

## HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on  
**Tuesday 27 March 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 22/03/18

### 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 meeting**
5. **Matters arising and carried forward from the last or previous meetings for discussion/decision**
  - 5.1 (9.2) To consider quotations for two additional external lights at the Pavilion if received
  - 5.2 (10) HSSC Wifi – to consider what action the Parish Council should take, if any
  - 5.3 SCDC Street lighting installation update and request to attend meeting
  - 5.4 (5.6) (9.4 of 28.11.17) General Data Protection Regulations Bill 2017 – to consider if additional policies are required from LCPAS and appointment of Data Protection Officer
6. **To consider any correspondence / communications received**
  - 6.1 Resident – request for a reassessment of the Main Street Footway between North and South of the village
7. **To consider any planning applications and decision notices and tree works applications \***
  - 7.1 Planning applications
    - 7.1.1 S/0922/18/NM – Agricultural field west of Grace Crescent – Non-material amendment of planning permission S/1694/16/OL
    - 7.1.2 S/0553/18/LD – 13 Pump Lane – Lawful development certificate for a single storey rear extension
    - 7.1.3 S/0493/18/DC – Old Victoria Farmhouse, 26 Main Street – Discharge of Conditions 5 (Method statement), 6 (Specifications of mortars, plasters and render), 7 (Methodology for cleaning bricks and details of repair), and 8 (Flue liners and details of new chimney pots and cowls of listed building consent S/3677/17/LB
  - 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<sup>(SR)</sup>
  - 8.2 Report on Cambourne to Cambridge Workshop on 1 March<sup>(PJ)</sup>
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 Zurich Insurance – to note increased premium and consider quotation for additional cover for play area railings and to consider obtaining a quotation for associated costs
  - 9.4 Litter picker vacancy following resignation
  - 9.5 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 MARCH 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 27 February 2018 (attached)
5. Matters arising and carried forward from the last or a previous meeting for discussion/decision
- 5.1 (9.2) To consider quotations for two additional external lights at the Pavilion if received  
Quotations have been requested and will be brought to the meeting if received.
- 5.2 (10) HSSC Wifi – to consider what action the Parish Council should take, if any

The Secretary to the HSSC has written:

“The Virgin Media Wifi is extremely unreliable and even when it is working it is slow. As a result of this we have been having several complaints from members and trouble with using equipment. This is supplied and paid for by the PC and therefore requires your instruction to get it looked at.”

The background is as follows:

May 2004

A) Cambridge Community Network

Ian Storr reported on the recent meeting he and the Clerk had with Sally Keyworth concerning Hardwick providing a Community Access Point for computer and internet usage. Hardwick would receive two computers, scanner, colour printer, broadband provision and installation, cabling, technical support and call out and insurance cover in exchange for a secure venue where the computers could be used with some supervision, minimum of 10 hours use per week, cabinet to be supplied by HPC. Steve Rose said this had met with a favourable response at HSSC. The issue appeared to be where they would be located. Ann Jones suggested the school as a good alternative venue, especially for daytime use by elderly people. The Clerk was asked to meet with the Headmaster to discuss the possibility of a venue at Hardwick Community Primary School.

A copy of the signed agreement between Cambridgeshire County Council and HSSC will be brought to the meeting.

Sept 2004

B) HSSC lease update & community access point & All weather pitch hire.

Community Access Point – The Chairman reported on a recent meeting at SCDC with Shirley Bidgood and Phil Caldecoat. HSSC are going to recommend that the Community Access Point goes ahead. There will be two computers, probably in the Ken Turner Room. There is a requirement for PC paper, ink cartridges and consumables, also lockable cupboards provided by HPC may be required. The Terms & Conditions were read out and the Chairman signed the documentation. This scheme is fully supported by HPC. The question was raised about open access for computer use.

Hardwick Sports & Social Club Lease

Firstly the Chairman read to the meeting the correspondence from Steve Rose concerning his resignation from Hardwick Parish Council. The Council noted his letter. The Chairman explained that it was important that things were properly down in the lease, both for the short and long term.

The Chairman then went through the detailed amendments drafted by Chris Turner to finalise the lease to the satisfaction of both parties. Each amendment was fully discussed and all the proposals were carried unanimously. The Clerk is to instruct the solicitor to draw up this document in accordance with the agreed changes.

The Lease clause 3.3 indicates that the tenant is responsible for all services in respect of the premises.

5.3 SCDC Street lighting installation update and request to attend meeting

Helen Taylor at SCDC wrote to say that the LED works started on Friday March 9th. These works will include all SCDC lights that do not require a column replacement. Column replacements will be done at a later date due to the order time.

Ms Taylor has apologised that she is unable to attend this meeting and asked if she may attend the May meeting.

