

Hardwick Parish Council
Minutes of the Meeting held on Tuesday 24 May 2016
in the School at 7.45 pm

Present: Councillors: S Rose (Chairman), J Humphries, A Gill, P Joslin, C Cracknell and B Skingle.

In attendance: 4 members of the public including Pat Portlock and Martin Cassey; District Cllr Grenville Chamberlain; four representatives of Hill (developers); and Mrs C Newton (Minutes Secretary, LGS Services).

1. Election of Chairman and to receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received

Nominations were received for Cllr Gill ^(Prop PJ, 2nd AG) and Cllr Rose. ^(Prop BS, 2nd JH)

RESOLVED that Cllr Rose be elected Chairman by four votes to two. Cllr Rose signed the Declaration of Acceptance of Office in the presence of a member.

2. To elect a Vice-Chairman

Cllr Gill was nominated. ^(Prop PJ, 2nd JH) A nomination for Cllr Stewart ^(Prop SR) was not seconded. RESOLVED that Cllr Gill be elected as Vice-Chairman.

3. Annual Business

3.1 To appoint committees, working groups or any other officers which the Council deems necessary

RESOLVED that the following working groups and member responsibilities be agreed:

Planning Working Group – Cllrs Gill (Convenor), Joslin and Stewart. ^(Prop SR, 2nd JH, unanimous)

Tree Working Group – Cllrs Humphries (Convenor) and Gill. ^(Prop AG, 2nd SR, unanimous)

Play area inspections – Cllrs Worland (St Mary's play area), Cllr Cracknell (skate park), Cllr Bhachu (Worcester Avenue and Grenadier Walk play areas), and Cllr Humphries (Egremont Road play area). ^(Prop PJ, 2nd SR, unanimous)

Newsletter – Cllr Humphries and Cllr Rose in his capacity as Chairman. ^(Prop SR, 2nd PJ, unanimous)

Notice board – Cllr Cracknell. ^(Prop SR, 2nd PJ, unanimous)

Hardwick Happenings – Peter Cornwell (Editor) and Howard Baker (advertising). ^(Prop AG, 2nd PJ, unanimous)

Website liaison – The Chairman. ^(Prop CC, 2nd BS, unanimous)

Litter picker review – The Chairman. ^(Prop PJ, 2nd JH, carried with 5 in favour and 1 abstention)

Village Development Plan – Martin Cassey to lead the production of a Village Development Plan and Cllr Joslin to attend the meetings and report to the Parish Council. ^(Prop SR, 2nd BS, unanimous)

Proposed Church Hall – The Chairman was appointed to speak with Chivers about the request to widen the track on to Council land. ^(Prop JH, 2nd BS, unanimous)

Fact finders – Cllrs Rose and Gill were appointed to fact find and report to the Parish Council but not to make decisions. ^(Prop JH, 2nd CC, unanimous)

3.2 To appoint representatives on any other organisation or authority, which the Council deems necessary

Parish Paths Partnership – Cllrs Joslin and Worland. ^(Prop SR, 2nd AG, unanimous)

Coalition of Parish Councils – to represent the Parish Council and report back to meetings – Cllrs Rose, Gill and Joslin. ^(Prop JH, 2nd CC, unanimous)

Local liaison forum – to represent the Parish Council and report back to meetings – Cllrs Rose, Gill and Joslin. (Prop JH, 2nd CC, unanimous)

Planning Forum - to represent the Parish Council and report back to meetings – Cllrs Rose, Gill and Joslin. (Prop JH, 2nd CC, unanimous)

Open public session including reports from the County and District Councillors

The representatives from Hill outlined their proposals for a development on land to the east of Cambridge Road. There will be a road leading from the development to the old St Neots Road. A plan was shown. The development would include a new sports pavilion, woodland walks, a roundabout and a new road. The proposals were for 235 new houses, offices, car parks, retail and a football pitch. There was an opportunity for questions such as how the School would cope as it was already at capacity. Hill responded that the development would evolve over a period of time (10 years) and the potential impact on local infrastructure. The developers were asked for copies of the plan shown, which will be forwarded to the Clerk. There would be more consultation in the next year or so, Hill will provide further details and the timescale. The Hill representatives were thanked for their presentation and left the meeting.

Pat Portlock showed the litter picking equipment and provided prices. An article has been placed in Hardwick Happenings. The bill for the equipment already purchased will be forwarded to the Clerk, who is to liaise with Pat Portlock.

Martin Cassey had nothing further to report on the Neighbourhood Plan.

