



**Bar Hill Parish Council
Minutes of Monthly Parish Council Meeting
Held in The Parish Council Office
at 7.00 pm on 17 November 2016**

ACTION

Present: B Waters Chair (BW) (from Minute 202.3.16)
S Jenkins Vice-Chair (SJ)
F Cox Councillor (FC)
P Dawson Councillor (PD)
J Doland Councillor (JD)
R Hall Councillor (RH) (from Minute 202.3.16)
B Howard Councillor (BH)
A Mitchell Councillor (AM)
M Nelson Councillor (MN)
M Pope Councillor (MP)
A Saunders Councillor (AS)
R Sadler Councillor (RS)
S Spence Councillor (SS)

In attendance: S J Bell (Clerk)

In the absence of the Chair, S Jenkins, Vice-Chair took the Chair

Open Forum

There were no members of the public present

190.16

To receive apologies for absence

Apologies for absence were received from B Waters and R Hall who would be arriving late due to them being at a meeting of the District Council.

191.16 Declarations of Interests: MP – Item 202.1.16 Finance - Member of Football Committee

192.16 County and District Councillors' Reports

A copy of the reports from the District Councillors and the County Councillor had been circulated prior to the meeting. The reports were noted.

193.16 Minutes and agendas of the meetings held on 20 October 2016

Resolved that the Minutes of the Council meeting of 20 October 2016 be approved and signed as a true record by the Chair of the meeting. Proposed by MP, seconded by AM. JD abstained as he was absent from meeting.

Resolved that the agenda of 20 October 2016 be signed by the Chair of the meeting as confirmation of the business transacted at that meeting. Proposed by MP, seconded by AS. JD abstained as he was absent from the meeting.

194.16 Consultation Documents

The following documents had been previously circulated and were received.
SCDC Review of Polling Districts – No comments to make
CCC Enforcement Plan for Minerals and Waste - No comments to make
CCC Draft Corporate Energy Strategy for CCC – No comments to make



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195.16 CCC Local Highway Improvement Scheme

Clerk reported that she had still been unable to get the estimate of costs from CCC for red tarmac for the two entrances into the residential areas of the village and it was agreed to defer until the arrival of LH.

196.16 A14 Cambridge – Huntingdon Improvement Scheme

Clerk had circulated answers from Highways England in respect of questions raised by Councillors regarding the Bar Hill intersection. The Council was not reassured by the response but Highways England would attend a meeting with the Councillors. Clerk instructed to place a note in the Bar Hill News to advise residents that the Council was concerned about the interchange as it meant all traffic from Dry Drayton, Northstowe, Oakington and Longstanton would feed on to the A14 on a single carriageway and through two sets of traffic lights at Bar Hill. **BW/Clerk**

197.16 General Correspondence

The following items were received and noted:

- SCDC Treeworks – new application system
- NALC newsletters
- Northstowe Community update
- Changes to Local Bus Services
- Highways England A14 Improvements – up-dates
- A14 – Meet the Buyer meeting 12.1.17
- Parish Planning and Training – no one appointed to attend
- Local Plan Hearings 17 January 2017 to 2 March 2017
- SCDC Future Parish Patch Meeting - AM expressed an interest and would like to raise public transport issues **AM**

198.16 Matters for discussion and decisions to be made from Previous Minutes

- 198.1.16 **Confirmation of Sale of The Willows**
The statement of expenses on the sale had been received and was presented. Clerk confirmed she had notified SCDC regarding business rates and advised that a rebate was expected. She reported that electricity meter had been read by Eon on 19 October and queries regarding water bill was being sorted out with Cambridge Water. Details of the sale proceeds and expenses appeared on the RFO's financial reports for the month. **Clerk/RFO**
- 198.2.16 **173.16 Clerk's Report**
Asset register, Came and Co had offered to attend to offer advice. Photos and confirmation of location on the map for the assets register still outstanding from some Councillors

199.16 Minutes of Meeting of Committee

- 199.1.16 AS presented Minutes of Environment and Amenities Committee of 2 November 2016
- Resolved** that the Minutes of the Environment and Amenities Committee meeting of 2 November 2016 as printed and attached to these Minutes be accepted and the recommendation be adopted. Proposed by JD, seconded by AM.



