

Hardwick Parish Council
Minutes of the Annual Meeting held on Tuesday 27 May 2014 in the School at 8.10 pm
following the Annual Parish Meeting

Present: Councillors: I Storr (Chairman), P Joslin, C Oakes, A Gill, R Worland, J Humphries and T Bhachu.

In attendance: County Cllr S Frost and Mrs Gail Stoehr (Clerk).

Open public session including reports from the County and District Councillors

None.

1. Annual Business

1.1 To elect a Chairman and to receive the declaration of acceptance of office
 RESOLVED that Cllr Storr be elected Chairman ^(Prop AG, 2nd PJ) Cllr Storr signed the Chairman's Declaration of Acceptance of Office.

1.2 To elect a Vice-Chairman
 RESOLVED that Cllr Gill be elected Vice-Chairman. ^(Prop IS, 2nd PJ)

1.3 To appoint committees, working groups or any other offices which the Council deems necessary.
 RESOLVED that the following member responsibilities were agreed ^(Prop JH, 2nd PJ):

- Planning Applications - Cllrs Joslin and Gill.
- Parish Path Partnership (P3) - Cllr Joslin.
- Trees Officer - Cllr Gill.
- Play Areas – Cllrs Worland, Freeman and Stewart.
- Skate park – Cllr Humphries
- Webmaster – Vacancy
- School Liaison Representative – Cllr Humphries

No committees were required.

1.4 To appoint representatives on any other organisation or authority
 RESOLVED that Cllr Worland be reappointed for the Sustainable Parish Energy Partnership project.

2. To approve apologies for absence

Apologies for absence were received from Cllrs Stewart and Freeman.

3. Declaration of interests

3.1 To receive declarations of interests from councillors on items on the agenda
 Cllr Oakes declared an interest in Items 7.3.1 and 9.1 as her husband was the tree surgeon.

3.2 To receive written requests for dispensations (if any)
 None.

3.3 To grant any requests for dispensations as appropriate
 None.

4. To approve the minutes of the previous meeting on 22 April 2014

RESOLVED that the minutes of the meeting on 22 April 2014 be unanimously approved ^(Prop PJ, 2nd RW), and signed by the Chairman.

5. Matters arising and carried forward from the last or previous meetings for discussion/decisions

- (4.1) A meeting with SCDC regarding the Housing Needs Survey had been arranged for Tuesday 15 July.
- (4.4) Queensbury Shelters would be installing the new bus shelter in late June or July.
- 5.1 (4.2) Improvement work to Cahill's Corner – to consider quotation from Skanska if received and the next steps
RESOLVED ^(Prop IS, 2nd AG) to accept the quotation from R Beasley of Skanska to progress the design at a cost of between £1500 to £2000.
Given the specialist nature of this work and CCC's requirements only one quotation was required.
- 5.2 (9) A428 roundabout and replacement trees – to consider if the Parish Council should fund
Sharon Malloney's response suggesting sponsorship was considered and Cllr S Frost offered to follow the matter up was gratefully accepted. The Council will consider placing an article in Hardwick Happenings inviting sponsorship at the next meeting.
- 5.3 (4.6) Pavilion lease – to note that the lease has now been completed
RESOLVED to note that the lease had been signed and the rent received.
- 5.4 Potholes in Egremont Road had been patched but after the sweeper had been past two repairs were removed. Rain had also removed some patching. Cllr Frost was asked to request that CCC return to inspect and repair the potholes.
- 5.5 The pavement between the Church and the pub represented a trip hazard. Cllr Frost will report this. At the barrier on St Neots Road the path is getting narrow near the brook. Cllr Frost is to inspect this and report back to the Parish Council.
- 6. Correspondence/communications received**
- 6.1 Resident - complaint about trees adjacent to 17 Egremont Road
RESOLVED to reply that none of the trees identified in the tree survey were reported as needing work. The Parish Council trees are under regular maintenance. The resident may cut branches and brambles back to their boundary. As the trees are in a conservation area a tree works application to SCDC would be required for any work.
(Prop AG, 2nd IS)
- 6.2 SCDC – Community Infrastructure (CIL) Draft Charging Schedule
Noted.
- 6.3 Leighton Sheldrick request to use recreation ground on 20 August for a district five a side tournament
RESOLVED to grant permission subject to confirmation of the dates and that the cricket club has been contacted to ensure there is no clash.
- 7. Planning Applications and Decision notices**
- 7.1 Planning applications received since the last meeting
None.
- 7.2 SCDC Decision Notices
- 7.2.1 Discharge of conditions regarding materials for the Blue Lion – noted.
- 7.3 Tree Works
- 7.3.1 6 Sudeley Grove
Cllr Oakes, having previously declared an interest in this item, left the meeting.
RESOLVED to respond that the Parish Council had no objections.
Cllr Oakes rejoined the meeting.
- 8. Members reports and items for information only**

None.

