

## BARRINGTON PARISH COUNCIL

Minutes of meeting of the Parish Council held on

### Tuesday 17<sup>th</sup> September 2019 in the Village Hall

Present: - Councillors Rhodes-Kemp (Chairman); Bird, Day, Gibson, McBride, and Kemp.  
Mrs V Parkes was in attendance as Independent Internal auditor; and Mrs S Potter who was acting as scribe in the absence of the Clerk.

Also County Councillor S Kindersley and District Councillor A Van de Weyer.

1	<b>Apologies for absence:</b> Mrs V Tookey due to work commitment.	
2	<b>Declarations of Interest:</b> None recorded.	
3	<b>Minutes of the Meeting held on 20<sup>th</sup> August 2019</b> having been previously circulated were agreed on proposition of Cllr Day and seconded Cllr Kemp.	
4	<b>Resignation of Messrs S Lock and J Granger</b> 4.1 <u>The resignations of Messrs Lock and Granger were recorded.</u> Notice of the Vacancies are to be displayed. Electors will have until the 8 <sup>th</sup> October to request to SCDC that an election be held. If such a request is not received then Council may move to co-option.	
5	<b>Resignation of Mrs V Tookey</b> 5.1 <u>The resignation of Mrs V Tookey was recorded.</u> A months' notice had been given which expired on 14 <sup>th</sup> September. 5.2 <u>Phased Extension of Notice</u> Mrs V Tookey had offered a phased extension of her notice to allow Council more time to find a replacement. Her offer of up to 10 hrs a week for a further month was accepted on the proposition of Chairman, seconded by Cllr Gibson. 5.3 <u>Replacement Process/Interviewing Panel:</u> The vacancy has been advertised locally as well as via the CAPALC and SLCC circulation list. The Council agreed to discuss this further "in camera" at a Personnel Committee meeting to be held on the 23 <sup>rd</sup> September.	
6	<b>Cambs County Council</b> 6.1 <u>Street Lighting supply</u> The Clerk had reported how time consuming this issue has been. Cambs County Council (CCC) informed Parishes that from October parish councils would need to find their own supplier as it was withdrawing its co-coordination role. In July CCC sent an inventory of lights which needed checking by the Clerk, and then Council was expected to find its own supplier after getting its unique MPAN number from UKPN. During August, following obviously a lot of complaints to CCC, we received a set of f.a.q. which were more useful. Clerks had been finding it difficult finding suppliers who would offer supply to un-metered supplies, and also how would Councils know if good value? Since then Clerks have been informed by CCC that it is paying 15.28p per KWh. through that contract. This includes the climate change levy, but excludes VAT. CCC then added a 15% administration charge on top (to cover time, meter administrator costs etc) which brought the rate up to 17.57p per KWh (excluding VAT). The 63 street lights for Barrington Parish Council use 19883 KWh over a 12 month period. The Clerk has signed appropriate agreement to allow for a MPAN number to be allocated and then the process can move forward with suppliers. The Clerk has checked that the inventory includes the four lamps which BPC wished to retain i.e. 2 in Bendyshe Way and 2 in Malthouse Way. 6.2 <u>CEMEX Liaison Group :</u>	VT/ MB

