

Hardwick Parish Council
Minutes of the Meeting held on Tuesday 28 June 2016
in the School at 7.45 pm

Present: Councillors: S Rose (Chairman), J Humphries, P Joslin, C Cracknell and T Bhachu.

In attendance: 4 members of the public including Mrs G Stoehr (Clerk).

Open public session including reports from the County and District Councillors

Clarification was given on the litter picking equipment to be provided by SCDC and the Parish Council. A minimum of 12 and a maximum of 20 litter pickers were required.

Cllr Bhachu arrived at 7.47 pm.

Mr Cassey gave a brief update on the recent Parish Plan meeting. New members had joined the group. Progress had been made with developing a mini survey. The timescale would be the end of 2017. The draft budget projected a total cost of £3000-3500, including printing surveys and 1100 copies of the final report. The survey had been tested using Survey Monkey. Consideration had been given to incentivising responses.

1. To approve apologies for absence

Apologies had been received from Cllrs Stewart, Gill, Skingle and Worland (all out of parish), and also District Cllr Grenville Chamberlain.

2. Declaration of interests

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

Cllr Joslin declared an interest in item 7.2.4 as a resident of St Neots Road overlooked by the property.

Cllr Cracknell declared an interest in item 4.6 regarding the Pavilion drain survey as a HSSC committee member and also the existence of his dispensation.

Cllr Rose declared an interest in item 4.6 as a member of HSSC, and also the existence of his dispensation.

The Council asked the Clerk to advise on the Code of Conduct.

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

None.

3. To approve the minutes of the previous meeting on 24 May 2016

RESOLVED that the minutes of the meeting on 24 May 2016 be approved and signed by the Chairman as a true record. (Prop CC, 2nd JH, unanimous)

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

4.1 (8.4) Arrangements for putting up the waymarking signs – offer from voluntary group

RESOLVED to approve the use of volunteers and accept their offer, subject to a written risk assessment, and notification of the dates and times of activity.

RESOLVED that approximately 6 posts should be obtained from CCC but that if they cannot provide them, the Parish Council will cover the cost up to £50.00. (Prop SR, 2nd PJ, unanimous)

4.2 (12.2) To consider ROSPA reports and recommendations and any action to be taken

A proposal to seek a quotation for a buffer on the gate to prevent entrapment and repairs to the safety surfacing on the clamber vehicle (Prop PJ, 2nd CC) was withdrawn.

RESOLVED to put the following work in hand: (Prop JH, 2nd CC, unanimous)

Egremont Road

Gate - To supply and fit 1 no. timer edge and 1 no. buffer to eliminate entrapment

Climber Vehicle - To cut out 6 l/m of shrinkage around the wet pour perimeter edge plus 2 no. holes in wet pour and replay with new black rubber

Hardwick Skate Park

To remove 1no existing footplate edge, clean out and replace with 1no new footplate edge (requires welding)

To weld 1 no. seam on flat bank to secure

Worcester Avenue

1 bay 2 seat swing - To cut out 2 l/m of shrinkage around wet pour perimeter edging, plus 2 no. small holes in surfacing and relay with new black wet pour

Climber - To clean item to remove algae

Grenadier Walk

Bench - To replace 1 no. damaged backrest with a new timber backrest

See saw surfacing - To remove all moss and algae from safety surface

Fencing - To replace 5 no. damaged fencing slats with new

St Mary's Play area

To rub down and clean item to remove algae and treat with a preservative

St Mary's Church play area – remove algae from the seat and treat with preservative.

Grounds by Rounds are to be asked to remove nettles around the sign.

RESOLVED no action at this time on the swings as they had been inspected within the last 12 months.

RESOLVED to ask Grounds by Rounds to attend to the grass which is too long and remove a large bush which has grown from seed.

4.3 (12.4.1) Internal Auditor's report

RESOLVED to accept the Chairman's assurance that he did not act without the Council's prior knowledge or consent. (Prop CC, 2nd PJ, unanimous)

RESOLVED that the Internal Auditor should provide more detailed information next year should any issues arise.

4.4 (12.8.1) Standing Orders, Financial Regulations, Risk Assessment and other policies review

RESOLVED, as a matter of best practice, to adopt the new financial regulations, subject to maintaining the authority levels that currently exist, including that the RFO is not a cheque signatory and that no petty cash is held.

RESOLVED to ask CAPALC to provide, in future, more information when it suggests new or revised policies.

RESOLVED to adopt the "How to complain to your Parish Council" policy and to publish this on the website.

4.5 (12.8.2) Assets, Insurance Policy and fidelity guarantee review

RESOLVED to defer this to the next meeting when a breakdown of the assets insured would be available.

4.6 (8.2) Pavilion drain survey – to consider Dyno-Rod's response

RESOLVED having considered Dyno-Rod's report to contract Dyno-Rod to de-scale six monthly at a cost of £200.00 and review the position after six months.

4.7 (3.1) Litter picking review

RESOLVED to vary the order of business to take this item at the end of the meeting as the meeting would be closed, given that it involved the appraisal of an employee.

4.8 Notice boards refurbishment – to consider quotes received

RESOLVED to accept the quotation from CGM for the sum of £325.45. (Prop CC, 2nd PJ, unanimous)

RESOLVED having considered the problems with obtaining small works quotations that The Chairman is to speak to a resident to see if he is interested in assisting the Partsh Council with “handyman” tasks.