District Cllr Chamberlain reported that:

- a discussion on the EU Referendum was taking place on 2 June at 7 pm at Comberton Village Hall.
- An invitation had been sent to Alison Talkington of SCDC to attend next month's meeting to discuss Neighbourhood Planning. Cllr Chamberlain asked that her attendance be deferred until the following meeting.
- The City Deal was seeking to change travel in the area to public transport, by introducing measures such as a resident parking zone, peak congestion control points, workplace parking levey and some timed road closures. The boundary of the scheme would extend to the A14 and would include Addenbrookes.

Cllr Chamberlain was thanked and left the meeting, along with one member of the public.

4. To approve apologies for absence

Apologies had been received from Cllr Worland (out of parish) and Cllr Stewart (health).

5. Declaration of interests

5.1 To receive declarations of interests from councillors on items on the agenda and details of dispensations held

Cllr Cracknell declared an interest in item 8.2 as a member of HSSC, and the existence of his dispensation to speak.

5.2 To receive written and grant any requests for dispensation as appropriate for items on this agenda

None.

6. To approve the minutes of the previous meeting on 26 April 2016

RESOLVED that the minutes of the meeting on 26 April 2016 be approved and signed by the Chairman as a true record. (Prop JH, 2nd AG, unanimous)

7. To consider resolutions from the Annual Parish Meeting, any applications for funding and the APM's recommendations

RESOLVED to approve a grant of £250.00 for Play Parks, as recommended at the Annual Parish Meeting. (Prop CC, 2nd PJ, unanimous)

RESOLVED to approve in principle a grant of £250.00 to 3rd Hardwick Brownies, as recommended at the Annual Parish Meeting. (Prop CC, 2nd PJ, unanimous) RESOLVED to seek paperwork outlining their proposals for a grant of £250.00 before the cheque is released. (Prop AG, 2nd PJ, carried with 3 in favour, 1 against and 2 abstentions)

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

8.1 (4.3) Resident request for “No cycling” signs at Grenadier Walk – to consider response from CCC

RESOLVED having considered Cambridgeshire County Council’s (CCC) advice that the Traffic Signs Regulations and General Directions (the statutory instrument that details which signs can be used on the highway) only permits the use of ‘Cyclist Dismount’ signs at a break in a cycle lane, track or route and signs would not therefore be permitted in this location, and to forward the information to the resident.

8.2 (4.10) To consider the Dyno-Rod survey of the Pavilion drains and also the pond

RESOLVED to note the survey and to return to Dyno-Rod to ask for a recommendation as to the next steps, given that the survey revealed no blockage yet there was still a problem, and consult the Pavilion manager. (Prop CC, 2nd JH, unanimous)

8.3 (5.2) Evangelical Church Youth Club – request for funding

RESOLVED, to approve the request from the Evangelical Church for a grant of £595.00 to cover the hire of the Hall for 17 sessions at £14.00 per hour to run a youth club for 10-15 people. (Prop JH, 2nd CC, carried with 5 in favour and 1 abstention)

8.4 (7.4) Arrangements for putting up the waymarking signs

RESOLVED to defer the matter to the next meeting.

8.5 (8.3) RESOLVED to note that streetlight SC12 was still defective despite the attendance of engineers who replaced a relay. Balfour Beatty will send someone else out again.

9. Correspondence/communications received

9.1 Parishioner – future demolition of fire damaged building at 147 St Neots Road, Hardwick

RESOLVED having considered the correspondence from the landlord of the building adjacent to the fire damaged building, given that the Parish Council believed this to be the District Council’s responsibility, that the Clerk should pass on the concerns to the SCDC planning department and ask that they be addressed when demolition takes place, namely that the site be left in reasonable order with security and direct access into the site, not through the adjoining property. (Prop SR, 2nd AG, unanimous)

9.2 Resident report of damage to play area safety surfacing

RESOLVED given that Cllr Humphries had taken a look and that the surfacing was not considered to be dangerous, that no action was required at this time.

9.3 Caldecote Parish Council – request to borrow Speedwatch equipment for two days

RESOLVED to grant permission for Caldecote Parish Council to borrow the equipment subject to it being returned promptly. (Prop SR, 2nd CC, unanimous)

9.4 Relate Cambridge – request for financial support

RESOLVED to respond that the Parish Council is unable to assist.

9.5 Local Government Boundary Commission – electoral review of Cambridgeshire consultation

Noted.