Clerk : Mrs V Tookey, 36 The Causeway Bassingbourn SG8 5LG

	<p>County Cllr Kindersley reported on the changes to the composition of the Liaison Group in that CEMEX will in future be sending 3 members. Council felt that Foxton Parish Council should be allowed to send 2 members and likewise that an independent secretary records the meeting.</p> <p>Council expressed its dismay at the lack of publicity and consultation with regard to both the 750 space car park and "garden village" proposals in the Foxton area.</p> <p><u>6.3 East West rail:</u> County Cllr Kindersley reported that an announcement was expected in October. A report on the consultation and conclusion will then be published.</p>	
7	<p><b>South Cambs District Council</b></p> <p><u>7.1 Update on planning/S106 issues</u> There was nothing further to report on the reserved matters application by Redrow.</p> <p><u>7.2 Street Lighting upgrade</u> The Clerk reported that SCDC has informed BPC that it intends to upgrade its lamps. Again Inventory had been sent for checking. The heritage lamps around the main green are not to be changed at the moment.</p> <p><u>7.3 District Cllr Van de Weyer reported that the <u>new chief executive</u> will begin at SCDC on 23<sup>rd</sup> September and will look at ways of improving services. It has already been agreed to outsource planning applications where possible. His full report will be available via the Newsletter.</u></p> <p><u>7.4 GCP Consultation re Foxton Station hub</u> Again Council discussed the proposals for a 750 car park at Foxton and the effect it would have on Barrington residents. Consultation events were to take place Tuesday 17<sup>th</sup> September 7 am to 8.30 am, Foxton Village Hall on Tuesday 8<sup>th</sup> October 6 – 8 pm and Melbourn Hub on Tuesday 15<sup>th</sup> October 6 – 8 pm.</p>	VT
8	<p><b>Planning items:</b></p> <p>At the Planning Committee Meeting held on 4<sup>th</sup> September the following applications were considered:</p> <p><u>8.1 Pre-app Consultation: Shepreth Road Barrington Self-build Collective</u> Residents presented to the Committee their development scheme. Concerns were raised regarding the access to road, and density. Also would such a development be creating a precedent given its location? It was recognised that given the location any development on that site would need to be "exceptional" to obtain approval. The best way to achieve that would be to proceed to a more detailed pre-application consultation – a move that the Parish Council would support. Developments that bring an element of community integration and sustainability are welcome, obviously balanced against the need to minimise any potentially adverse impacts.</p> <p><u>8.2 9 Back Lane: Variation of Condition2 (Approved Plans) S.3779.17.F Application Reference S/2686/19/VC</u></p> <p><u>8.3 66 Glebe Road: Appeal APP/WO530/W/19/3228558</u> This was noted by the Committee. No details are yet to be found on the Appeals website</p> <p><u>8.4 Barrington Quarry:</u> Council had no further comments to the bulk of the points except for the Liaison Committee which needs some adjustment to the membership and secretary. It had been agreed that Cllrs Bird and Kemp prepare a response to Cambs. County Council.</p> <p><u>8.5 To record approvals:</u></p> <p>8.5.1 14 Orwell Road, discharge of condition 3 and 4 S/1613/16/FL</p> <p>8.5.2 4 High Street. Permission granted for demolition and construction of single storey side extension.</p> <p><u>8.6 7 Back Lane</u></p>	

