

Hardwick Parish Council
Meeting held on Tuesday 17 May 2011 in the School following the
Annual Parish Meeting at 8.30 pm

Present: Cllrs I Storr (Chairman), G Chamberlain, P Joslin, A Gill, and T Bhachu.

In attendance: 1 member of the public and Mrs K Baptie (Minutes Secretary, LGS Services).

1. Annual Business

- 1.1 To elect a Chairman and to receive the Chairman's declaration of acceptance of office
 Cllr Storr was unanimously elected as Chairman ^(Prop GC, 2nd PJ) and he signed the declaration of office.
- 1.2 To elect a Vice-Chairman
 Cllr Chamberlain was unanimously elected as Vice-Chairman ^(Prop IS, 2nd PJ)
- 1.3 To approve the minutes of the last meeting
 The minutes of the meeting on 26 April 2011 were approved as a true record and signed by the Chairman ^(Prop TG, 2nd PJ). However, it was agreed to seek confirmation on item 7.2 that it is in fact the electricity to be supplied by CCC and the maintenance of the lights with Balfour Beatty.
- 1.4 To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled.
 A notice has been put up on the notice board and will also be advertised in the Hardwick Happenings.
- 1.5 Review of delegation arrangements to committees, working groups, employees and other local authorities
 It was agreed that the Parish Council would continue with the current arrangements, with members responsibilities as follows; ^(Prop GC, 2nd PJ)
 Planning Applications – Cllr Chamberlain and Cllr Gill
 Parish Paths Partnership (P3) – Cllr Joslin
 Tree Warden – Cllr Gill
 Play area inspections – Cllrs Bhachu (Worcester Ave and Grenadier Walk play areas), Freeman (Egremont Road play area) and Stewart (St Mary's play area)
 School Liaison representative – Cllr Joslin
 Webmaster – Cllr Bowen
 Skatepark inspections – Cllr Bowen. To be carried out once monthly.
- 1.6 Review the terms of references for committees and working groups
 The Terms of Reference were unanimously agreed ^(Prop GC, 2nd AG) to remain the same, as follows:
 "The members named above are asked to research and attend meetings relating to their area of representation and to report regularly to the Parish Council. Members are also asked to make clear recommendation for action to the Parish Council as and when appropriate. Members should have due regard for the Parish Council's Standing Orders at all times".
- 1.7 Receipt of nominations to existing committees and working groups
 None.
- 1.8 Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
 None required.

- 1.9 Review and adoption of appropriate standing orders, financial regulations and risk assessment arrangements
Reviewed and no changes required to any of the key policies. The implications of the Equalities Act 2010 was noted. (Prop CG, 2nd PJ)
- 1.10 Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities.
Parish Paths Partnership is the only agency services and it was agreed that this will continue. (Prop CG, 2nd AG)
- 1.11 Review of representation on or work with external bodies and arrangements for reporting back
Parish Paths Partnership and School Liaison are the only arrangements with external bodies and it was agreed that this will continue. ts. (Prop GC, 2nd PJ)
- 1.12 Review of inventory of land and assets
These were noted, reviewed and approved. (Prop TB, 2nd AG)
- 1.13 Review and confirmation of arrangements for insurance cover in respect of all insured risks
The offer of a 3yr long term agreement, with 16 months cover for the price of 12 months, in the first year, and a saving in the region of 12% was considered and it was agreed to accept the offer. The premium for the pavilion revaluation was also accepted. (Prop GC, 2nd AG)
- 1.14 Review of the Council's complaints procedure
The policy was agreed with no change. (Prop AG, 2nd TB)
- 1.15 Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection act 1998
Following a review of the above, it was agreed to include the following wording into the Freedom of Information policy;- 'This Parish Council will endeavour to make as much information as possible available under this scheme however, on occasion other Acts such as the Data Protection Act or the exemptions in the Freedom of Information Act have to be considered prior to information being released and sometimes it may be necessary for information to be withheld or redacted.'
- 1.16 Review of the Council's policy for dealing with the press/media
It was agreed to continue as at present which is detailed in standing orders.
- 1.17 Setting the dates, times and place of ordinary meetings of the full Council
Meetings will continue to be held on the fourth Tuesday in the month at 7.45pm in the School or in the pavilion when the School is unavailable. The date and time of the following meeting is to be noted at the bottom of the agenda. (Prop PJ, 2nd TB)
- 1.18 Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
None required.
2. **Apologies for absence and declarations of interest**
Apologies were received from Cllrs Freeman and Stewart and Bowen (out of parish), and from County Councillor Fiona Whelan.
There were no declarations of interest.

