

Hardwick Parish Council
Minutes of the First and Annual Meeting held on Tuesday 19 May 2015
in the Community Room at the School at 8.15 pm

Present: Councillors: S Rose (Chairman), I Storr, T Bhachu, J Humphries, J Coe, C Cracknell B Grimes and J Stewart.

In attendance: 6 members of the public, District Cllr Grenville Chamberlain and Mrs Gail Stoehr (Clerk).

1. To elect a Chairman and to receive the declaration of acceptance of office
 Nominations were received for Cllr Storr ^(Prop JH, 2nd IS) and Cllr Rose. ^(Prop BG, 2nd CC) A secret ballot was held. Cllr Rose was declared elected as Chairman.
2. To elect a Vice-Chairman
 RESOLVED that Cllr Stewart be elected Vice-Chairman. ^(Prop SR, 2nd TB)
3. Delivery by councillors of their declarations of acceptance of office
 Declarations of acceptance of office had been received from all members before the start of the meeting.
 On a proposition by the Chairman, the order of business was varied.

Open public session including reports from the County and District Councillors

Danny Denham raised that the drains by Cahills Corner were blocked over the winter. The Parish Council was urged to ask Highways to have these cleared.

4. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees
 RESOLVED that the minutes of the meeting of 28 April 2015 be approved and signed by the Chairman, ^(Prop IS, 2nd JH) after the following amendments: Item 4.1, page 394 paragraph 2 line 3, to read 44; page 394 paragraph 6, to read “the upkeep of the proposed new centre building”; under Item 4.3, paragraph 2, to read “at the same time”, under Item 4.6 change “before” to “during”; and to reverse the order of Items 6.1.3 and 6.1.4.
5. Review of delegation arrangements to committees, sub-committees, employees and other local authorities
 The following groups and members’ responsibilities were agreed;
 Planning Working Group – Cllr Stewart (Convenor), Cllr Grimes, A Gill (co-opted) and P Joslin (co-opted). Planning applications are to be sent direct to Cllr Stewart by SCDC.
 Tree Working Group – Cllr Humphries (Convenor) with A Gill.
 Play area inspections – Cllrs Worland (St Mary’s play area), Cllr Cracknell (skate park), Cllr Bhachu (Worcester Ave and Grenadier Walk play areas), and Cllr Coe (Egremont Road play area).
6. Review of the terms of reference
 The Terms of Reference are to remain the same, as follows:
 “The members with areas of responsibility 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 as and when appropriate. Members should have due regard for the Parish Council’s Standing Orders at all times”.
7. Receipt of nominations to existing committees

None.

8. Appointment of any new committees, confirmation of the terms of reference, the number of members (including if appropriate substitute councillors) and receipt of nominations to them
None.
9. Review and adoption of appropriate standing orders and financial regulations
RESOLVED to continue with the existing policies until the Council has had an opportunity to consider these. Members wishing to propose any changes should make a clear recommendation via the Clerk.
10. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities
RESOLVED to note that Parish Paths Partnership is the only arrangement with another local authority and agreed that this will continue.
11. Review of representation on or work with external bodies and arrangements for reporting back
RESOLVED that Cllr Worland and P Joslin be appointed to the P3 working group. The Chairman is to attend the Community Association.
12. Review of inventory of land and assets including buildings and office equipment
RESOLVED to note the inventory of land and assets.
13. Review and confirmation of arrangements for insurance cover in respect of all insured risks
RESOLVED that no change was required at this time.
14. Review of the Council's and/or employees' membership of other bodies
RESOLVED to note the Council's membership of CAPALC and SLCC which is to continue.
15. Establishing or reviewing the Council's complaints procedure
RESOLVED that no change is required.
16. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
RESOLVED that no change is required.
17. Establishing or reviewing the Council's policy for dealing with the press/media
RESOLVED that no change is required. The Chairman together with the Clerk will deal with the Press and release statements as required.
18. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead
RESOLVED that meetings will continue to be held on the fourth Tuesday of each month at 7.45 pm except in December.

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

Taken earlier.