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AS advised that she had met the tree surgeon regarding tree at front of The Brambles and the recommendation for arrangements for professional advice was noted. **Clerk**

199.2.16 In the absence of the Chairman of the Finance and Policy Working Party, the Vice-Chairman presented the Minutes of the Finance and Policy Working Party meetings of 19 October 2016 and 9 November 2016.

Resolved that the Minutes of the Finance and Policy Working Party meetings of 19 October 2016 and 9 November 2016 as printed and attached to these Minutes be accepted and the recommendations be adopted. Proposed by JD, seconded by AS

171.16 Planning

Lead Councillor for Planning, MP, presented report on the following planning application:

S/2794/16/DC Domino. Trafalgar Way, new manufacturing and warehouse facility and associated external works (including car park and drainage) works received for information. MP had passed information to MN regarding drainage.

S/3016/16/RM Linden Homes - Parcel H12, Phase 1, Northstowe, Station Road, Longstanton Application for approval of reserved matters (Appearance, landscaping, access, layout and scale) for 271 residential units including play areas parking and necessary infrastructure following outline planning permission S/0388/12/06. The outline application was EIA and an environmental statements was submitted - received for information

To note the following SCDC consent:

S/2023/16/FL 156 Pheasant Rise – Front Porch extension and replace flat roof and pitched roof- Approved

201.16 Matters Arising from Minutes of Committees

Environment and Amenities Committee of 2 November 2016:

136.16 Items for information

AM reported that Tesco would deal with the non-functioning street lights opposite the Council office and around bus shelter on their site.

131.16 2016 Tree Survey

AS reported that she, MP and PD had met with contractor to discuss and request quote for first phase of works from the Tree Survey. Works would be concentrated on areas of benefit to most people and would then not require further works for another 2/3 years. Trees to be felled around The Drift and Appletrees and UK Power Networks to be advised that cables were getting tangled up in trees at The Drift. **Clerk**

Resolved that further arrangements be made for site visit and quotes from two more contractors and all quotes to be considered at an extra-ordinary meeting to be held on 1 December. Proposed by AM, seconded by FC. **MP/AS/Clerk**

132.16 Village Maintenance/Tree and Green Works

Clerk confirmed that the letter regarding cutting back of overhanging conifers at Pheasant Way had been sent. AS reported that slabs near 3 Appletrees had been removed and the area re-seeded. SJ reported that tubs containing shrubs had still been in situ when she last looked but she would continue to monitor.

135.16 E&A Committee Budgets and Precept



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MP requested information from SCDC regarding how many councils pay to have litter bins emptied and what were the costs. AM undertook to contact the SCDC Councillors. Clerk advised that she and the Chair had made enquiries and were waiting a response from the Environmental Services Department. **Clerk/BW/AM**

133.3.16 Play Areas and Equipment

AS confirmed that the letter to the resident regarding replacement skatepark had been sent. MP requested a copy of the final response, which was duly circulated at the meeting. **Clerk**

SJ presented information from Streetscape for equipment on the village green. Agreed she would contact Streetscape to let them know the Council was still deliberating. **SJ**

202.16 Finance

202.1.16 Payment of Accounts and Statement of balances for November together with the RFO's report on outturn to November 2016, and revised draft budget/precept had been previously circulated.

RH had checked the November schedules of income and expenditure together with invoices and cheques, and had recommended approval for payment. Noted that income for the period was £234,709.91 including disposal of The Willows, expenditure £17,764.14 giving balance of £340,613.89. Noted that the proceeds from the disposal of The Willows, £216,180.17 had been paid into the Lloyds account and that this money in accordance with statutory requirements would be available only for future projects of capital expenditure.

Clerk confirmed that the Yorkshire Bank mandate had been amended to include RH.

AM drew attention to the Cambridge Water invoice £29.08 in respect of water supply on Village Green and suggested the Council should stop paying this bill.

At this point MP declared a personal interest as a member of the Football Club

Resolved that the Parish Council should continue to pay for the water supply on the Village Green for the benefit of the community. Proposed by SJ, seconded by FC. AM against, MP abstained

Resolved to approve payment of cheques as per November schedule. Proposed by AM, seconded by MP

Clerk requested approval payment of late invoices: Briars £282.00, CBEC £2164.80, UKPC £480 and to approve registration with ICO £35 per annum.