	<p>Having reflected on the information provided the Parish Council is minded to support the application – obviously subject to seeing the final plans and confirmation that there will be no visual impact into the Conservation area from the High Street. The revised plans demonstrate a clear height reduction, the setting of the plots on the site is an improvement and a sound Traffic Management Plan need to be in place. All was welcomed. The final design using materials to reflect the setting within the Conservation Area is also to be encouraged.</p>																																																							
9	<p><b>Financial Matters:</b>  <u>9.1 Cashbook summary</u> to date was presented by Cllr Gibson.  <u>9.2 Authorisation of cheques:</u>  <u>9.2.1 Lloyds Account</u>  Cash at bank as at 30 August 209 £102,337.45</p> <p>Cheque to be authorised on proposition of Cllr Brass, seconded Cllr Gibson.  0020 Mills and Reeve ; legal services re Deed of Variation £604.20  <u>9.2.2 HSBC Account</u>  Cash at bank as at 6 September 2019 £19409.73 (unpresented cheque 0246 to CBS for £1500)  Cheques totalling £7660.00 were passed for payment on proposition of Cllr Bird Seconded by Cllr Gibson.</p> <table> <tr> <td>0259</td> <td>Mrs V Tookey four weeks Salary to 20.9.19</td> <td>£1053.28</td> </tr> <tr> <td>0260</td> <td>HMRC N.I. and Tax</td> <td>£345.86</td> </tr> <tr> <td>0261</td> <td>Red Shoes Payroll services to September</td> <td>£43.20</td> </tr> <tr> <td>0262</td> <td>Mr I Malthouse – Expenses regarding notice boards and seats</td> <td>£180.00</td> </tr> <tr> <td>0263</td> <td>Hallwood Associates – tree inspection 6.8.19</td> <td>£480.00</td> </tr> <tr> <td>0264</td> <td>PKF Littlejohn – Audit service</td> <td>£480.00</td> </tr> <tr> <td>0265</td> <td>Staples ; ink cartridges for G.C. and folders</td> <td>£151.14</td> </tr> <tr> <td>0266</td> <td>SCDC litter bin emptying Challis Green play area</td> <td>£187.20</td> </tr> <tr> <td>0267</td> <td>Herts and Cambs</td> <td>£5108.40</td> </tr> <tr> <td></td> <td>Inv. 4896 Cut Sports field 24.8.19</td> <td></td> </tr> <tr> <td></td> <td>Inv 4946 Ditch work as quoted</td> <td>£3480</td> </tr> <tr> <td></td> <td>Inv 4945 Remove and replace new Breather pipe Heselton green</td> <td>£168</td> </tr> <tr> <td></td> <td>Inv 4944 Remove elders growing into ditch</td> <td>£192</td> </tr> <tr> <td></td> <td>Inv 4935 Ranger duties August</td> <td>£428.40</td> </tr> <tr> <td></td> <td>Inv 4934 Cut sports, rec, main green 30.8.19</td> <td></td> </tr> <tr> <td></td> <td>Inv 4936 Strim whole village 2.9.19</td> <td></td> </tr> <tr> <td>0268</td> <td>Mrs V Tookey Postage April – September ( £40.92) Office allowance £130; and tubs for files £40</td> <td>£210.92</td> </tr> <tr> <td>0249</td> <td>Mrs R Rhodes-Kemp Chairman’s Allowance</td> <td>£80.00</td> </tr> </table> <p><i>*Note cheque numbers are not sequential.</i></p> <p><u>9.3 Audit Report</u> – Councillors had been circulated the full copy of the Audit Report. Council agreed to record that the External Auditor report confirms that relevant legislation and regulatory requirements have been met. The Notice of Conclusion of Audit is to be posted by Clerk. It was also noted that the report needed to be uploaded to the website before 30<sup>th</sup> September. Council recorded thanks to the Clerk and the Independent Internal Auditor.</p> <p><u>9.4 Consideration and agreement of quotation for tree works :-</u></p>	0259	Mrs V Tookey four weeks Salary to 20.9.19	£1053.28	0260	HMRC N.I. and Tax	£345.86	0261	Red Shoes Payroll services to September	£43.20	0262	Mr I Malthouse – Expenses regarding notice boards and seats	£180.00	0263	Hallwood Associates – tree inspection 6.8.19	£480.00	0264	PKF Littlejohn – Audit service	£480.00	0265	Staples ; ink cartridges for G.C. and folders	£151.14	0266	SCDC litter bin emptying Challis Green play area	£187.20	0267	Herts and Cambs	£5108.40		Inv. 4896 Cut Sports field 24.8.19			Inv 4946 Ditch work as quoted	£3480		Inv 4945 Remove and replace new Breather pipe Heselton green	£168		Inv 4944 Remove elders growing into ditch	£192		Inv 4935 Ranger duties August	£428.40		Inv 4934 Cut sports, rec, main green 30.8.19			Inv 4936 Strim whole village 2.9.19		0268	Mrs V Tookey Postage April – September ( £40.92) Office allowance £130; and tubs for files £40	£210.92	0249	Mrs R Rhodes-Kemp Chairman’s Allowance	£80.00	<p>VT</p> <p>VT</p>
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	<p>Clerk had circulated quotation for the works which had been recorded as necessary by the arboriculturalist, in the sum of £2500.</p> <p>Clerk had also circulated a further quote for the crown lifting of the trees around the Green. Council noted that there has not been an annual programme for this work for a couple of years. The brushwood would be chipped for the woodland, or removed. The quote was in the sum of £2500.</p> <p>Council requested further quote for this work.</p> <p><b>9.5 Appointment of Responsible Financial Officer:-</b></p> <p>Cllrs Gibson and Bird had interviewed two candidates. On proposition of Cllr Gibson, seconded Cllr Bird it was agreed to offer the position to Mr R Zvauya, subject to satisfactory references.</p> <p><b>9.6 Bank Update :-</b></p> <p><b>9.6.1 HSBC</b> - Letters from the safeguarding team have been received requesting further information which the Clerk had actioned, and then a request for a telephone conversation with Cllr Rhodes-Kemp.</p> <p><b>9.6.2 Cllr Gibson</b> had been informed that he was not a signatory on the account despite having been on a mandate and signing cheques for over two years. He had visited the Bank and now HSBC require a new Mandate. It was proposed by Cllr Gibson seconded Cllr Bird <i>"that the bank account be continued with HSBC UK Ltd"</i>, and form was subsequently signed by those present.</p> <p><b>9.6.3 Cambridge Building Society</b> - It was agreed to record that a new account for Reserves has been opened.</p>	
10	<p><b>Haslingfield Road Development</b></p> <p><b>10.1 Terms of Reference</b> for the Advisory Group had been previously circulated. Council expressed its thanks to Messrs Lock and Granger.</p> <p><b>10.2 Project Manager appointment</b> - Council agreed to delay this appointment.</p> <p><b>10.3 Trigger Points response to SCDC</b> – Discussion took place regarding the latest draft S106 with revised trigger points. Chairman had spoken with the SCDC Solicitor who had suggested that the Council accept the alternatives. It was agreed that the pavilion needs to be up and running within two years.</p> <p><b>10.4 Consideration and agreement regarding administration</b> - This item to be held "in camera"</p> <p><b>10.5 Draft Transfer of Land Deed</b> – The legal work for the transfer of land and pavilions was taking place and a draft deed had been circulated. Council accepts the deed and will need insurance for the buildings.</p>	VT
11	<p><b>Play and Recreation Areas Report</b></p> <p><b>11.1 Challis Green/Under 5's</b> - Cllr Day had previously circulated her monthly report. The Under 5's had been closed due to damage to the fencing which needs urgent repair.</p> <p><b>11.2 Q.E. II Woodland report</b> – Chairman reported that maintenance was ongoing but that the benches keep being moved. She was to contact the PCSO.</p>	VT RR K
12	<p><b>Barrington Green</b></p> <p><b>12.1 The Green Trustee Report</b> was tabled.</p> <p><b>12.2 Seats on Green/Notice Board</b> – Thanks were expressed to Mr I Malthouse for again maintaining the commemorative seats for which the council are responsible. The noticeboard and Harry Davies Board were also part of his maintenance programme this year.</p>	
13	<p><b>Communication with residents/social events on Green etc</b></p> <p><b>13.1 Report from Revels W.G.</b> - At its meeting on the 7<sup>th</sup> September 2019, the current members of the Q.E.II Wood Revels Working Group all decided to stand down.</p>	