19. To receive any apologies for absence
Apologies were received from Cllr Worland (out of parish).
20. To receive declarations of interests from councillors on items on the agenda
None.
21. To consider matters arising from the last meeting for information only

The village sign is to be an agenda item for the next meeting when any quotations received for its repair can be considered.

22. To consider any planning and tree work applications and planning correspondence received since the last meeting

Tony Gill was invited to speak to this item

22.1 Planning applications received since the last meeting

22.1.1 S/0479/15/FL – 62 Laxton Avenue – Front extension, raise existing roof to create new first floor and demolish existing double garage and replace with single garage
RESOLVED that the Parish Council had no objections.

22.1.2 S/1006/15/PH – 61 Ellison Lane – Prior approval – show that the extension projects 4.6m beyond the rear wall of the original dwelling house; it has a maximum height of 2.85m and an eaves height of 2.85m
RESOLVED that the Parish Council had no objections.

22.1.3 S/1049/15/FL – Office, 345 St Neots Road – Continued use of contractors' yard for mixed B2 (general industrial) and B8 (open storage) including retention of stable blocks
RESOLVED that the Parish Council had no objections.

22.1.4 S/1056/15/PH – 140 Main Street – Prior approval for garden room to the rear elevation to join the existing house
RESOLVED that the Parish Council had no objections.

22.2 SCDC Decision Notices

22.2.1 S/0101/15/FL – 10 Sadlers Close – Replacement of windows – Permission granted.

22.2.2 S/0577/15/FL – 22 Pippin Walk – single storey rear extension – Permission granted.

22.2.3 S/0645/15/FL – 11 Cambridge Road – Erection of one 3-bed dwelling and two 2-bed dwellings, etc – Withdrawn.

22.2.4 S/0664/15/FL – 31 Ellison Lane – Two storey side extension and addition of pitched roof to existing rear extension – Permission granted.

23. Finance, procedure and risk assessment

RESOLVED that the signatories on the bank account should be Cllrs Stewart, Rose, Bhachu and Grimes.

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

RESOLVED to receive the financial report and that the invoices and bank statements be checked before the cheques are signed at the end of the meeting.

RESOLVED unanimously that the payments as listed in the finance report, plus WJ Lumb (guttering) £425.00 should be paid, and that Cllr Storr should be authorised to sign tonight's cheques. ^(Prop JS, 2nd JH)

Canalbs (Internal Audit)	£178.92
Grounds by Rounds (Grass cutting)	£1041.53
Playsafety Ltd (Rospa inspection)	£390.00
LGS Services (Admin support)	£1309.59
Salary	£227.97

Credits including investment interest were noted.

23.2 To consider any quotes for urgent work required because of risk or health and safety
None.

23.3 Play equipment inspection reports – to consider if any works are required

RESOLVED to receive the reports for the skate park, Worcester Avenue and Grenadier Walk play areas.

Skate park – damage was noted to the rivets and footplate.

Consideration whether the Parish Council needs the number of play areas it has will be an agenda item for the next meeting.

Quotations for the works identified in the RoSPA report are to be obtained for the next meeting.

RESOLVED given the continuing problems with Briar Security services to cancel any outstanding contracts with them.

RESOLVED to accept the quotation from Alarm Maintenance Ltd for £187.00 for the annual maintenance contract and to seek a report.

23.4 Internal Auditor report to the Council and to appoint an Internal Auditor for FY2016

RESOLVED to appoint Canalbs Ltd as Internal Auditor for FY2016 and to note the report for this financial year. (Prop JH, 2nd JS)

23.5 Approval of the accounting statements and completion of the Annual Governance Statement FY2015

RESOLVED that the accounts for FY2015 be approved and signed by the Chairman. The questions in the Annual Governance Statement be all answered “Yes” except question 9 which is not applicable. (Prop JS, 2nd TB, carried with 1 abstention)

24. To consider correspondence/communications received

24.1 CCC – Consultation on Local Validation list for applications for planning permission
Noted.

24.2 CCC – Electoral review
Noted.

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

Cllr Stewart left the meeting at 10.45 pm.

Items for the next agenda are to include anti-social behaviour at the Skate Park and public communication – consideration of whether anything is needed.

There was no further business and the meeting closed at 10.53 pm.

SignedChairmandate.
