

**Hardwick Parish Council**  
**Minutes of the Meeting held on Tuesday 25 October 2016**  
**in the School at 7.45 pm**

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

In attendance: 4 members of the public and Mrs Ann Griffiths (Minutes Secretary, LGS Services)

**Open public session including reports from the County and District Councillors**

The Chairman welcomed the public and commented that a representative of Circle Housing had been expected to attend, but had not arrived.

District Cllr Chamberlain reported:

- Lena Joseph, the prospective CCC candidate, had intended to be present but due to illness would now attend the next meeting.
- The Neighbourhood Plan. Cllr Chamberlain urged that this be progressed and expressed the hope that the Village Plan and Neighbourhood Plan surveys could be combined, with a view to improving the lives of Hardwick residents.
- The Cambourne to Cambridge busway. A park and ride at Scotland Farm and a busway alongside St Neots Road and the A428 were now being considered. Cllr Chamberlain will seek further information.

Chris Fuller reported that the vegetation at the recreation ground had been successfully cut back resulting in extra space which could be maintained with regular cutting. He expressed the view that the area from the Pavilion to the front of the car park should be cut back further, with the blackthorn removed to allow more space for the cars. He recommended that the Parish Council should consider cutting back the other side of the hedge in the future. The first year of the maintenance cycle for the recreation ground had been completed on schedule, including shock wave treatment to reduce compaction, and both pitches being seeded and sanded.

Pat Portlock reported on the recent litter pick. Thirty-six bags of rubbish had been removed. She drew the Parish Council's attention to the accumulation of rubbish in the layby on the road to Toft. This was believed to be in Toft parish. Mrs Portlock also requested that bins be installed at all bus stops. Referring to the request to include the litter picking group in the CCC Community Volunteers Scheme, Mrs Portlock pointed out that the group members whilst happy to pick litter, did not wish to be involved in siding out verges or cleaning road signs. The Chairman reassured her that if they did not wish to do this they would not be required to do so. A reminder was given that in order to be covered by County Council insurance, it would be necessary for the group to provide a risk assessment and the names of participants in advance. It was expected that a litter pick would take place in March.

The Chairman updated the Parish Council regarding Hardwick Happenings, noting that the Parish Council had budgeted £6000 for costs and £3000 as projected income. With regard to the previous suggestion that it could be advantageous to both parties for the magazine to be independent of the Parish Council, whilst still requiring Parish Council support, the Editor had stated that they were now at the stage where Hardwick Happenings could take over the banking arrangements.

The Editor, Peter Cornwell, reiterated that the aim was for Hardwick Happenings to operate independently but it had become apparent that there would be a shortfall in advertising income, as two-thirds of advertisers had not replied or had dropped out. He highlighted that the income collected to date amounted to £1000, and anticipated costs would be greater than

the £3000 budgeted. In addition, Howard Baker had decided he no longer wished to take on responsibility for the advertising and another person was being sought to fill this role. Mr Cornwell confirmed that further financial support would also be required from the Parish Council.

Martin Cassey on behalf of the Village Plan Group reported on progress with their formal consultation. The group intends to consult stakeholders on the contents in early November and to launch a village survey to residents and businesses in mid November, for which publicity was under way. Mr Cassey commented that a collaborative relationship between the Village Plan and Neighbourhood Planning Groups had not been established and hoped that this could be developed. He queried why this month's agenda had not appeared on the website, although it was noted that the agenda had been on the notice board. Asked about the mechanism for the Village Plan Group survey, Mr Cassey outlined the proposed means of reaching residents about the consultation.

**1. To approve apologies for absence**

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

**2. Declaration of interests**

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

Cllr Rose declared an interest in any item relating to Hardwick Football Club and the changing rooms in the Pavilion, as a life member of Hardwick Football Club and a member of HSSC, and also declared the existence of his dispensation allowing him to speak and vote.