	<p>The W.G. felt that after five years it was now time for others to have a chance to move it on and make their own mark on it. An event could be held on the Green close to the village hall mid-summer, to avoid lighting and toilet requirements. The group leave a working fund of £556.49 which are held and ring-fenced in the Barrington Youth and Community Account for any future event planning. This account was opened for youth monies initially and then when the Car Scheme was re-formed used for the "subsidy" money from CCC (15p per mile) for the voluntary drivers. Sheila Potter and Val Tookey are signatories. The Council expressed its thanks to the working group for their past five years commitment. Anyone wishing to keep the events ongoing should contact the Council.</p> <p><u>13.2 Discussion regarding social media comments-</u> Council awaits formal contact via the Clerk regarding event planning and the logistical and legal requirements.</p>	
14	<p><b>Meetings through month (to record)</b> 14.1 SLCC Quarterly meeting 14th September</p>	Clerk
	<p>There being no further business the meeting closed at 11.10pm</p> <p>Signed ..... Chairman October 15<sup>th</sup></p>	

**Dates of meetings:-** November 19<sup>th</sup> December 17<sup>th</sup> Planning Committee Meetings – if needed 6<sup>th</sup> November, 4<sup>th</sup> December

2020 : January 21<sup>st</sup> February 18<sup>th</sup> March 17<sup>th</sup> April 21<sup>st</sup>  
**May 5<sup>th</sup> A.P.M.** May 19<sup>th</sup> June 16<sup>th</sup> July 21<sup>st</sup> August 18<sup>th</sup>  
September 15<sup>th</sup> October 20<sup>th</sup> November 17<sup>th</sup> December 15<sup>th</sup>

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