5.4 (5.6) (9.4 of 28.11.17) General Data Protection Regulations Bill 2017 – to consider if additional policies are required from LCPAS and appointment of Data Protection Officer

LCPAS has written “We now can offer you the second pack of documents to help Councils comply with the new Data Protection regime by May 25th 2018

This pack includes our briefing and compliance checklist to take you through everything you will need to consider undertaking. It is written in plain English and produced to help Councils get compliance ready. The Pack has been produced using ICO guidance.

The pack is provided as a zip file and each document can be tailored to your Council.

LCPAS - Pack 2 - Contents:

- LCPAS Data Protection Briefing and Checklist
- Privacy Notice Checklist and Adoption Confirmation
- Email and Phone Log Consent Records
- GDPR Awareness Checklist and Policy
- GDPR Data Access Request Form
- GDPR Data Portability Request Form
- GDPR Automated Decision Request Form
- GDPR Data Access Request Policy Template
- Technical and Organisational Safeguards Checklist
- Lawful Basis Checklist
- Risk Assessments
- Data Protection Jargon Buster
- Data Breach Record
- Amend, Remove, Restrict and Object Form
- Examples of Personal Data help by Parish and Town Councils
- CCTV Policy
- Retention of Documents Policy
- Councillors Data Protection Checklist

In addition to the pack provided for your interest:

- ICO Data Protection Fee
- ICO Leadership and Data Protection Checklist
- ICO GDPR Breach Reporting Tips
- ICO Disclosure of Personal Information Briefing for Councillors

This pack is only £30.00 and will give you all the above policies and documents.”

6. To consider any correspondence/communications received

6.1 Resident – request for a reassessment of the Main Street Footway between North and South of the village

A resident has written:

“Steve Rose asked me to expand on my discussions with him over the last few days in which I requested a reassessment of the Main Street Footway between North and South of the village and the basis on which this needs to be reconsidered. I offer the following points.

1. Hills Transport Consultants WSP comments in 2016 brought us the Traffic Assessment saying “*The network of routes by foot and cycle in the village is in good condition and well maintained.*” My opinion is that because Cahill Corner had been dealt with, the rest of the route was overlooked and needs to be reassessed.
2. Without WSP providing the reasons and details for their decision, what they found along the stretch they examined, the door is open ajar. Having read all the comments on S/4451/17/RM and Village Facebook, and aware of my earlier comments regarding definition, I offer the following for HPC support for a reassessment, please.
3. The recent comments from concerned residents are clear on S/4551/17/RM consultation. I have these as Word files if you wish.
4. The stretch requiring reassessment for safety and upgrading is the whole stretch between Cahills Corner and the Blue Lion – (even extending it to The Pastures where the footway is restricted by grass).
5. There may be scope for utilising the grass verge opposite the Main Street footway to achieve the width required.
6. Upgrading should consider a level footway wide enough so that two people with or without pushchairs/wheelchairs can use the footway without walking on the grass, fearing the traffic on their shoulders or having to give way to other users by moving into Main Street.
7. The Footway minimum width for a Primary Road (Main Street) is clear in The Government Manual for Streets page 68, 2m is recommended.
8. There is also a minimum height of 2.7m reference to overhanging trees or other obstructions which should also be assessed.
9. The footway width between Blue Lion and St Marys has been declared to be widened to 1.8m – latest WSP/Hills transport assessment December 2016. We should just check this meets resident’s concerns.
10. “Inclusive Mobility” recommendations should be taken into account. They provide minimum widths for each type of Footway user.
11. The minimum widths assume there is no siding – where the grass spreads over the footway.
12. Widths measurements are taken from the back of the Street kerb, across the footway to the front of the rear boundary without obstruction of hedging or siding. Design Manual for Roads and Bridges HD39.
13. Cycle traffic should be reassessed in line with the Government Manual for Streets page 71 onwards. There is no mention of accommodating cycle traffic in the original Transport Assessments other than on St Neots Road.
14. I recommend we ask generally for any comments or suggestions that take the walk to/from school/shops/buses to a safer place away from Main Street e.g. behind the Main Street properties to Egremont Road.
15. I recommend we should also take account of “Inclusive Mobility” recommendations on rest places, quote

## 2.4 Walking distances

*Impaired group :Recommended distance limit without a rest Wheelchair users 150m, Visually impaired 150m, Mobility impaired using stick 50m, Mobility impaired without walking aid 100m.*

16. The reassessment should consider and comment on the damage caused to the footway from those who park on it.

I understand Lighting is separately considered and I have previously commented on speed control through the village so I leave that to others.

I hope this is a useful start to request a reassessment of the footway issues.

Just to be clear my concern is not with the development going ahead – I welcome it and the money it should deliver to the village - but along with others who have expressed their views, I want it to go ahead legally with a safe route between the North and South of the village and without the unnecessary footpath through Wallis Farm.”

Cllr Rose writes “**Planning condition 30 re Grace Crescent Development; does the Parish Council consider that this should apply to parts of Main Street other than just the area between the Blue Lion and St Mary’s Church.** This has possible relevance when considering Alan Everitt’s issue relating to the footpath between St Mary’s church and Cahill’s corner. In various documents the affected stretch has been referred to as “Main Street”, “between the Blue Lion and St Marys Church” and “between the Blue Lion and Cahill’s Corner”. I think it matters because SCDC decided to include it as a planning condition rather than put a monetary figure on the condition as with the s106 conditions.”

### 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/0922/18/NM – Agricultural field west of Grace Crescent – Non-material amendment of planning permission S/1694/16/OL
- 7.1.2 S/0553/18/LD – 13 Pump Lane – Lawful development certificate for a single storey rear extension
- 7.1.3 S/0493/18/DC – Old Victoria Farmhouse, 26 Main Street – Discharge of Conditions 5 (Method statement), 6 (Specifications of mortars, plasters and render), 7 (Methodology for cleaning bricks and details of repair), and 8 (Flue liners and details of new chimney pots and cowls of listed building consent S/3677/17/LB

### 7.2 SCDC decision notices and Planning Inspectorate Appeal Decision

- 7.2.1 S/4514/17/FL – 5 Laxton Avenue – Extension to ground floor entrance/cloakroom and first floor/front/side extension – Permission granted.
- 7.2.2 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 – Permission granted.
- 7.2.3 S/0001/18/FL – 56 Laxton Avenue – Single storey rear extension after demolition of existing conservatory – 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 Cambourne to Cambridge Workshop on 1 March

Cllr 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 Zurich Insurance – to note increased premium and consider quotation for additional cover for play area railings and to consider obtaining a quotation for associated costs

The Council's insurers have written:

“Based on the (updated) asset register you have provided, please find attached an adjusted schedule of cover along with an invoice in respect of the additional premium due of £66.64 inclusive of tax.

Please note an additional annual charge of £100.08 plus tax will apply at next renewal. Cover is based on there being 20 items of play equipment and 4 items of skate park equipment. I made the total value of Play and Skate equipment to be covered against 'All Risks' £81,193.61 inclusive of tax.

Should you wish to cover the new metal railings at the play area on an 'All Risks' basis, total value £6414.49 I would not make any further charge up to renewal, however a further additional annual charge of £24.92 plus tax would apply at next renewal. Please let me know if you wish to proceed with this additional cover?

Upon advices from underwriters, I will come back to you in regards to your enquiry regarding associated costs (removal of old equipment, hire of machinery for delivery/install, skips etc).”

The insurers returned with this information:

“Underwriters have today confirmed that you can cover against associated costs (removal of old equipment, hire of machinery for delivery/install, skips etc).

Would you like me to provide a further quote to include for the above? If yes, please provide a revised value of the Play & Skate Equipment, currently covered at £81,193.61.”

Does the Parish Council wish to seek a quotation for the additional costs cover?

9.4 Litter picker vacancy following resignation

The resignation of Ian Giddings has been received.

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

10. Closure of Meeting and items for the next agenda

**HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT**

Mar-18

**Summary of previous month**

**Balance brought forward** **£124,187.62**

**Adjusts/transfs/inc during period**

**CHQ 2650** ADJUSTMETN 14.00

**Expenditure approved at last meeting/between meetings**

P PORTLOCK LITTER HOOPS -66.92

SCDC BIN COLLECTION -46.80

SCDC BIN COLLECTION -46.80

**Misc credits**

HMRC VAT 5419.25

NS&I INTEREST 23.78

LLOYDS INTEREST 0.02

WREN PLAY EQUIPMENT GRANT 19920.42

*Total Adjustments*

25216.95

Balance revised after adjustments

£149,404.57

**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Current Account	27,943.54	51728.64	-23,785.10
Business Account	546.44	546.44	
Cambridge Counties Bank	92,914.59	92,914.59	
Bonds	28,000.00	28,000.00	
<b>Total</b>	<b>149,404.57</b>	<b>173,189.67</b>	<b>-23,785.10</b>

**Expenditure for approval**

£

SALARY 90.36

SALARY 112.00

HMRC PAYE/NIC 165.60

LGS SERVICES ADMIN SUPPORT 1296.63

SHELTER SOLUTIONS BUS SHELTER REPAIR 288.00

SCDC LITTER CLEARANCE 60.00

HARDWICK COMMUNITY ASSOCIATION AFFILIATION FEE 45.00

ZURICH INSURANCE 66.64

*Total expenditure*

2124.23

Balance c/f

£147,280.34

**Notes:**

*Late invoices will be brought to the meeting*