Resolved to approve payment of late invoices: Briars £282.00, CBEC £2164.80, UKPC £480 and registration with ICO £35.00. Proposed by SJ, seconded by MP.

202.2.16 Clerk asked if the Council wanted to amend the signatories on the Lloyds Bank and Cambridge Building Society accounts and reported that the RFO recommended reversing out the £343.43 currently held in the Lloyds Bank account to the Yorkshire Bank so that the Lloyds Bank account could be used solely for managing the monies (capital projects) received for the disposal of The Willows.

Resolved that the £343.43 in the Lloyds Bank account be reversed out to the Yorkshire Bank. Proposed by MP, seconded by FC **RFO**

Resolved that RH be included as a signatory on the Lloyds Bank account and the Cambridge Building Society account. Proposed by AM, seconded by FC. **RFO**



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Noted that the Finance and Policy Working Party as part of the review of the Council's policies would include data protection and record management/security policy, and AM undertook to act as the elected Data Controller

202.3.16 The article prepared by the RFO and RH regarding future management of open green spaces had been previously circulated.

BW arrived at 9.05pm and took the Chair

The article was discussed and MP would look at reducing text.

RH arrived at 9.15pm

Resolved that the article would be deferred for publication until the February edition of the Bar Hill News and that in the meantime further work, including policy review, would be carried out. Proposed by AM, seconded by AS **All**

203.16 Other Reports

Village Hall Management Committee meeting of 10 November 2016 – SJ reported on her attendance at the meeting and it was noted that all was going well. Trimming of trees believed to be on Council land had been mentioned, together with an update on the changing rooms. It was noted that the changing rooms and drainage are up to standard apart from minor alterations. AM and MP to visit school regarding trees. **AS/MP**

Youth Worker Networking and Information Event of 8 November 2016 - RS had attended and reported that this had not been a successfully organised event and only 5 people had attended.

Scouts Committee meeting - AM reported and it was noted there had been ongoing discussion about the roof problems. SJ reported that she recalled the Scout group was on a list to get a building and asked that AM follow this up with the group. **AM**

As it was getting very late at the request of the Clerk, the Chair proposed moving to Items 206.16 and 207.16 and this was agreed

206.16 EXCLUSION OF THE PRESS AND PUBLIC

Resolved that in accordance with section 1(2) of the Public Bodies (admission to meetings) Act 1960, that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item 207.16 namely solicitor advice it is advisable in the public interest that the public and press be temporarily excluded from this meeting and they are herewith instructed to withdraw.

There were no members of the public present.

207.16 Solicitor's Advice

The report from the solicitors regarding leases and meeting with Councillors on 14 July 2016 was re-presented and the Clerk asked for guidance and approval for the solicitor to proceed on all matters recommended in the report.

The report was reviewed. Noted that the lease agreements varied in different parts of the village and any issues with regard to land encroachments and future management of lands under lease and impact on freeholds would therefore vary.

Resolved that solicitor be instructed to progress the issue regarding enquiry about garage blocks. Proposed by AS, seconded by RH **Clerk**



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Resolved that the solicitor be instructed to provide draft letters regarding encroachments and cutting back trees/hedges/vegetation. Proposed by AM, seconded by BW. **Clerk**

RH to obtain information to send to solicitors regarding ownership of paths **RH**

Resolved that the solicitor be advised that the Council would continue to work on the remaining issues in the report. Proposed by BW and seconded by AM **Clerk**

204.16 Items of Information/Next Agenda

SCDC Planning Policy Monthly update

Acorn Avenue non resident parking. A resident had complained about non-residents parking cars in Acorn Avenue from early morning until evening and sometimes weekends causing social nuisance with noise and lights during the night/early hours of the morning). Noted by Councillors. Clerk confirmed the resident had been advised that the Parish Council was unable to police roads as they are public highway where anyone is allowed to park. **Clerk**

SJ reported ongoing parking problems at Otter Close. She would liaise with Clerk to send further letters. **SJ/Clerk**

189.16 Date of Next Meeting

The next full Parish Council Meeting will take place on Thursday 15 December 2016 at 7:00pm in the Parish Council Office.

There being no further business the meeting closed at 10.15 pm

Signed: Chair of the Parish Council

Date: