

HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 26 July 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 19/07/16

AGENDA

Open Public Session including reports from the County & District Councillors including Alison Talkington, South Cambridgeshire District Council – Neighbourhood Planning

- 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 28 June 2016 including the confidential minutes**
- 4. Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 4.1 (Open) Neighbourhood Planning – to consider the next steps
 - 4.2 (4.4) To consider the draft complaints policy
 - 4.3 (4.5) Assets, Insurance Policy and fidelity guarantee review
 - 4.4 (5.1) Trees at the Recreation Ground
 - 4.5 (5.2) Resident – suggestion that the verges are sown by SCDC with a wild flower mix
 - 4.6 (5.5) Resident request that the Parish Council arranges a recycling collection as happens in Toft
 - 4.7 Footpath between the Blue Lion and the Church verges encroachment – to consider Grounds by Rounds offer
- 5. To consider any correspondence / communications received**
 - 5.1 Residents – complaints about trees – 33 Bramley Way, adjacent to 6 Sudeley Grove and 7 Sudeley Grove and opposite 14 Egremont Road
 - 5.2 City Deal – tackling peak-time congestion in Cambridge
 - 5.3 District Cllr F Burkitt – proposal for a network of “bus hubs”
 - 5.4 Resident – Complaint about the condition of Millers Way and request that the Parish Council does something
 - 5.5 Hardwick Village Plan – request for funding
- 6. To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications
 - 6.1.1 S/1694/16/OL – Agricultural field west of Grace Crescent – Outline planning permission with all matters reserved except for access for the erection of up to 98 dwellings (use class C3) and associated works, including access, car and cycle parking, open space and landscaping
 - 6.1.2 S/1747/16/OL – Agricultural field west of Grace Crescent – as above
 - 6.1.3 S/1514/16/FL – 18 Hall Drive – Single storey front and rear extension
 - 6.1.4 S/1557/16/DC – Little Acres, 345 St Neots Road – Discharge of conditions 5 (tree protection) and 8 (traffic management) of S/0728/15/FL
 - 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 To consider the grass cutting specification and minor works to vegetation and trees
 - 8.4 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 26 JULY 2016

Alison Talkington and Dave Roberts of SCDC will attend to discuss Neighbourhood Planning.

1. Apologies for absence – Apologies have been received from Cllr Worland and Cracknell with reasons given to the Clerk.
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 28 June 2016 including the confidential minutes – attached.
4. Matters arising
 - 4.1 (Open) Neighbourhood Planning – to consider the next steps
 - 4.2 (4.4) To consider the draft complaints policy
Deferred at the last meeting. Details have been previously circulated to members.
 - 4.3 (4.5) Assets, Insurance Policy and fidelity guarantee review
Deferred at the last meeting.
Details of the cover provided are in the insurance document. Zurich have written “Following our conversation on the phone, you wanted clarification on Part C, street furniture.
The sum insured we have on the policy is 33,294. This essentially is a blanket cover and you can claim up to this figure.
Of course, if you go over this figure an average clause will be used.
If the council wants to make changes to this cover they can. “
 - 4.4 (5.1) Trees at the Recreation Ground
The Chairman to report on discussions with Chris Fuller about the Recreation Ground boundary vegetation.
 - 4.5 (5.2) Resident – suggestion that the verges are sown by SCDC with a wild flower mix
Deferred at the last meeting for consideration at the same time as the grass cutting specification.
 - 4.6 (5.5) Resident request that the Parish Council arranges a recycling collection as happens in Toft
The following information has been received from Wiser Recycling:
“Thank you for your enquiry regarding our Kerbside Collections, please see the following and attached information.

Unfortunately, the values of scrap material are still very low, and we are currently unable to offer any rebate for this service – but am very pleased to report, quite a few Parish Councils are continuing, as it is a valuable service for your Parishioners. (We will return to rebating, when it is viable, but I cannot see that happening this year).

You may already be aware of our services to (Cambridgeshire) Parish Councils – we are currently working with 40 local Parish Councils, and have to date recycled over 280 tonnes of WEEE Waste, *which has been very well received by all who have used the service..*

We would like to offer our services to your Parish.