4.9 Street light SC12

RESOLVED to appoint the Chairman to take this matter up with the CEOs of CCC and SCDC. This is to be an agenda item for the next meeting. (Prop JH, 2nd PJ, carried with 6 in favour and 1 abstention)

5. Correspondence/communications received

5.1 Resident – trees at the Recreation Ground

RESOLVED to appoint the Chairman to speak with Chris Fuller regarding the management of the Recreation Ground boundary vegetation and to defer this to the next meeting. (Prop SR, 2nd PJ, unanimous)

RESOLVED to authorise Cllrs Humphries and Gill to carry out minor works to cut back the Parish Council’s vegetation and trees This matter will be considered further at the next meeting with the grass cutting specification. (Prop SR, 2nd PJ, unanimous)

5.2 Resident – suggestion that the verges are sown by SCDC with a wild flower mix

RESOLVED to defer this to the next meeting when the grass cutting specification is considered.

5.3 Peter Oakes – request for permission to submit a tree works application for works to Parish Council trees

RESOLVED that the Parish Council has no objection in principle subject to Cllrs Gill and Humphries looking at the tree and the tree survey. (Prop SR, 2nd PJ, unanimous)

5.4 Local Government Boundary Commission – Electoral review of South Cambridgeshire

RESOLVED to note this and Cllr Chamberlain’s report including the South Cambridgeshire Electoral Review and the question of devolution for Cambridgeshire and Peterborough.

5.5 Resident request that the Parish Council arranges a recycling collection as happens in Toft

RESOLVED to obtain more information from Wisser Recycling about the scheme and defer the matter to the next meeting. (Prop SR, 2nd JH, unanimous)

6. Planning Applications and Decision notices and tree works applications

It was noted that Cllr Gill was still not receiving planning applications.

6.1 Planning applications received since the last meeting

6.1.1 S/1438/16/FL – 3 Sudeley Grove – Two storey side extension replacing garage, rear single storey extension and alteration to porch

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

6.1.2 S/1082/16/FL – 8 Pippin Walk – Single storey front extension

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

6.2 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.scambs.gov.uk/>.

6.2.1 S/0958/16/FL – 5 Lark Rise – Single storey double garage with workshop/tool store to rear – Permission granted.

Noted.

- 6.2.2 S/0199/16/FL – 15 Pippin Walk – Two storey side extension and single storey extension to front and rear – Permission granted by SCDC.
Noted.
- 6.2.3 S/0701/16/FL – 119 Cambridge Road – Demolish the existing conservatory, garage conversion, single storey rear extension. Replace the flat roof over the existing garage and kitchen area with a pitched roof with ridge height to match existing ridge line – Permission granted by SCDC.
Noted.
- 6.3 Tree Works
- 6.3.1 1 Sadler's Close
RESOLVED that as a Tree Preservation Order was in existence, SCDC should decide.
(Prop JH, 2nd PJ, unanimous)
- 6.3.2 84-86 Main Street
RESOLVED that the Parish Council had no comments.
- 6.3.3 Blue Lion
RESOLVED that the Parish Council had no comments.
- 7. Members reports and items for information only**
- 7.1 Proposal that the Council considers its terms of reference when making appointments so as to comply with best practice
RESOLVED when making appointments in future that the Parish Council should consider its terms of reference so as to comply with them.
- 7.2 27 St Neots Road – planning issues
Cllr Joslin, having previously declared an interest in this matter, left the meeting at 10.02 pm.
RESOLVED that if residents had concerns, they should direct them to SCDC either directly or via the District Councillor. (Prop JH, 2nd SR, unanimous)
Cllr Joslin re-joined the meeting at 10.04 pm.
- 7.3 St Neots Road lay-bys surfaces – to consider what if any action should be taken
RESOLVED that as only the laybys west of Cambridge Road had been resurfaced, residents should report this themselves to CCC. The Parish Council will also report this to CCC.
On a proposition by the Chairman it was agreed to take item 4.7 at this point.
- 4.7 (3.1) Litter picking review
On a proposition by the Chairman, carried unopposed, in accordance with S1 (2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, that is, employee review, the public were temporarily excluded from the meeting and were instructed to withdraw. The Clerk was invited to remain. No other members of the public were present.
- 8. Finance, procedure and risk assessment**
- 8.1 To consider any quotes for urgent work required because of risk
RESOLVED to note that Giove Builders had been asked to return to the Pavilion and fix the roof they recently repaired as following the heavy rain it had leaked.
- 8.2 To receive play areas and skate park inspection reports
Reports had been received earlier.
- 8.3 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. (Pro JH, 2nd TB, unanimous)

RESOLVED that the payment of £224.40 be made to Alarm Maintenance, subject to a review at a future meeting as to whether CCTV is required or should be upgraded, at the end of 12 months or sooner if a problem arises. (Prop CC, 2nd PJ, unanimous)

Grounds by Rounds (Grass cutting)	£675.30
Salary	£121.33
Salary	£223.73
R Cassey (Webmaster)	£25.00
Victoire Press (Hardwick Happenings)	£759.00
Cambs Cricket Ltd (Rec fertiliser)	£150.00
LGS Services (Admin support)	£1287.63
Alarm Maintenance Ltd (CCTV service)	£224.40

RESOLVED that the timing of the decision on the supply and installation of new bins could be delayed in case SCDC was willing to install and empty them free of charge.

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

There was no further business and the meeting closed at 10.50 pm.

SignedChairmandate.