

HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 19 January 2016 in the School at 7.45 pm

The Public and Press are cordially invited to be present. The order of business may be varied.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.



Gail Stoehr, Clerk 13/01/16

AGENDA

Open Public Session including reports from the County & District Councillors

1. **To approve apologies for absence**
2. **Declaration of interests**
 - 2.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 2.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
3. **To approve the minutes of the last meeting on 15 December 2015**
4. **Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 4.1 (4.3) Village Plan committee request that the Parish Council nominates up to two Cllrs for co-option onto the Steering Committee and to receive report on Steering Committee meeting
 - 4.2 (5.1) Recreation Ground maintenance – to consider quotations
 - 4.3 (5.2) SCDC Local Plan – proposed modifications consultation
 - 4.4 Webmaster review
 - 4.5 (5.5) Resident's complaint - trees adjacent to 18 Sudeley Grove
5. **To consider any correspondence / communications received**
 - 5.1 CCC advocacy consultation
 - 5.2 Innovation Group Environmental Services - 6 Sudeley Grove alleged subsidence
 - 5.3 Hardwick Sports and Social Club – blocked drain
6. **To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications
 - 6.1.1 S/2935/15/FL – 44 Main Street – Extension to and change of use of existing annexe to residential dwelling with new cart lodge and extension to existing dwelling
 - 6.2 SCDC decision notices – to note
 - 6.3 Tree works applications
7. **Members reports and items for information only unless otherwise stated**
8. **Finance, risk assessment and procedural matters**
 - 8.1 To consider any quotes for urgent work required because of risk
 - 8.2 To receive play areas and skate park inspection reports
 - 8.3 Pensions enrolment – to select a pensions provider and consider the next steps^(SR)
 - 8.3.1 Pensions enrolment – to consider correspondence from Toft Parish Council suggesting sharing the cost of a pensions' adviser
 - 8.3 To receive the financial report and approve the payment of bills
9. **Closure of meeting and items for the next agenda**

* NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

Hardwick Parish Council meets on the fourth Tuesday in each month except December when the meeting is on the third Tuesday. Meetings are held in the School but occasionally, when the School is closed they are held in the Pavilion. Please check the notice board for the venue which is shown on the agenda for each meeting.

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 19 JANUARY 2016

1. Apologies for absence – Apologies received from Cllr Stewart.
2. Declaration of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation ie to either speak or speak and vote.
3. To approve the minutes of the last meeting on 15 December 2015 – attached.
4. Matters arising
- 4.1 (4.3) Village Plan committee request that the Parish Council nominates up to two Cllrs for co-option onto the Steering Committee and to receive report on Steering Committee meeting
Cllr Joslin to report.
- 4.2 (5.1) Recreation Ground maintenance – to consider quotations
The Council is referred to its Financial Regulations.

“11 CONTRACTS & EXPENDITURE

- 11.1 Procedures as to contracts are laid down as follows:

(a) Every contract whether made by the Council or by a Committee or by a person (eg the Chairman) in conjunction with the Clerk as Proper Officer to which the power of making contracts has been delegated shall comply with these Standing Orders, and no exception from any of the following provisions of these standing orders shall be made otherwise than by the direction of the Council or in an emergency by such Committee as aforesaid or by the Chairman, provided that these Standing Orders shall not apply to contracts which relate to items (i) and (ii) below:

- (i) the supply of gas, electricity, water, sewerage and telephone services;
- (ii) specialist services such as are provided by solicitors, architects, surveyors and planning consultants;

(b) The clerk shall be allowed to spend up to £100 on Council business without prior approval of Council on orders or items. In addition the Clerk shall be allowed to spend the general administration budget on stationery and office costs etc that are essential for the smooth running of the Council. This shall be reimbursed in the manner determined by the Council each month. (alternative arrangements have already been agreed for reimbursement via LGS Services).

(c) Where it is intended to enter into a contract for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are except as set out in paragraph (a):

(i) For expenditure of between £100 and £500 the chairman (of the committee) together with the clerk shall have executive power providing the contractor is on the Council's approved Contractors' List. For all other contracts prior approval of the Council shall be required.

The Clerk, in consultation with the Chairman, the power to put small works, within the budget, in hand up to a maximum of £500 between meetings, being mindful of the standing orders and financial regulations, and report on actions taken to the next meeting. (added April 2010)

(ii) For expenditure of £500 and above prior approval of the Council shall be required.