- We are now working with 40 (local) Parish Councils – have collected over 100 tonnes of WEEE Waste from the local area. (*Willingham are ‘top of the Leader Board’ with 9138KG’s on the first collection, and just under 6 tonnes last month).*
- Currently our average weight is 3730kg’s on the 1st collection, rising to 4244kg’s on the 2nd. .

- We will place posters at strategic points (telegraph poles/lamp-posts) approx. 3 weeks prior to collection – the driver records exactly where they go, and the same driver is responsible for their removal on the day.
- We will collect any Household Appliance – working or not; “Anything with a plug on it, that comes from a householder” – (also including Battery Operated Appliances).
- Fact - 60% of Small Appliances still go to ‘Landfill’ - our work not only educates the public – we always collect a large portion of Small Appliances, indicating our success in diversion from Landfill.
- We ask that Villagers place the material out ‘on the day’ by 10:00. Our vehicles sweep through the village from 08:00, logging and loading all WEEE Waste, and bring back to our (AATF) Facility (in St Ives Cambs).
- WISER Recycling pre-sorts all WEEE items and commences its processing with manual dismantling rather than the much more energy intensive method of immediate shredding of all materials. This also enables compliance with the requirements to remove all batteries for recycling before processing. This method enables the major material groups – different types and colours of plastics and metals – to be retained in a cleaner state and requires less separation equipment further down the processing line. The method also provides greater employment opportunities. Shredding and separation equipment are then used to complete segregation. Any of your Councillors are welcome to visit our Treatment Facility to witness our processes first hand.
- We are certified to ISO 9001, 14001 and OHSAS 18001 Standards, ensuring works are carried out to exacting standards.
- Any items that are re-useable, are tested, certified, and re-sold to low income families – *a good quantity of our re-use (fridges) go to Emmaus (in Cambridge), which in turn, further supports local charities.*
- *We also work with Charities up and down the country, providing Containers, Collection & Recycling Services, and we pay them for the WEEE Waste collected (by them).*

Our Editorial is as follows:

Electrical Waste Kerbside Collection on behalf of XXXX Parish Council

Do you have electrical items that you no longer use or want?

WISER Recycling are a local recycling company based in St Ives and will be conducting a collection of household Waste Electrical and Electronic Equipment (WEEE) on XXXXXX!

Electrical items will be collected in the morning by WISER vehicles. We will collect any electrical item (including non-working) from hairdryers, videos, microwaves, to televisions and fridge/freezers - basically, anything with a plug on. WISER Recycling will collect from right outside your house! All items will be taken to our fully licensed treatment facility in St Ives for Reuse, Refurbishment or Recycling.

PLEASE PLACE YOUR ITEMS ‘KERBSIDE’ BY 10:00 – IF POSSIBLE, PLEASE AVOID PLACING OUTSIDE THE EVENING BEFORE.

WISER has partnerships with many local and regional charities including Emmaus, Lighthouse, i-Trust and Eco-Computer Systems through which it sells working items back to social groups and low income families. We are full permitted and authorised by the Environment Agency and operate to international standards; ISO 9001 (Quality), ISO 14001 (Environmental) and OHSAS 18001 (Health & Safety), ensuring a professional recycling and recovery service, second to none.

Please look out for more details in the coming newsletters. In the meantime, if you’d like to find out more about WISER’s services, please visit our website: www.wisergroup.co.uk

I trust I have covered everything, and look forward to your replies.

Thanks,

Kind regards,

Paul Duggan

Customer Services Manager”

4.7 Footpath between the Blue Lion and the Church verges encroachment

At the April meeting the Council RESOLVED to obtain a quotation for widening the path and resurfacing the walkway and to contact CCC to ask them to repair the path as this is a trip hazard especially at night, and at two feet wide it is less than the width requirement and a major path in the village. (Prop JH, 2nd RW, unanimous)

In response to the following report:

It is good to see that someone (the County Council) has marked up a section of the foot path between the Blue Lion and St Mary’s Church for repair. However it is quite a short section. This still leaves a lot of footpath on the relatively short stretch between the pub and the Church which it appears will not be repaired at this visit. In particular there is a very bad section between the pub and 66? Main Street and the whole section is too narrow and in need of repair not just the section which has been done.

Also the grass encroachment has not been removed and the path is too narrow for people with buggies or wheelchairs

CCC have replied as follows:

Firstly - We are investigating your enquiry and are waiting for further information. We will be in touch shortly.

Then – Closed.

Peter Round has verbally said he had had a look at the grass verge encroaching path and would do this for the Parish Council for nothing.

4.8 To consider the grass cutting and village maintenance specification and length of proposed contract - attached

Other for info only

(7.3) Lay-bys on St Neots Road – response from CCC

CCC have responded:

“Thank you for contacting us regarding St. Neots Road, Hardwick.

I note your comments regarding the rest of the lay-by's, and I understand from our inspection that there is nothing that currently meets intervention levels.

Unfortunately, the budget available to complete the works for the west end of St. Neots Road was a set amount for which we could only complete a certain length of repair. I was not certain that the lay-by's would be included, as these works were carried out by our Network Management Team, and I was not in charge of the project.

However, I am very pleased that they did in fact include the majority of them, although I am of course disappointed for the residents on the east side of St. Neots Road, and I would obviously have liked to have seen the whole of St. Neots Road completed.

Therefore, we will continue to monitor the situation, and react to any defects that appear that do meet our intervention levels.”

Grass cutting

The Parish Council has received a number of complaints about the grass cutting. Peter Round has said he cuts every 2 weeks and due to the rain is unable to cut any shorter but it is also growing quicker.

5. Correspondence

5.1 To consider the tree survey - to be circulated when received.

5.1.1 Residents – complaints about trees – 33 Bramley Way, 6 Sudeley Grove, 7 Sudeley Grove, 14 Egremont Road, and opposite 45 Bramley Way

5.2 City Deal – tackling peak-time congestion in Cambridge

We would like to know the views of the parish on our eight-point package to tackle congestion in Cambridge. The proposals aim to transform people’s ability to travel into, out of and around Cambridge by providing more efficient, safe and reliable capacity for travel, without the need to get in a car.

The package includes:

- Better bus services and expanded use of Park & Ride
- Better pedestrian and cycling infrastructure
- Improved public space and air quality
- Peak-time Congestion Control Points (PCCPs)
- A Workplace Parking Levy
- On-street parking controls
- Smart technology
- Travel planning

Information is available online at www.gccitydeal.co.uk/congestion, at community hubs and at employment locations across Cambridge, South Cambridge and beyond. A series of events and exhibitions will be held in July, September and October where people can find out more information and speak to members of the project team.

If you have any questions, please do not hesitate to contact us by email at city.deal@cambridgeshire.gov.uk, by phone on 01223 699906 or by post to City Deal Team, SH1311, Major Infrastructure Delivery, Shire Hall, Cambridge CB3 0AP.

Kind regards,

The Greater Cambridge City Deal Team

5.3 District Cllr F Burkitt – proposal for a network of “bus hubs”

Cllr Burkitt writes:

I am the District Council’s ‘portfolio holder’ for the Greater Cambridge City Deal (GCCD), and I am Vice-Chairman of the Executive Board of the GCCD. I am writing this letter to the Chairs of all the SCDC Parish Councils, and copying it to all my fellow District Councillors.

The GCCD has a number of themes, one of which is much better public transport, not just in the city but ensuring good links into the city from South Cambridgeshire and beyond. This is a complex topic to achieve and will take time, but one component could be the creation of a network of ‘bus hubs’ throughout the District.

The ‘hubs’ might perhaps:

- be 1-2 acres in size
- be well-located on or close to a main bus route or railway station
- have a modest-sized car park (perhaps 20-200 spaces, depending on the nature of the village, the bus route, the catchment area and the likely usage)
- have secure covered cycle parking, and either have good cycle access or be in a place where cycle access routes could be created
- have space for buses to inter-change passengers
- have shelters for waiting passengers and real-time bus information
- have good car access.

I want to be very clear that a ‘hub’ would not be anything close to the size or scale of a Park & Ride. It would be much smaller and much more local, for use by the village and perhaps some neighbouring ones. It is primarily intended to assist local residents access buses in an efficient way, not long-distance travellers into our region.

The GCCD may in due course undertake a more formal ‘top down’ assessment of where hubs should be located, but in the meantime I wanted to get this process moving and hear from Parish Councils on a ‘bottom up’ basis.

So my question to you is: **would you like to suggest a suitable site(s) for a bus ‘hub’ that would be useful to your residents?** It might be brownfield land, or a small field (or part of a field) in a suitable location. It might be in the centre of the village, on the edge, or (for where relevant) by an existing train station. Please leave aside planning or financial considerations: at this stage, we just want as many creative ideas as possible to feed in to our future plans!

I appreciate that we are approaching the summer period when many Parish Councils do not meet. But I should be grateful for ideas as soon as possible, and certainly by the end of September. Please note that your replies will be in the public domain.

As a separate matter, and of great importance, I would like to draw your attention to the GCCD’s current engagement on proposals to tackle congestion and improve transport into, out of and around Cambridge, particularly at peak times of day. We are keen to hear people’s views over the summer. Many of our residents see Cambridge as their city: they work, study, shop, do business and otherwise spend time there, and I want to make sure we develop and implement our proposals in ways which work equally for South Cambridgeshire as they do for Cambridge City.

With best wishes and many thanks,
Francis Burkitt

- 5.4 Millers Way maintenance – a resident has complained about the condition of Millers Way and requests the Parish Council does something about it. Cllr Gill to report on the status of Millers Way and the Parish Council’s dealings with CCC.
- 5.5 Hardwick Village Plan – request for funding
Malcolm Farmer has requested “an additional £500.00 funding for the Village Plan committee. This request is within the total approved £1000.00 seed funding already approved by the Parish Council. We are in the process of signing up for Survey Monkey an internet based questionnaire for the Village Plan Residents Survey, the yearly upfront cost being £300.00, plus other items that will arise over the next month or so.”
- 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/swifftlg/apas/run/wchvarylogin.display>
- 6.1.1 S/1694/16/OL – Agricultural field west of Grace Crescent – Outline planning permission with all matters reserved except for access for the erection of up to 98 dwellings (use Class 3) and associated works, including access, car and cycle parking, open space and landscaping
- 6.1.2 S/1747/16/OL – Agricultural field west of Grace Crescent – as above
- 6.1.3 S/1514/16/FL – 18 Hall Drive – Single storey front and rear extension
- 6.1.4 S/1557/16/DC – Little Acres, 345 St Neots Road – Discharge of conditions 5 (tree protection) and 8 (traffic management) of S/0728/15/FL
- 6.2 SCDC decision notices
- 6.2.1 S/0861/16/FL – 77 Limes Road – Proposed two storey side extension and replacement garage – Permission granted.
- 6.2.2 S/0891/16/FL – 46 Ashmead Drive – Extension to rear of residential property – Permission granted.
- 6.3 Tree works applications
None at the time of writing.
- 7. Members reports and items for information only unless otherwise stated
- 8. Finance and risk
- 8.1 To consider any quotes for urgent work required because of risk
None at the time of writing.

- 8.2 To receive play areas and skate park inspection reports
- 8.3 To consider the grass cutting specification and minor works to vegetation and trees - attached
- 8.4 To receive the financial report and approve the payment of bills - attached
9. Closure of Meeting and items for the next agenda

For info only – The Clerk will be taking annual leave w/c 19th September, w/c 9th October and as usual 2 weeks at Christmas.

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jul-16

Summary of previous month

Balance brought forward **£190,084.55**
Adjusts/transfs/inc during period

Expenditure approved at last meeting/between meetings

RPM SWING REPAIR -312.00

Misc credits

HSSC RENT 875.00
 NS&I INTEREST 29.73

Total Adjustments 592.73

Balance revised after adjustments £190,677.28

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	71,671.78	75,122.67	-3,450.89
Business Account	546.44	546.44	
Cambridge Counties Bank	90,459.06	90,459.06	
Bonds	28,000.00	28,000.00	
Total	<u>190,677.28</u>	<u>194,128.17</u>	<u>-3,450.89</u>

Expenditure for approval

£

EASTERN TREE SURGERY	TREE WORKS	836.40
HARDWICK SCHOOL	ROOM HIRE	87.50
GROUND BY ROUNDS	GRASS CUTTING	370.11
VICTOIRE PRESS	HARDWICK HAPPENINGS	759.00
	SALARY	121.33
	SALARY	223.73
LGS SERVICES	ADMIN SUPPORT	1238.90

Total expenditure 3636.97

Balance c/f £187,040.31

Notes:

Late invoices will be brought to the meeting