Cllr Cracknell also declared an interest in any item from Hardwick Football Club relating to the changing rooms in the Pavilion, as a life member of Hardwick Football Club and a member of HSSC, and declared the existence of his dispensation allowing him to speak and vote.

Cllr Skingle declared an interest in any item relating to the Pavilion as a member of HSSC, and also the existence of his declaration allowing him to speak and vote.

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

None at this time.

**3. To approve the minutes of the previous meeting on 27 September 2016**

RESOLVED that the minutes of the meeting on 27 September 2016 be approved and signed by the Chairman as a true record. (Prop JH, 2nd BS, carried with 1 abstention)

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

**4.1 (4.2) Proposal that the Parish Council rescinds part of its decision, made at the August meeting and excludes Cahills Corner as one of the areas to be seeded with the wildflower mix**

RESOLVED to rescind the decision made at the August meeting and to exclude Cahills Corner from the areas to be seeded as the area had already been tidied up very nicely by a resident. (Prop JH, 2nd RW, unanimous)

**4.2 To consider the quotations for the seeding of areas around the village with wildflower mix**

RESOLVED, have considered the two quotations received, given the exclusion of Cahills Corner from the areas to be seeded, to consider the possibility of an alternative area at the south end of the village, and that Cllrs Worland and Humphries be appointed to identify the precise locations of the 10 areas concerned, within the overall dimensions previously agreed.

RESOLVED to accept the quotation from Buchans for £583.00 plus VAT to prepare and seed 10 areas as yet undesignated, and that Cllr Worland be appointed to liaise with Buchans. (Prop PJ, 2nd CC, unanimous)

4.3 (4.3) Grass cutting and village maintenance tenders for 2017 to 2019 – to consider shortlisted tenders and any references received.

On a proposition by the Chairman, at 8.39 pm the meeting was briefly suspended to allow Chris Fuller to report on the quality of the work recently carried out on the recreation ground.

RESOLVED, having considered one further tender and references for each of the shortlisted contractors, to accept the tender for a three-year contract from Herts and Cambs Ground Maintenance as being the cheapest tender and having a strong reference. (Prop BS, 2nd CC, unanimous)

RESOLVED that the Parish Council appoint Chris Fuller, having provided him with a copy of the contract, to oversee the operation of the contract and act as liaison between the Clerk and the contractor. (Prop SR, 2nd JH, unanimous)

Mr Fuller left the meeting at 8.50 pm.

4.4 (4.4) To consider quotations for cutting the Millennium footpath

RESOLVED to accept the quotation from CGM for £555.98 plus VAT to cut the footpath and to ask that two cuts be carried out in late Spring and mid-August, ensuring that the bushes are cut back and all arisings removed.

RESOLVED to publicise to residents via Hardwick Happenings and the website that the Millennium footpath cutting and that Cllr Joslin should monitor the cutting and inform Peter Gaskin of CCC. (Prop PJ, 2nd JH, unanimous)

4.5 (5.1) Village litter including report on village litter pick on 8 October and appointment of Litter Picker

RESOLVED to note that Ian Giddings had been appointed as the Parish Council's Litter Picker.

RESOLVED to note the report on the litter pick, given by Pat Portlock earlier in the meeting. The Parish Council expressed its gratitude for the work done by the litter picking group.

4.6 (5.3) To consider request that the Parish Council rescinds its previous decision of 27.9.16 authorising Cllr Stewart to compose a bid to request funding for footpath improvements between the Church and the Blue Lion

RESOLVED, given that CCC had now carried out the work on the footpath, to rescind the decision authorising Cllr Stewart to compose a bid for funding for footpath improvements between the Church and the Blue Lion. (Prop BS, 2nd CC, unanimous)

4.7 (7.2) Trees outside 13 Laxton Avenue

Cllr Gill clarified that, rather than the willow tree previously referred to, it was one of two other trees which was overhanging the resident's property. The resident had been advised that she could trim the overhanging branches back to her boundary.

4.8 To consider Peter Oakes's report and quotation for another tree at junction of Laxton Avenue and Ellison Lane

With regard to a query as to why the trees had not been identified in the tree survey, it was observed that due to rapid growth this summer the trees had grown very close to the road and therefore presented a hazard. RESOLVED to accept the quotation from Peter Oakes to pollard the two trees at a cost of £750.00 plus VAT, to keep them clear of traffic exiting Laxton Avenue and prevent damage to 86 Limes Road. (Prop AG, 2nd JH, unanimous)

4.9 (4.4.4 of 23.8.16) Willow tree adjacent to 86 Limes Road – to consider response from resident

RESOLVED, having noted that the tree in question is the second of the trees covered by Peter Oakes's quotation, as it is adjacent to the side fence of 86 Limes Road, to respond to the resident that the tree is to be pollarded as resolved above.

4.0.1 (Open) Hedge at the Pavilion car park

RESOLVED to accept the quotation from Buchans for £229.50 plus VAT to cut back further the hedge by the car park back to the original tree line, provided that this would not contravene the TPO regulations, and retaining the trees. (Prop JH, 2nd PJ, unanimous)

A proposal by Cllr Joslin that the thorn hedge should be replaced by other tree species will be an agenda item for the next meeting.

4.0.2 Update on Community Centre proposal

The Chairman verbally reported on a meeting of the three trustees and a meeting with the Grace Crescent developers. The trustees had decided that they approved in principle of a building design for 250 sq metres, costed at just over £600,000 and indicative of what would replace the current community rooms. The trustees would like to appoint an architect to work with the developers, and seek funding from the developers. The Chairman advised of a forthcoming meeting between himself, District Councillor Chamberlain and the SCDC planners to look at possible sites on the recreation field. It was noted that the developers had stated the original S106 proposal for £100,000 for off-site sports and £46,000 for community facilities would no longer be included if the community centre went ahead, but the funds would be put towards the £600,000 instead. This is still to be discussed.

The trustees wished to ensure the pre-school was taken care of and if the community vacated the rooms the trustees would be looking for a commitment either that the rooms could be used by the pre-school or that facilities would be provided on site. The Chairman stated that if planning permission was granted for Grace Crescent there seemed to be a consensus that the Community Centre could be built on the recreation ground with professional help and the capacity for expansion if the St Neots Road development also took place.

**5. Correspondence/communications received**

5.1 Request from the Handyman that the Council opens an account with Ridgeons for his materials

RESOLVED that the Council opens an account with Ridgeons for the Handyman's materials, subject to a limit of £100.00 per month. (Prop JH, 2nd PJ, unanimous)

5.2 Resident request for bin in the layby between Hardwick and Toft

RESOLVED given that the layby is in Toft parish, to write to Toft Parish Council asking them to consider the matter. (Prop SR, 2nd TB, unanimous)

5.3 Resident request for 3 new litter bins in Main Street and St Neots Road, and to move bin by skate park

RESOLVED to defer this item to the next meeting pending an update as to the outcome of the previous bin requests.

A proposal by Cllr Joslin that the bench at the other side of the bus stop in St Neots Road, which has briars behind it and is covered in algae, be tidied up and treated, will be an agenda item for the next meeting. Members are to take a look in the meantime.

The poor condition of two benches on the recreation ground is to be an agenda item for the next meeting.

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RESOLVED having considered queries raised by Pat Portlock regarding a litter bin covered in brambles near the skatepark to ask the litter picker to take a look and provide a recommendation regarding the bin near the skate park and the request to move it.

5.4 CCC Flood Questionnaire

RESOLVED that there was no need to respond. (Prop JH, 2nd CC, unanimous)

5.5 CCC Community Gritting Volunteers

Cllr Humphries reported that the volunteers had undertaken training and the return of the form to CCC was all in hand.

