility for sub-domains eg specials, so things like the fete could have a separate site and he would be taking pictures to go on this. Councillors thanked MN for all his work in sorting out the new website. MN to forward invoices for reimbursement by RFO.

e) Tree felled on Bridleway – Viking Way
As reported under 40.1

f) Parking Issues – Viking Way.

Website information for Flashpark and Parking Eye had been flagged to Councillors. This item was deferred to the next Council meeting

g) Play Ground Inspections

SJ reported that all was in order and being attended to.

h) Any other reports

None

i) Meeting with Noyes & Noyes regarding Viking Way

Chairman reported that a meeting had been held with A Noyes, representing businesses on Viking Way regarding a request for finance to re-do surface in Viking Way. It was estimated that the scheme would cost £20,000-£22,000 plus VAT and a request for £5,000 was being made from the Parish Council with the balance being found by the businesses on Viking Way. Permission for carrying out the work on parish council owned land was also sought.

Proposed by BB, seconded by AM that Mr Noyes be contacted to request that he provide 3 quotes with full details of work to be carried out and costings to the Parish Council for further consideration. All in favour.

44. Items for Information

SCDC Planning Policy Monthly update May 2015

Previously circulated by email, and noted.



Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on Thursday 21st May 2015

ACTION

BB asked the following: Did expenditure for last month go in Bar Hill news? Did letter to John Brown for roundabout get sent? Did letter go regarding Golf Club? Chairman advised that these issues would be checked and dealt with. These issues were raised at the last Environment meeting.

BW/Clerk

BH asked if the Parish Council would be having a stall at the fete. Chairman advised that there would be no Parish Council stall

AM advised that there was still graffiti on the lintel of the bus shelter at Pheasant Rise that needed removing. Steve Lawlor to be asked to remove this.

RH asked if the Council had any garages available to let. SJ advised there were no garages at the moment.

RH reported that lorries parked near to Domino were causing a hazard for employees with traffic going on to the main perimeter road. Such incidents should be reported by telephoning 101.

SS reported carpets and old mattress dumped by woods near Pheasant Rise.

MP reported that in the past Domino had offered to do something for the village and suggested they might help/sponsor the flood works. RH undertook to speak to them.

SJ recorded that John Reynolds, had been made Honorary Alderman

Next Meetings - There being no further business the meeting closed at 10.40 pm.

The next full Parish Council Meeting will take place on Thursday 18th June 2015 at 7:00pm in the Parish Council Office.

Items for next agenda: RFO report re: Internal Audit recommendations including review and approve Policies
Balancing pond and stream

Signed: Chairman of the Parish Council

Date: