

## HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on  
Tuesday 24 April 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 18/04/18

### AGENDA

#### Open Public Session including reports from the County & District Councillors

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**
4. **Matters arising and carried forward from the last or previous meetings for discussion/decision**
  - 4.1 (5.1) To consider quotations for two additional external lights at the Pavilion if received
  - 4.2 (5.4) General Data Protection Regulations– to consider LCPAS pack 2 and appointment of Data Protection Officer
  - 4.3 (10) To consider a draft GDPR compliant privacy notice <sup>(BS)</sup>
  - 4.4 (10) Bourn Airfield development
  - 4.5 (6.1) Main Street footway between North and South of the village – to receive and consider the report from the Chairman
5. **To consider any correspondence / communications received**
  - 5.1 Resident – Dog fouling and request for dog waste bin or CCTV
  - 5.2 Resident – Parking in Egremont Road
  - 5.3 Resident – Flooding in Main Street
6. **To consider any planning applications and decision notices and tree works applications \***
  - 6.1 Planning applications
    - 6.1.1 S/1256/18/FL – 175 St Neots Road – Change of use of part of commercial unit from A1 pet store to D2 gym/personal and small group fitness training business
    - 6.1.2 S/1067/18/LB – 26 Main Street – New rear extension and work around existing bread oven
    - 6.1.3 S/1138/18/FL – 32 Main Street – Change of use of part of the building from residential annex to D1 use. Demolition of store room.
    - 6.1.4 S/1043/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 28 (Archaeological work) of planning permission S/1694/16/OL
    - 6.1.5 S/1045/8/DC – Agricultural field west of Grace Crescent – Discharge of condition 8 (Contamination and remediation) of planning permission S/1694/16/OL
    - 6.1.6 S/1052/18/NM – 26 Main Street – Non-material amendment of planning permission S/1945/17/FL
  - 6.2 SCDC and appeal decision notices - to note
  - 6.3 Tree works applications
7. **Members reports and items for information only unless otherwise stated**
  - 7.1 New Housing Developments and Planning Obligations <sup>(SR.)</sup>
8. **Finance, risk assessment and procedural matters**
  - 8.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
  - 8.2 To receive play areas and skate park inspection reports
  - 8.3 To receive the financial report and approve the payment of bills
  - 8.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2016 and 31 March 2017)
  - 8.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
  - 8.6 To approve the Annual Governance Statement by resolution
  - 8.7 To consider the Accounting Statements (Section 2 of the Annual Return)

\* 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.

- 8.8 To approve the Accounting Statements by resolution
  - 8.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 9. Closure of meeting and items for the next agenda**

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Mrs Gail Stoehr, Clerk to Hardwick Parish Council, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY  
Tel: 01954 210241 Email: [hardwickpc@lgs-services.co.uk](mailto:hardwickpc@lgs-services.co.uk)

## CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 24 APRIL 2018

Adrian Shepherd of CCC has again been invited to attend a meeting but at the time of writing no reply has been received.

Colin Brown of Carter Jonas has written in connection with a planning application on the agenda and a reply has been sent inviting him to the meeting on the Chairman's behalf:

"We have made a planning application for a change of use of part of the property at 175 St Neots Road from retail use to a personal fitness gym.

While this application will obviously be the subject of a South Cambs consultation to the Parish Council, I would be happy to come and speak to the Parish about the proposal with my client in case there are any issues you or local people may have about the proposal."

1. Apologies for absence – to be reported at the meeting.
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 i.e. to either speak or speak and vote.
3. To approve the minutes of the last meeting on 27 March 2018 (attached)
- 4 Matters arising and carried forward from the last or a previous meeting for discussion/decision
- 4.1 (5.1) To consider quotations for two additional external lights at the Pavilion if received  
Quotations are still awaited and will be brought to the meeting if received.
- 4.2 (5.4) General Data Protection Regulations Bill 2017 – to consider pack 2 and appointment of Data Protection Officer  
It was agreed at the last meeting to purchase the pack. LCPAS has kindly given the pack free of charge. At the time of writing nothing further has been heard from SCDC's DPO.
- 4.3 (10) To consider draft GDPR compliant privacy notice  
Cllr Skingle to report. Attached the draft privacy notice.
- 4.4 (10) (Bourn Airfield Development  
Proposed at the last meeting.
- 4.5 (6.1) Main Street footway between North and South of the village – to receive and consider the report from the Chairman
5. To consider any correspondence/communications received
- 5.1 Resident – dog fouling and request for dog waste bin or CCTV  
A resident has written:  
"I live at the bottom of Ashmead , while inspecting my fence I was dismayed again to see so much bagged up dog mess thrown on the ground these little black bags have been chucked away along with beer cans and bottles this is a very regular sight ,I am always picking this mess up .  
Most of the dogs mess appears to be put in small black bags, why on earth can they do not take it home is beyond me. This person needs to stop this now.  
Maybe a litter bin and a dog mess bin might help .CCTV.  
I think it's the same person with the dog."  
The resident has been advised to report the dog owner to SCDC.
- 5.2 Resident – parking in Egremont Road  
A resident has written:  
"Egremont Road, Cars are parked on the left hand side of the road all day, which means you have to drive on the right in order to get by, it is a real problem at 3.00 ish the whole road from Sudeley Grove to Ashmead is sometimes quite full so only one side is open for getting through and that is the side people cross to their car. One day somebody will have a fatality as there is no where to go should a person/child step on the road. I am not the only person talking about this, but nobody knows who to go to. Why cant these people park in safety near the social club, and walk across the green to pick up

their children. If parents are that lazy perhaps the school should be told and pay for a lolly pop lady to control it.”

### 5.3 Resident – flooding in Main Street

A resident of Main Street has written expressing concern that for a number of years flooding occurs on the verge and footpath in Main Street and at the end of his drive. He says that the flooding is caused by run off from the road side kerb edging. With resurfacing over years the drop kerbs in the vicinity of 52-56 Main Street are too low to deflect water to the road side drains. If the rain is really heavy like Easter weekend a mini lake results on the left hand side of the church driveway. This is because no drain seems to exist to allow the water through to the main drainage ditch by the village pump which is always at a much lower level even in flood conditions.

The resident has contacted both Highways and SCDC about this kerb and drainage problem in the past and yet nothing ever seems to be done about it He suggests that just lifting the drop kerbs would make a huge difference With the foot path being obstructed by mud and water for many metres pedestrians are forced to go onto the road to get past the hazard. Many of these are young mums with kids and prams heading for the schools. This is not safe nor satisfactory as this is quite a busy road with HGVs and buses coming through at regular times. He would like the Parish Council’s support with this.

The resident has been advised to report it again to the County Council online and Cllr Lina Joseph’s support has been sought.

### 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.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

- 6.1.1 S/1256/18/FL – 175 St Neots Road – Change of use of part of commercial unit from A1 pet store to D2 gym/personal and small group fitness training business
- 6.1.2 S/1067/18/LB – 26 Main Street – New rear extension and work around existing bread oven
- 6.1.3 S/1138/18/FL – 32 Main Street – Change of use of part of the building from residential annex to D1 use. Demolition of store room.
- 6.1.4 S/1043/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 28 (Archaeological work) of planning permission S/1694/16/OL
- 6.1.5 S/1045/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 8 (Contamination and remediation) of planning permission S/1694/16/OL
- 6.1.6 S/1052/18/NM – 26 Main Street – Non-material amendment of planning permission S/1945/17/FL

### 6.2 SCDC decision notices

- 6.2.1 S/0553/18/LD – 13 Pump Lane – Lawful development certificate for a single storey rear extension – Permission granted.
- 6.2.2 S/0493/18/DC – Old Victoria Farmhouse, 26 Main Street – Discharge of condition 8 (Flue lines and details of new chimney pots and cowls) of listed building consent S/3677/17/LB – Permission granted.
- 6.2.3 S/0355/18/FL – 11 Ashmead Drive – Single storey extension and alterations – Permission granted.

### 6.3 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.

### 7. Members’ reports and items for information only unless otherwise stated

- 7.1 New Housing Developments and Planning Obligations  
Cllr Rose to report.

### 8. Finance and risk assessment and procedural matters

- 8.1 To consider any quotes for urgent work required because of risk and Clerk’s use of delegated powers

RPM was contracted to repair the slats on the slide at a cost of £290

- 8.2 To receive play areas and skate park inspection reports
- 8.3 To receive the financial report and approve the payment of bills – attached
- 8.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2016 and 31 March 2017)
- 8.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
- 8.6 To approve the Annual Governance Statement by resolution
- 8.7 To consider the Accounting Statements (Section 2 of the Annual Return) - attached
- 8.8 To approve the Accounting Statements by resolution
- 8.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
9. Closure of Meeting and items for the next agenda

## Hardwick Parish Council Privacy Notice for Residents and Members of the Public [v3~~2~~]

This statement explains how Hardwick Parish Council (“we” and “our”) handles and uses the personal data we collect about our residents and members of the public (“you” and “your”). Developing a better understanding of our residents and members of the public allows us to keep in touch with you, and to provide services to you.

We are committed to protecting your personal information and being transparent about what information we hold.

### Personal data that we hold

We may hold information relating to you from a number of sources. A significant proportion of the information we hold is that which you provide to us (for example, you may give us information by filling in forms on our website, or by corresponding with us by telephone, email or otherwise).

We augment the data we hold from you with data from our partners (as listed below) and publicly available data.

Personal data that we hold includes:

- Names, titles, and aliases, photographs
- Contact details such as telephone numbers, addresses, and email addresses
- IP addresses, if you communicate with us from your personal computer
- Gender, age, marital status, and dependants
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers

We do not process sensitive personal data such as racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health or data concerning a natural person's sex life or sexual orientation or criminal convictions unless you provide this data to us for a specific purpose.

### How we use your data

Your data is used by us to:

- deliver services to residents
- confirm your identity to provide some services
- contact you by post, email, or telephone
- help us to build up a picture of how we are performing
- prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions
- enable us to meet legal and statutory obligations and powers including any delegated functions
- protect individuals from harm or injury
- promote our interests
- notify you of changes to our facilities, services, events and staff, councillors and other role holders
- send you communications that may be of interest to you

- process relevant financial transactions including grants and payments for goods and services
- plan the provision of services
- conduct surveys
- invite you to events
- internal record keeping, including the management of any feedback or complaints
- administrative purposes

Communications to you may be sent by post, telephone or electronic means (principally by email), depending on the contact details that we hold.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us using the details listed below.

#### When we share your data with others (our partners)

We share data on a considered and confidential basis, where appropriate, with:

- South Cambridgeshire District Council
- Cambridgeshire County Council
- Other Public Authorities
- Community Groups
- Charities
- Other not-for-profit organisations
- Third parties engaged by us to provide services to us or to you, including our auditors and insurers

#### How we protect your data

We ensure we have appropriate data sharing agreements in place before sharing your personal data.

We do not sell your personal data to third parties under any circumstances.

#### Your rights

You have the right to:

- ask us for access to, or rectification or erasure of your data
- restrict processing (pending correction or deletion)
- object to communications or direct marketing
- ask for the transfer of your data electronically to a third party (data portability)

You have the right to lodge a complaint with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

#### Further information

The legal basis for processing your personal data for the purposes set out above is that it is necessary in the exercise of our official authority as a Parish Council.

There is no statutory or contractual requirement for you to provide us with any personal data.

The controller for your personal data is the Hardwick Parish Council, and we can be contacted at [hardwickpc@lgs-services.co.uk](mailto:hardwickpc@lgs-services.co.uk).

Our Data Protection Officer is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, and can be contacted at [dpo.hardwickpc@lgs-services.co.uk](mailto:dpo.hardwickpc@lgs-services.co.uk)

Please contact us at [hardwickpc@lgs-services.co.uk](mailto:hardwickpc@lgs-services.co.uk) if you have any concerns or questions about the above information or you wish to ask us not to process your personal data for particular purposes.

We will retain your data indefinitely in support of your lifelong relationship with the Parish or until you request us to do otherwise. We will publish on our website any changes we make to this privacy notice.

Where you exercise your right to erasure, we may need to retain some personal information for statutory purposes.



# HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Apr-18

## Summary of previous month

**Balance brought forward** **£147,280.34**  
 CHQ 2663 ADJUSTMENT 3.00

## Expenditure approved at last meeting/between meetings

### Misc credits

NS&I INTEREST 21.48  
 LLOYDS INTEREST 0.02  
 HARDWICK CC ROLLER LOAN + PITCH HIRE 275.00

*Total Adjustments* 299.50  
 Balance revised after adjustments £147,579.84

## Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	26,118.81	29695.71	-3,576.90
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>147,579.84</b>	<b>151,156.74</b>	<b>-3,576.90</b>

## Expenditure for approval

£

CAMBS CRICKET LTD AERATION AND VERTIDRAIN 400.00  
 LGS SERVICES ADMIN SUPPORT 1296.19  
 HARDWICK SCHOOL ROOM HIRE 84.00  
 CCC STREETLIGHT ENERGY 1857.49  
SALARY 90.56  
SALARY 135.72  
 NEST PENSION CONTRIBUTIONS 166.75

*Total expenditure* 4030.71  
 Balance c/f £143,549.13

## Notes:

*Late invoices will be brought to the meeting*