9. Finance, procedure and risk assessment

9.1 To consider any quotes for urgent work required because of risk
RESOLVED to note tree works requested by the Clerk under her delegated powers. Peter Oakes had been contracted to attend to an elm tree in the pavilion car park which had a dangerous branch, on Health and Safety grounds.

9.2 To receive play area and skate park inspection reports including RoSPA reports
RESOLVED to obtain quotations for the work identified in the RoSPA report as follows:

Church Play area

Inspection covers to be painted to highlight their presence.

Egremont Road

Missing palings, gate needs adjusting.

Climber vehicle - lock and chain to be removed, and a shim or washer installed on the steering wheel.

Surface has shrunk – repair and build up ground levels.

See-saw – increase clearance and assess wear to pins and bushes.

Grenadier Walk

Repair edges

Swings – tighten retaining blocks

Worcester Avenue

Junior swings (blue) – corrosion – replacement of swing recommended

Junior swings (green) – seat needs replacing, replacement of swing recommended

Toddler swing – corrosion – replacement of swing recommended

Surface damage - repair

Skate park

Remedial work had been carried out – Cllr Humphries to report if further work is required.

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

RESOLVED to receive the financial report and the invoices and bank statements being checked before the cheques were signed at the end of the meeting. RESOLVED that the payments as listed in the finance report, plus Canalbs £137.68 (Internal Audit) and CAPALC (Affiliation Fee) £131.68, should be paid. ^(Prop AG, 2nd PJ)

Grounds by Rounds (Grass cutting)	£1021.09
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LGS Services (Admin support)	£1429.08
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Geoff Wilson (Notice board repair)	£158.60
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Boston Seeds (Grass seed)	£1344.00
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RPM (Skate park repair)	£456.00
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Hardwick Community Association (Affiliation fee)	£45.00
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Playsafety Ltd (ROSPA inspection)	£390.00
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Peter Oakes (Tree works)	£216.00
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Peter Oakes (Tree works)	£96.00
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Salaries	£333.41
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Irena Spence (HSSC lease)	£900.00
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Credits including bank interest, receipt of the precept, pitch hire fees and advertising income were noted.

9.4 Internal Auditor report to the Council on FY ending 31 March 2014

RESOLVED to receive the report from Canalbs.

9.5 Approval of accounting statements and completion of the Annual Governance Statement FY ending 31 March 2014

RESOLVED that the accounts for FY 2014 be approved ^(Prop PJ, 2nd AG) after a couple of amendments and the Annual Return Section 1 and supporting papers be signed by the Chairman.

RESOLVED that the questions 1-8 in the Annual Governance Statement be answered “Yes” and Question 9 answered “Not applicable” before being signed by the Chairman. ^(Prop PJ, 2nd AG)

9.6 Assets, Insurance Policy and fidelity guarantee review

RESOLVED to leave the £2182.98 office content on the assets list for now and clarify it with the insurers at renewal.

The Clerk is to advise the Council on its fidelity guarantee limit at the next meeting.

Assets list:

The following amendments were agreed:

Bus shelter – delete “Burdens”

Add sign “Slow – Children playing” by the Church play area

Fidelity guarantee – a report is to be made to the next meeting. Cover required is year end balance plus half precept = £183,000.

It was noted that NALC had issued new model financial regulations and the cost would be £35 if the Council wanted a set.

10. **Members items for the next agenda and for the Clerk’s information and Closure of meeting**

A request to trade from a mobile take away van will be an agenda item for the next meeting.

Given the recent visit by Anglian Water in St Neots Road to clear a blockage it was agreed to place an article in Hardwick Happenings requesting that no baby wipes be placed down toilets.

Tim Tack is will attend the next meeting to discuss the Scout Hut.

Cllr Worland gave his apologies for the next meeting.

There was no further business and the meeting closed at 9.48 pm.

SignedChairmandate.