Comments and observations from members of the public and from the County and District Councillors

A resident raised his concerns about the decking that has been put down at the Blue

Lion pub next door to him as it enables the pub customers to look into his kitchen. The Blue Lion has since applied for retrospective planning permission. The Parish Council suggested that he contacted Cllr Jim Stewart and ask him to 'call it in' and ask for it to be put before the Planning Committee. The resident also expressed concerns about a forthcoming live music event at the pub, which is in a residential area. The Parish Council suggested that he raise his concerns with the Environmental Health dept.

3. Matters arising and carried forward from the last or previous meeting

3.1 Litter bin provision

It was agreed to place an order for 3 large Glasdon litter bins. Two of which are to be situated at the recreation ground and one at Grenadier Walk at a cost of approximately £100 each, and £75 each for installation. ^(Prop GC, 2nd PJ)

4. Correspondence/communications received

6.1 Resident request for dogs bins along St Neots Road

The Parish Council agreed that there was a need for a dog litter bin in this area and would like to order one from ESPO at a cost of approximately £62, plus installation costs of approximately £75. It was decided that the bin should be situated on St Neots Road, about 50yds before the 1st bungalow after the long hedge. ^(Prop AG, 2nd GC)

4.2 Resident – request for hedge maintenance adj to a property in Cambridge Road

Cllr Gill has looked at the hedge and agreed that it did indeed need cutting back in height and width.

Concern was also raised over a hedge (boundary of the Recreation Ground) near 105 Limes Rd, near the footpath that runs through to Egremont Rd. The Parish Council would like the work on both hedges to be put in hand as soon as possible.

4.3 Resident – vandalism at Egremont Road play area

This was noted and the repairs are in hand.

4.4 CCC application for Civil Parking

Cllr Chamberlain has offered to look into this and email his report to the other members before the next meeting.

5. Planning applications and decision notices

5.1 Planning applications received since the last meeting

5.1.1 S/00703/11/CC – Hardwick School – Erection of temporary classrooms

The letter from Capita Symonds was read out and it was has agreed to respond that it is still the opinion of Hardwick Parish Council that these temporary classrooms should be sited at a Cambourne school.

6. Members reports and items

6.1 P3 including grant application

Following Cllr Joslin's recommendation it was agreed that the Parish Council would apply for the P3 grant and join the scheme.

Quotes being sought for some new signs for the Millennium path. Cllr Joslin reported she had again raised her concerns about the condition of the path which is increasingly difficult to walk due to nettles and thistles, and a badger set. It was decided that the first course of action is to establish who owns the land and who is responsible for clearing it. She will write to Peter Gaskin or Kate Day at CCC to see if they know, and then the Parish Council will write to the owners asking them to cut it back.

7. Finance, risk assessment and procedural matters

7.1 To receive the financial report and approve the payment of bills

The financial report was received and considered and invoices and bank statements were checked. The payments as listed in the report, plus Ground by Rounds £294.01, SCDC £250.00 (planning application for Pavilion), RDP £420 (design & draw up plans for Pavilion), Hardwick Primary School £45 and £75 (room hire) St Mary's Church £1400.68 (insurance) and £320.00 (towards grass cutting), were approved and signed. ^(Prop PJ, 2nd AG)

Canalbs Ltd (Internal Audit)	£105.30
LG Stoehr	£176.80
J Dyer	£110.36

Credits received between meetings were noted.

7.2 Internal Auditor report to the Council

Noted. The Parish Council decided that no further action was required.

7.3 Approval of the accounting statements and completion of the Annual Governance Statement FY 2011

The Statement of Accounts was approved by resolution of the Parish Council and signed by the Chairman. ^(Prop GC, 2nd PJ) In section 2 it was agreed that the Statement was signed by the Chairman rather than Chair. ^(Prop GC, 2nd TB)

7.4 Play equipment reports including annual RoSPA reports – to consider if any work is required

The RoSPA reports had been emailed to the relevant members, to study and to report anything that requires urgent attention. Cllr Freeman emailed his response that he felt that the gate entrapment issue needed urgent attention for safety reasons.

8. Members items for the next agenda and for the Clerks information and Closure of meeting

The new grit bin at the path on Egremont Rd near the school has still not been filled with grit. This is to be chased again.

The fence that screens the houses in Limes Rd from the skatepark needs some attention as soon as possible as there are some dangerous nails sticking out. This is to be attended to.

A letter has been received from Dr J Jones from the Parochial Church Council (PCC) about the repairs needed to the lych gate and a request for financial assistance. It was agreed that this should be an agenda item for the next meeting, but in the meantime a letter is to be sent to the PCC asking if they could explore the possibility of obtaining a grant.

Highways Dept is to be asked cut the grass on the two big roundabouts over the A428.

There was no further business and the Chairman declared the meeting closed at 10.00 pm.

Signed _____ (Chairman) _____ (Date)