

HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 27 February 2018 at the School at 7.00 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 20/02/18

AGENDA

Open Public Session including reports from the County & District Councillors

- 1. To approve apologies for absence**
- 2. To consider any applications to fill the casual vacancy**
- 3. Declaration of interests**
 - 3.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 3.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
- 4. To approve the minutes of the last meetings**
- 5. Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 5.1 (5.1 of 23.1.18) Pavilion guttering and to consider if works should be put in hand ^(AG)
 - 5.2 (6.1 of 23.1.18) To consider quotations for speed stickers and the design of the stickers
 - 5.3 (2 of 6.2.18) Debtors review
 - 5.4 (2 of 6.2.18) Bourn Parish Council response regarding contribution for transport consultant
 - 5.5 (5 of 6.2.18) Renewal of Admin Support contract
 - 5.6 (9.4 of 28.11.17) General Data Protection Regulations Bill 2017 - to consider a draft policy and model templates appointment of Data Protection Officer and if support or services are required from CAPALC and/or LCPAS
- 6. To consider any correspondence / communications received**
 - 6.1 SCDC consultation on District Councillor engagement with Parish Councils after May 2018
 - 6.2 Hardwick Cricket Club request for leniency
- 7. To consider any planning applications and decision notices and tree works applications ***
 - 7.1 Planning applications
 - 7.1.1 S/0283/18/DC – Old Victoria Farmhouse, 26 Main Street – Discharge of conditions 3 (Fireplace) and 4 (Structural statement) of listed building consent S/3677/17/LB
 - 7.1.2 S/0323/18/FL – 3 Laxton Avenue – Change of use from residential to a mixed use of residential and childminding business
 - 7.1.3 S/0355/18/FL – 11 Ashmead Drive – Single storey extension and alterations
 - 7.2 SCDC and appeal decision notices - to note
 - 7.3 Tree works applications
- 8. Members reports and items for information only unless otherwise stated**
 - 8.1 New Housing Developments and Planning Obligations ^(SR.)
 - 8.2 Report on LLF workshop on 25 January ^(AG, PJ)
- 9. Finance, risk assessment and procedural matters**
 - 9.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
 - 9.2 To receive play areas and skate park inspection reports
 - 9.3 To receive the financial report and approve the payment of bills
- 10. Closure of meeting and items for the next agenda**

* NB Some planning and tree works 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 27 FEBRUARY 2018

1. Apologies for absence – to be reported at the meeting.
2. To consider any applications to fill the casual vacancy – None received at the time of writing.
3. 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 i.e. to either speak or speak and vote.
4. To approve the minutes of the last meeting on 23 January 2018 and the budget meeting on 6 February 2018 (attached)
5. Matters arising and carried forward from the last or a previous meeting for discussion/decision
 - 5.1 (5.1 of 23.1.18) Pavilion guttering and to consider if works should be put in hand
Cllr Gill to report.
 - 5.2 (6.1 of 23.1.18) To consider quotations for speed stickers and the design of the stickers
Quotations will be brought to the meeting.
Design of the stickers and whether the SCDC and Police logos should be included or not – the templates sent to Ashley Shepherd included the logos. Whilst SCDC say “I am told the stickers need to remain as per the template because this has been approved by Highways as well as other partners,” the cost is significantly cheaper if the logos are not included.
 - 5.3 (2 of 6.2.18) Debtors review
All up to date.
The minutes of the July 2017 meeting record:
 - 6.1 Hardwick Cricket Club request for leniency over pitch fee
RESOLVED, given the reduction in the number of matches being played, to reduce the fee due for the 2016 season as a one-off occurrence from £250.00 to £75.00, to be paid by the end of January 2018.
The Club has paid the £75 and an invoice for £250 has been raised for the most recent (2017) season.
Hardwick Harriers has now paid all of its outstanding and they will be invoiced £125 in May for the current season.
Hardwick United will be invoiced £250 in May for the current season.
Hardwick Cricket Club is up to date for the roller loan and HSSC are up to date on their pavilion rent.
 - 5.4 (2 of 6.2.18) Bourn Parish Council response regarding contribution for transport consultant
“We may use some of the remaining CPC funds, if specialist advice is required to assess the impact of the development of Bourn Airfield on local traffic levels.
If the Inspector agrees to the development of Bourn Airfield, as part of the Local Plan, we can expect a planning application from the developers soon afterwards, which we would fight.

We will be calling a meeting of the Coalition of Parish Councils in the near future.”
 - 5.5 (5 of 6.2.18) Renewal of Admin Support contract
 - 5.7 (2 of 6.2.18) General Data Protection Regulations Bill 2017 - to consider a draft policy and model templates appointment of Data Protection Officer and if support or services are required from CAPALC and/or LCPAS
In November 2017 the Parish Council was sent a zip file as part of agenda item 9.4 which included draft policies, statements and template letters. These were received from LCPAS as part of the Clerk’s training on GDPR.
The Council needs to satisfy itself that these documents meet the new GDPR’s requirements. I believe that based on the information and advice received to date that they do.

If the Council agrees then the Council should consider adopting the relevant policies and templates. The Council could consider not adopting policies and statements relating to Cemetery or Allotments as at present the Council does not have these.

It is for the Council to decide if it is easier just to have all now as the requirement to have them may be forgotten in the future.

Number 1 on the list "Retention of Documents Policy" has already been adopted by the Council in 2012 as its "Management of Records Policy" so the Council does not need to readopt this.

Recognising that the Parish Council does not have any IT equipment, telephone, presently, however, others including Admin Support and Councillors use their own equipment for Council business I advise the Council could "RESOLVE the Council's expectation is that third parties will comply with the Council's Policies as though the equipment they use and data they hold was owned by the Parish Council."

Once the Council has adopted the policies I will then update them with Hardwick's name and issue them as appropriate before the GDPR's date of 25 May 2018.

I also advise that Councillors should consider attending training.

Of course the Council should not rush into something and needs to understand requirements; however May is approaching fast and it will take me some time to administer everything in time for the May deadline so I would be grateful if this could be concluded as soon as possible.

Cllr Skingle writes "I draw everyone's attention to: <http://data.parliament.uk/DepositedPapers/Files/DEP2018-0121/02370.pdf>

Note that we could in principle share a DPO with SCDC, should they be agreeable."

In response to the following enquiry to LCPAS from the Clerk:

"As you are aware Hardwick Parish Council has appointed you as its internal auditor. How would you be able to ensure independence if the Parish Council subscribe to your services?" LCPAS have replied:

"We can insure independence by the following.

Jayne always gives support and advice to councils and clerks, I do not give advice as far as support is concerned. I am the one who does the Internal Audits. Jayne does not do these. Occasionally she will accompany me on audits and as she is there she will check Financial Regs and Standing orders and council policies for me whilst I am going through the accounts. However, the accounts and finance are only seen by myself and all recommendations are also made by myself.

We will be also taking on another member of staff who will also be helping with the Internal audit, but again this employee will not be giving advice to councils."

Other to note:

(5.2 of 23.1.18) – SCDC Street lighting

SCDC have responded:

"Thanks for the clarity on your position. We will still be upgrading all South Cambs street lights within Hardwick to LEDs, with the exception of around four lights that will be upgrading by the developer as part of the widening of the footpath.

I just also wanted to let you know that we have now appointed a contractor to undertake this work and which is intended to commence week beginning March 12th. They will upgrade all of those lights that do not require column replacements as part of the works. Those requiring column replacements will be completed by the end of May.

Please come back to me if you have any questions."

Helen Taylor | Development Officer, Environment Commissioning

6. To consider any correspondence/communications received
- 6.1 SCDC consultation on District Councillor engagement with Parish Councils after May 2018
“Please find attached a letter addressed to all the parish councils and meetings in South Cambridgeshire, asking for your views on how District Councillors can engage with parish councils, following the elections in May, which will reduce the number of District Councillors from 57 to 45.”
- 6.2 Hardwick Cricket Club request for leniency
Chris Fuller writes “Thank you for sending the 2017 invoice for use of the recreation ground. Can you please look at this in the light of the fact that only 8 games were played on the recreation ground in 2017.”

Other

Pat Portlock writes “I have organised for Hardwick voluntary Litter picking on Saturday 3 March from 1.00-3.00pm meeting at Egremont Road carpark. This is to coincide with The Great British Spring Clean. The litter pick will be followed by refreshments at Hardwick Social Club after 3.00pm.

I have contacted South Cambs District Council who will provide litter picks, gloves and rubbish sacks. They will also arrange for the sacks to be collected after the weekend.”

- 7.1 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.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 7.1.1 S/0283/18/DC – Old Victoria Farmhouse, 26 Main Street – Discharge of conditions 3 (Fireplace) and 4 (Structural statement) of listed building consent S/3677/17/LB
- 7.1.2 S/0323/18/FL – 3 Laxton Avenue – Change of use from residential to a mixed use of residential and childminding business
- 7.1.3 S/0355/18/FL – 11 Ashmead Drive – Single storey extension and alterations
- 7.2 SCDC decision notices and Planning Inspectorate Appeal Decision
- 7.2.1 S/4409/17/FL – 68 Limes Road – Erection of two storey dwelling and associated works to vehicular access – Permission granted.
- 7.2.2 S/4406/17/FL – 58 Laxton Avenue – Proposed two storey and part single storey side extension – Permission granted.
- 7.2.3 S/4510/17/NM – 44c Hall Drive – Non-material amendment of planning permission S/1886/17/FL – Permission granted.
- 7.3 Tree works applications
Tree works applications may now be viewed on the SCDC Planning Portal. NB Some tree works 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 tree works application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>
None at the time of writing.
8. Members’ reports and items for information only unless otherwise stated
- 8.1 New Housing Developments and Planning Obligations
Cllr Rose to report.
- 8.2 Report on LLF workshop on 25 January
Cllrs Gill and Joslin to report.
9. Finance and risk assessment and procedural matters
- 9.1 To consider any quotes for urgent work required because of risk and Clerk’s use of delegated powers
The contact for the temporary litter picker has been extended to March.
- 9.2 To receive play areas and skate park inspection reports

9.3 To receive the financial report and approve the payment of bills – attached

10. Closure of Meeting and items for the next agenda

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge,
CB23 6EA
www.scambs.gov.uk
Democratic Services 03450 450 500



To: The Chairman and Members of the Parish Council
The Chairman of the Parish Meeting

Our ref:
Your ref:
Date: 31 January 2018

Contact: Kathrin John
Email: kathrin.john@scambs.gov.uk
Direct dial: 01954 713030

Dear Chairman

District Councillor Engagement with Parish Councils

As Parish Councillors will be aware, all South Cambridgeshire District Councillors will be up for election in May 2018 at which point the ward boundaries will be changing. Ultimately this will result in fewer District Councillors post the May 2018 elections. Because of these changes, the District Council has set up a Task and Finish Group to best facilitate this change. As part of this exercise we are consulting with all Parish Councils across South Cambridgeshire to get a better understanding of what Parish Councils expect from their District Councillor. With changing ward boundaries District Councillors will not only cover a wider area but will often have more Parish Councils within their ward.

District Councillors want to remain engaged and connected with Parish Councils in their ward however with some District Councillors having many Parish Councils within their ward it makes it difficult for them to attend all Parish Council meetings. We are looking to Parish Councils to advise us on how best District Councillors can keep connected with them. Parish Councillors may want to comment on some of the following methods (or indeed to suggest other ideas) to ensure that District Councillors can keep in touch with their Parishes:-

- Better access to and contact with officers at South Cambridgeshire District Council.
- Recommendations for website improvements.
- Written reports from District Councillors (more often/less often, are they helpful?)
- District Councillors meeting with representatives from multiple Parish Councils (this is already happening in some wards under current boundaries).

We would very much welcome your views on how best your District Councillors can positively connect with the Parishes in their ward. Please would you forward any comment from your

Parish to Kathrin John, Democratic Services Team Leader, whose contact details are shown above, by 9 March 2018 so that your feedback can be reviewed by the Task and Finish Group.

Yours sincerely,

Graham Cone

Councillor Graham Cone
Chairman of the Task and Finish Group

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Feb-18

Summary of previous month

Balance brought forward **£148,527.00**

Adjusts/transfs/inc during period

CHQ 2637 ADJUSTMENT 282.00

Expenditure approved at last meeting/between meetings

SCDC	BIN COLLECTION	-46.80
ICO	DPA	-35.00
PARISH ONLINE	MAPPING	-54.00
P OAKES	TREE REMOVAL	-80.00
KOMPAN	PLAY EQUIPMENT	-26,805.96

Misc credits

PARC	PLAY EQUIP CONTRIBUTION	2500.00
HARDWICK CC	ROLLER LOAN	400.00
NS&I	INTEREST	23.78
LLOYDS	INTEREST	0.02
HARDWICK HARRIERS	PITCH FEES 16/17	250.00
HSSC	RENT	1750.00

Total Adjustments -21815.96
 Balance revised after adjustments £126,711.04

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	5,250.01	33726.25	-28,476.24
Business Account	546.44	546.44	
Cambridge Counties Bank	92,914.59	92,914.59	
Bonds	28,000.00	28,000.00	
Total	126,711.04	155,187.28	-28,476.24

Expenditure for approval

£

KOMPAN	GATE MODIFICATION	720.00
	SALARY	90.36
	SALARY	112.00
NEST	PENSION	166.75
SCDC	CLEARANCE BEHIND SCOUT HUT	72.00
LGS SERVICES	ADMIN SUPPORT	1362.31

Total expenditure 2523.42
 Balance c/f £124,187.62

Notes:

Late invoices will be brought to the meeting