RESOLVED having noted that the winter gritting routes did not include the road through Hardwick from the junction of Cambridge Road, Main Street, and the road to Toft and that this route was used by a number of buses daily, including school buses early in the morning when the road was icy, and would be very dangerous if left ungritted, particularly in view of the sharp bend at Cahills Corner that Cllr Gill should liaise with the Clerk in sending a strong letter as a matter of urgency, expressing the Parish Council's concern about the danger and the need to ensure the road is covered in the gritting schedule.

**6. Planning Applications and Decision notices and tree works applications**

Cllr Gill was still not receiving planning applications.

6.1 Planning applications received since the last meeting

6.1.1 S/2304/16/FL – 25 Bramley Way – Demolition of existing garage with the proposal to erect double storey side and rear extension and new front porch

RESOLVED to support the application. (Prop AG, 2nd PJ, unanimous)

6.1.2 S/2237/16/FL - 175 St Neots Road – Proposed extension to lot 1a Pet Paks, two walls and a pitched roof

RESOLVED to support the application. (Prop AG, 2nd PJ, unanimous)

6.1.3 S/2656/16/FL – 3 Bramley Way – replacement conservatory and part garage conversion

RESOLVED to support the application. (Prop AG, 2nd PJ, unanimous)

RESOLVED, given the new system at SCDC whereby in future only electronic copies of letters will be available and plans must be viewed on the website, that if Cllrs Gill and Joslin have doubts about any future planning application, they will contact all members by email to alert them to look at the application on the website prior to the meeting.

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.scams.gov.uk/>.

6.2.1 S/2439/16/DC – New Haven, Hall Drive – Discharge of conditions 4 (boundary), 5 (surface water drainage), 6 (traffic management plan) and 8 (noise) of planning permission S/2246/14/FL – permission granted.

6.2.2 S/2205/16/FL – 277 St Neots Road – Proposed loft conversion with dormer windows – Permission granted.

6.2.3 S/2088/16/FL – 32 Meridian Close – Orangery extension at rear – Permission granted. Noted.

6.2.4 S/1840/16/FL – 26 Ashmead Drive – Two storey rear extension – Permission granted.

6.2.5 S/1828/16/FL – 37 St Neots Road – Raising the roof to create a second floor – Permission granted.

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

6.2.7 S/1049/15/FL – Office, 345 St Neots Road – Continued use of yard in connection with civil engineering contractors business including retention of 1 (no) workshop/storage building and 2 (no) stables – Permission granted.

6.3 Tree Works

6.3.1 18 Limes Road

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

7. **Members reports and items for information only**

7.1 Report on meeting with Hardwick Happenings

The Chairman referred to emails circulated this afternoon and explained that the Hardwick Happenings team had issued invoices for advertising amounting to more than £3000 but only £1000 had been received in payment. They were now seeking £5000 support from the Parish Council for the period up to September 2017.

Since the majority of the costs were for printing, a suggestion was made regarding the possibility of reducing the number of printed copies and seeking the opinion of residents whether they would be happy to receive an electronic copy. The Chairman explained that the editors still wished it to be a paper publication. The online version will be restored to the website. With regard to the suggestion of an alternative printer, the editor had found the current printers very helpful.

The Chairman reported that the team had opened their own bank account to which the £1000 income had been paid in, and that they had undertaken to pay the printing costs. However they would still need support of £5,000.

RESOLVED subject to the completion of any necessary paperwork required for this to be a \$137 payment that the Parish Council agrees to the continuation of the paper version of Hardwick Happenings and makes a grant to Hardwick Happenings of £5,000 to cover its costs up to September 2017. (Prop JH, 2nd RW, unanimous)

RESOLVED that the Hardwick Happenings provide a budget for 2017-2018 to the Parish Council in January (Prop SR, 2nd RW unanimous)

The hope was expressed that advertisers who had not paid should not be invited to advertise again. The Chairman responded that this was all in hand.