(iii) For expenditure below £500 only one quotation is required. For expenditure between £500 to £2000 three quotations shall be invited. For expenditure exceeding £2000 the clerk shall invite tenders from at least three contractors. (NB From time to time the Clerk will invite quotations from more than one contractor for expenditure less than £500 to satisfy the Council that the contractor remains competitive)

(iv) The Clerk will satisfy herself that the Contractor is suitably qualified to carry out the contract and that he carries the appropriate insurance and licences.

(d) When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(e) Every exception made by a Committee or the Chairman to which the power of making contracts has been delegated shall be reported to the next meeting of the Council and the report shall specify the emergency by which the exception shall have been justified.

(f) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk and the last date by which such tenders should reach the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(g) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or other person authorised by the Council or Committee to so do in the presence of at least one Council Member.

(h) If less than three tenders are received for contracts valued above £1000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works (e.g. seeking further tenders or proceeding with number received.)

(i) Any invitation to tender issued under these Standing Orders shall contain the statements:

(a) "The Council is not obliged to accept the lowest or any tender submitted."

(b) "This Council does not accept any costs incurred in the preparation and submission of any tender."

Where it is intended to enter into a contract exceeding £2,000 but not exceeding £10,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at least two weeks notice of such intention in the same manner as public notice of meetings is given.

Council members as individuals shall be precluded from tendering for supplies or services to the Council; however a registered company or sole trader which includes a Council member shall not be precluded provided that it is not in breach of the Code of Conduct and the requirements of Standing Orders are complied with on all occasions.

All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) :"

4.3 (5.2) SCDC Local Plan – proposed modifications consultation

Details of the consultation and links to the SCDC website have already been emailed to members

4.4 Webmaster review

It was agreed in October to review the current situation after three months.

5. Correspondence

5.1 CCC advocacy consultation

Cambridgeshire County Council and Peterborough City Council are consulting with anyone with an interest in the future of advocacy services across Cambridgeshire and Peterborough. This could be existing service users, potential service users, friends or carers of existing or potential service users, professionals or the wider public.

Both Cambridgeshire County Council and Peterborough City Council are fully committed to the principles and benefits of independent advocacy and want the new service to build on the success of current and previous advocacy services. We are seeking feedback on the draft advocacy service specification. This feedback will be used to inform the final version of the advocacy service specification. This will be published once available.

[Further information and a copy of the draft specification](#) is available on Cambridgeshire County Council's website at:

http://www.cambridgeshire.gov.uk/site/custom_scripts/cons_details.aspx?ref=415 [[Please note this link ends in =415]]

The consultation questions can be downloaded from the link above, or [completed online](#) at: <http://www.smartsurvey.co.uk/s/G2KX0/> [[Please note this link ends in G2KX0/]]

The consultation is running from 23rd November 2015 to 20th February 2016.

This is the second phase of consultation relating to the future of advocacy services. The findings from the first consultation phase in Cambridgeshire are available on Cambridgeshire County Council's website at the link above. Copies of the survey questions, draft specification summary document and findings from the first consultation phase in Cambridgeshire, are also available in different formats such as large print and easy read.

I have attached a short article about the consultation. If the Parish Council produces your village newsletter perhaps you would consider including this in your next issue.

If you have any questions about the survey please contact:

Cambridgeshire County Council
Carol Williams
Email: carol.williams@cambridgeshire.gov.uk
Tel: 01223 706130

Text of article below:

Consultation on advocacy services in Cambridgeshire and Peterborough

Cambridgeshire County Council and Peterborough City Council are consulting with anyone with an interest in the future of advocacy services across Cambridgeshire and Peterborough.

They are seeking feedback on the draft specification for an integrated advocacy service in their areas. Both councils are fully committed to the principles and benefits of independent advocacy and want the new advocacy service to build on the success of current and previous advocacy services. There will be one contract for advocacy services in Cambridgeshire, and one contract for advocacy services in Peterborough.

A three month public consultation opened in November 2015. For more information and to take part visit www.cambridgeshire.gov.uk and search for 'Consultations' to complete the online survey.