10. Planning Applications and Decision notices and tree works applications

10.1 Planning applications received since the last meeting

10.1.1 S/0891/16/FL – 46 Ashmead Drive – Extension to rear of residential property
RESOLVED to recommend approval. (Prop AG, 2nd PJ, unanimous)

10.1.2 S/0782/16/FL – 4 Lark Rise – Erection of a single storey garage and covered patio to side and rear of property and

10.1.3 S/0958/16/FL – 5 Lark Rise – Single storey double garage with workshop/tool store to rear

RESOLVED, given that the SCDC website was not working and members were unable to view the applications and hence to comment, to ask SCDC to send the papers to Cllr Gill now.

10.1.4 S/1164/16/FL – 8 Main Street – Oak framed cartlodge

RESOLVED that the Parish Council had no comments. (Prop AG, 2nd PJ, unanimous)

10.2 SCDC Decision Notices

Details of planning permissions granted by SCDC or refusal notices since the last meeting can be viewed on the SCDC Planning Portal at <http://plan.scams.gov.uk/>.

10.2.1 S/0559/16/FL – 52 Laxton Avenue – Addition of conservatory to rear of house – Permission granted.

10.3 Tree Works

RESOLVED to respond to the resident to say that the Council will look into the overhanging trees in Egremont Road before the next meeting.

RESOLVED with regards to trees at Sudeley Grove/Ashmead Drive to defer this to a future meeting as that the tree survey will identify what has happened following which the residents can be contacted.

11. Members reports and items for information only

RESOLVED to receive the Chairman's report that he had met with Chivers Farm, who have written to the Clerk suggesting they contact a legal adviser and the Church.

12. Finance, procedure and risk assessment

12.1 To consider any quotes for urgent work required because of risk
None.

12.2 To receive play areas and skate park inspection reports including the Rospa report

RESOLVED to receive Cllr Humphries's report on the Egremont Road play area.

RESOLVED to defer consideration of the RoSPA report to the next meeting, and that each member, including those not present, should be asked to take a look at their play area. (Prop JH, 2nd SR)

12.3 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.

RESOLVED that the payments as listed in the finance report should be paid, plus Cambridgeshire Cricket Ltd (Mel Pooley Vertidrainng) £400.00, Hardwick Play Parks (fun run) £250.00, 3rd Hardwick Brownies (materials and trip) £250.00 (on hold pending receipt of paperwork), Evangelical Church (Youth club) £595.00. (Prop JH, 2nd SR, unanimous)

It was noted that the salary cheque was for £227.97 not £277.97 as listed in the financial report.

Salary	£227.97
Salary	£121.33
CAPALC (Affiliation fee)	£466.12

Canalbs Ltd (Internal audit)	£142.65
Playsafety Ltd (Rospa inspection)	£399.00
Sheriff Amenity (Fertiliser)	£462.24
Dyno Road (Drains CCTV survey)	£504.00
Grounds by Rounds (Grass cutting)	£675.30
R Cassey (Webmaster)	£50.00
Roben Builders (Pavilion building works)	£1980.00
LGS Services (Admin support)	£1246.58

Credits, including bank interest, S106 money for Lark Rise, the precept and advertising income, were noted.

12.4.1 To consider the Internal Auditor's report and to appoint the internal auditor for FY2017

RESOLVED to note the Internal Auditor's report and to seek clarification as to the comments made concerning "negotiations" and to consider her reply further at the next meeting.

RESOLVED to re-appoint Jacquie Wilson of Canalbs Ltd as Internal Auditor for FY ending 2017. (Prop SR, 2nd JH, unanimous)

12.5 To review the effectiveness of the system of internal control

RESOLVED, having considered Part 2 of the Accounts and Audit Regulations, that no changes are proposed at this time. (Prop SR, 2nd BS, unanimous)

12.6 To prepare and complete the annual governance statement

RESOLVED that the statements should all be answered "Yes" except for Question 9 (Trust Funds) which was not applicable and signed by the Chairman and Clerk. (Prop JH, 2nd AG, unanimous)

12.7 To approve the statement of accounts FY ending 2016

RESOLVED that the accounts be approved and signed by the Chairman on the Council's behalf together with the supporting accounts. (Prop AG, 2nd PJ, unanimous)

12.8 Annual reviews

12.8.1 Standing Orders, Financial Regulations, Risk Assessment and other policies review

Deferred to the next meeting.

12.8.2 Assets, Insurance Policy and fidelity guarantee review

Deferred to the next meeting.

13. Members' items for the next agenda and for the Clerk's information and Closure of meeting

Cllr Gill gave his apologies for the next meeting as he would be out of parish.

Cllr Skingle gave his apologies for the next meeting.

RESOLVED to ask Alison Talkington of SCDC to attend the July meeting instead as some of the members would not be present.

There was no further business and the meeting closed at 10.30 pm.

SignedChairmandate.