Clarification was sought on the Clerk's advice that if advertising receipts have been banked in the new account without the prior approval of the Parish Council, it would be a breach of the Council's Financial Regulations which require all monies to be banked intact in the Parish Council's bank account. The Chairman replied that this had now been overtaken as Hardwick Happenings were not technically part of the Parish Council.

The Chairman paid tribute to the efforts and achievements of the Hardwick Happenings team over the last year.

7.2 Circle Anglia site off St Neots Road

Information is awaited from Fiona Coulson.

7.3 Village Improvement Plan stakeholder consultation

On a proposition by the Chairman, it was agreed to vary the order of business to consider this item later in the meeting along with item 7.6.

7.4 BT Payphone Consultation and proposal that the Parish Council objects to the removal of the BT payphone and purchases the kiosk

RESOLVED, as a resident who is an artist and teacher was willing to take this on as an art project, and the adjacent residents were happy to join the project group, to adopt the kiosk in Main Street for the sum of £1.00. (Prop RW, 2nd JH, unanimous) The risks and responsibilities for the Council were noted.

7.5 Proposal that an invitation be extended to Adrian Shepherd and Ashley Heller to give a report on the City Deal, new Park and Ride, and proposed new busway  
RESOLVED that Cllr Joslin should invite the representatives of the City Deal to a public meeting to be held at 7.15 pm on 22 November, immediately prior to the Parish Council meeting.

7.6 Neighbourhood Plan update report

Cllr Gill verbally reported on the need to move forward and let the village know what the Neighbourhood Plan involves, by putting information on the website and in Hardwick Happenings, and distributing leaflets publicising the meeting for residents, which is likely to be in January 2017. Interested residents are to be asked to join a committee. Cllr Gill outlined the procedures to take place over the next two to three months, including a grant application, a timeline, and choosing a consultant to assist with the strict timescale required in developing the plan.

On a proposition by the Chairman, at 10.30 pm the meeting was suspended to allow Martin Cassey to speak on behalf of the Village Plan Group and speak to 7.3.

The meeting resumed at 10.47 pm.

7.3 Village Improvement Plan stakeholder consultation

District Cllr Chamberlain, Martin Cassey and Cllr Cracknell left the meeting at 10.50pm.

Cllr Gill was thanked for all the work carried out on the Neighbourhood Plan.

8. Finance, procedure and risk assessment

8.1 To consider any quotes for urgent work required because of risk

RESOLVED to refer a letter from a Football Club committee member to HSSC with regard to a persistent smell in the changing rooms, and if HSSC consider work is needed on the drains they should contact the Parish Council. (Prop SR, 2nd BS, unanimous)

RESOLVED, following a complaint from a resident about more dead trees on the woodland between Ashmead Drive and Sudeley Grove, to note that one further tree had died, and to ask Peter Oakes to provide a quotation for removal of the additional dead tree.

8.2 To receive play areas and skate park inspection reports

RESOLVED to receive the reports on Egremont Road and St Mary's Church play areas. Cllr Bhachu will send his reports to the Clerk but stated verbally that there were no problems as of yesterday.

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

RESOLVED that Hardwick Happenings should be asked to pay the invoice for £759.00 plus VAT to Victoire Press.

RESOLVED that the payments as listed in the finance report should be paid, plus Robert Cassey (Webmaster) £45.00. (Pro PJ, 2nd JH, unanimous)

Grounds by Rounds (grass cutting)	£675.30
CCC (Cahills Corner LHI)	£36,345.95
CGM (Notice board repair)	£390.54
P Oakes (Tree works – Grenadier Walk)	£96.00
P Oakes (Tree works – Laxton Avenue)	£144.00
Sherriff Amenity (Fertiliser)	£1,403.20
NEST (Pension)	£160.64
Salary	£134.24
LGS Services (Admin support)	£1,240.29

Credits including bank interest, HSSC Pavilion rent and receipt of the precept, were noted.

**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 11.00 pm.

Signed .....Chairman .....date.

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APPROVED