If you do not have internet access and require a paper copy of the consultation, or if you need it in an alternative format such as large print or Easy Read please contact:

Cambridgeshire – Carol Williams, tel: 01223 706130 email: carol.williams@cambridgeshire.gov.uk

Peterborough – Helen Gregg, tel: 01733 863618 email: helen.gregg@peterborough.gov.uk

The consultation closes on Saturday 20th February 2016.

- 5.2 Innovation Group Environmental Services - 6 Sudeley Grove alleged subsidence – report circulated to members detailing alleged damage and works required including an arboricultural report.
- 5.3 Hardwick Sports and Social Club – blocked drain - again
- 6.1 Planning applications
NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 6.1.1 S/2935/15/FL – 44 Main Street – Extension to change of use of existing annexe to residential dwelling with new cart lodge and extension to existing dwelling
- 6.2 SCDC decision notices
- 6.2.1 S/2620/15/FL – 325 St Neots Road – Single storey rear extension - Permission granted.

- 6.2.2 S/2779/15?LD – 9 Manor Crescent – Application for a Lawful Development Certificate for a proposed single storey rear extension – Permission granted.
- 6.3 Tree works applications – none at the time of writing.
7. Members' reports
8. Finance, risk assessment and procedural matters
- 8.3 Pensions enrolment – to select a pensions provider and consider the next steps
Cllr Rose writes:
We spoke about what Hardwick Parish Council needs to do about Auto Enrolment. I believe that your recommendation was that the Council consult with a Pensions adviser on what it needs to do.
I told the Council that this was an area where I had the requisite knowledge to explain to the Council what the responsibilities were. I am already responsible for explaining Auto Enrolment for a large number of payrolls.
HPC needs to explain to all its employees what is happening about workplace pensions. This needs to happen six weeks before the Auto Enrolment staging date. When is this date for HPC?
- If, as seems likely, the HPC employees are assessed as Entitled Workers, they will have the right to request to become a member of a workplace pension scheme but not to be automatically enrolled. HPC is not obliged to make any contributions in respect of Entitled Workers but could of course choose to do so (as is currently the case).
Accordingly, in my opinion, no action on Auto Enrolment is required by HPC until six weeks before the staging date and it could well be that nothing else will need to be done in the short term unless the Entitled Workers make a request to join a workplace pension scheme.
- 8.4 Pensions enrolment – to consider correspondence from Toft Parish Council suggesting sharing the cost of a pensions adviser
9. Closure of meeting and items for the next agenda

Postcode Title number

Titles (2 of 2 loaded)

Title number	Estate information	Address
CB35641	Freehold	25 ASHMEAD DRIVE, HARDWICK, CAMBRIDGE CB23 7XT
CB108166	Freehold	four parcels of land lying to the west of Cambridge Road, Hardwick



HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jan-16

Summary of previous month

Balance brought forward **£180,882.49**

Adjusts/transfs/inc during period

CHQ 395	ADJUSTMENT	-70.00
CHQ 416	CANCELLED	156.00

Expenditure approved at last meeting/between meetings

R CASSEY	WEBMASTER	-20.00
HARDWICK SCHOOL	ROOM HIRE	-101.50

Misc credits

HARDWICK CRICKET CLUB	LOAN REPAYMENT	200.00
COTON NETBALL CLUB	COURT HIRE	40.00
NS&I	INTEREST	29.73
MR&MRS BATES	HH ADVERTISING	51.30
UNIVERSITY OF CAMBRIDGE	HH ADVERTISING	78.30
NS&I	INTEREST	28.77
HSSC	RENT	875.00

<i>Total Adjustments</i>	<u>1267.60</u>
Balance revised after adjustments	<u><u>£182,150.09</u></u>

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	63,144.59	67,741.50	-4,596.91
Business Account	546.44	546.44	
Cambridge Counties Bank	90,459.06	90,459.06	
Bonds	28,000.00	28,000.00	
Total	<u>182,150.09</u>	<u>186,747.00</u>	<u>-4,596.91</u>

Expenditure for approval

£

LGS SERVICES	ADMIN SUPPORT	1245.55
	SALARY	227.97
	SALARY	121.33
AH CALLUS	VILLAGE SIGN REFURM	974.86
PARISH ONLINE	MAPPING SERVICE	50.40
GROUND BY ROUNDS	GRASS CUTTING	309.07

<i>Total expenditure</i>	<u>2929.18</u>
Balance c/f	<u><u>£179,220.91</u></u>

Notes:

Late invoices will be brought to the meeting