

Hardwick Parish Council
Minutes of the Meeting held on Tuesday 24 April 2018
in the School at 7.00 pm

Present: Councillors: A Gill (Chairman), P Joslin, J Humphries, S Rose, B Skingle and D Wellbelove

In attendance: 8 parishioners including District Cllr Grenville Chamberlain, Colin Brown (Carter Jonas) and Mrs Gail Stoehr (Clerk).

Open public session including reports from the County and District Councillors

Colin Brown of Carter Jonas, the applicant and an interested party, spoke to item 6.11 regarding the planning application for 175 St Neots Road for a change of use of part of the property (the Pet Paks site) from retail to a personal fitness gym. He clarified the availability of parking, the background to the application, the trading hours and operational matters. The three left the meeting.

District Cllr Chamberlain reported on a meeting with Glyn Mutton of Hill and the footpath from the Church to Cahills Corner. He reported that Hill would not object if the Parish Council wished to change any of the S106 for a transport fund.

1. To approve apologies for absence

None.

2. Declaration of interests

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

Cllr Joslin declared an interest in item 6.1.3 as she was related to the applicant.

Cllr Wellbelove declared an interest in item 4.1 as a member of HSSC.

Cllr Rose declared a non-pecuniary interest in item 4.1 as a life member of HSSC.

Cllr Gill declared an interest in item 7.1 as a member of the Community Room Trustees and the existence of his dispensation to speak and vote.

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

None.

3. To approve the minutes of the previous meeting on 27 March

RESOLVED that the minutes of the meeting on 27 March be approved and signed by the Chairman as a true record. (Prop PJ, 2nd DW, unanimous)

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

4.1 (5.1) To consider quotations for two additional external lights at the Pavilion if received

RESOLVED, as the quotations requested were still awaited, to defer this item to the next meeting.

4.2 (5.4) General Data Protection Regulations – to consider LCPAS pack 2 and appointment of Data Protection Officer

RESOLVED to accept the LCPAS DPO service contract at a cost of £150.00 for a one year contract with a review next year. (Prop BS, 2nd JH, unanimous)

RESOLVED that LCPAS Pack 2 be adopted.

4.3 (10) To consider a draft GDPR compliant privacy notice

The use was considered.

RESOLVED to delete the wording “We ensure we have appropriate data sharing agreements in place before sharing.” from the draft privacy notice for residents and members of the public (Prop BS, 2nd PJ, unanimous)

RESOLVED to adopt the Privacy Notice for Residents and Members of the Public’s and to update the DPO email address with LCPAS’s. (Prop BS, 2nd SR, unanimous)

RESOLVED to publicise the privacy notice on the website.

RESOLVED to publicise the url in Hardwick Happenings. (Prop BS, 2nd PJ, unanimous)

4.4 (10) Bourn Airfield development

A proposal ^(PJ) that Bourn Airfield should have its own in and out access rather than the existing access and make representations to Highways England, was withdrawn.

RESOLVED that when the outline application is submitted the Parish Council should consider access at that time.

RESOLVED to ask SCDC if the Parish Council can be formally consulted on the Bourn Airfield planning application.

4.5 (6.1) Main Street footway between North and South of the village – to receive and consider the report from the Chairman

RESOLVED to receive the Chairman’s report on correspondence with County Cllr Lina Joseph and Jon Finney at CCC and also his update that he had received an email last Thursday regarding a site visit. The officer could not find Cahill’s Corner and the area by the Old School House and asked the Chairman to submit a report on the CCC website, which he did. Subsequently Evan Laughlin requested a meeting this week to discuss the pathway, which would take place on Wednesday 25 April at 2 pm. The Chairman will ask about residents’ hedges encroaching on highway land. It was noted that a resident had already cut back their hedge.

The meeting was briefly adjourned at 8.02 pm to allow a resident to comment on the resident’s cutting back of their hedge and the visibility splay. The meeting re-opened at 8.04 pm. It was observed that there was a serious accident at this location about a year ago.

District Cllr Chamberlain left the meeting.

5. Correspondence/communications received

5.1 Resident – dog fouling and request for dog waste bin or CCTV

RESOLVED that the Parish Council sympathises and that this also happens in other places in the village. The resident has already been advised to report the dog owner to SCDC.

5.2 Resident – parking in Egremont Road

RESOLVED to write to the School and the Governors to ask them to write to parents asking them to emphasise examples of good practice. If the problem does not improve the Parish Council might have to take action such as installing double yellow lines. (Prop JH, 2nd PJ, unanimous)

5.3 Resident – Flooding in Main Street

RESOLVED to note that CCC was attending to the matter and the ditch by the School House had been dredged. The areas further up Main Street have been reported but as yet action is outstanding.

The meeting was briefly closed at 8.16 pm to permit a resident to comment.

6. Planning Applications and Decision notices and tree works applications

6.1 Planning applications received since the last meeting

On a proposition by the Chairman, the order of business was varied:

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

RESOLVED that the Parish Council has no recommendation.

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

RESOLVED that the Parish Council has no recommendation.

RESOLVED to note also conditions 10,11,13,23,24,25 and 34.

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

RESOLVED to support the application with no additional comments. (Prop AG, 2nd PJ, unanimous)

6.1.2 S/1067/18/LB – 26 Main Street – New rear extension and work around existing bread oven

RESOLVED that the Parish Council has no recommendation. (Prop AG, 2nd PJ, unanimous)

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.

RESOLVED that the Parish Council has no recommendation. (Prop AG, 2nd DW, carried with 1 abstention)

6.1.6 S/1052/18/NM – 26 Main Street – Non-material amendment of planning permission S/1945/17/FL

6.1.7 S/1189/18/FL – 9 Merton Walk – Single storey front extension

RESOLVED that the Parish Council supports the application. (Prop AG, 2nd PJ, carried with 1 abstention)

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

None.

7. Members reports and items for information only

7.1 New Housing Developments and Planning Obligations including Hill's public exhibition for detailed proposals in relation to the outline permission for the development at Grace Crescent

Cllr Rose reported on a meeting last week of the Community Centre Working Group to discuss the site recommended by David Thompson, SCDC Planning Officer, on the site where the Scout and Guide Hut is. Discussions are ongoing. Cllr Rose has been in touch with Chivers to see if they will make facilities available on a temporary basis. They are in discussion with the Scouts and Guides. The S106 funding will come in over a long period of time between 2019 and 2021/2022. The Working Group was in favour of the Parish Council investigating a loan. James Fisher of SCDC had confirmed that the S106 money could be used to repay the loan. This is to be an agenda item for the next meeting and the Working Group is to put its request in writing to the Council.

8. Finance, procedure and risk assessment

- 8.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers
RESOLVED to note that the Clerk had used her delegated powers to contract RPM to repair the missing slats on the tower at a cost of £348.00.
- 8.2 To receive play areas and skate park inspection reports
RESOLVED to receive the reports for the skate park and Egremont Road play areas.
RESOLVED to ask Cllr Bhachu to email his reports.
- 8.3 To receive the financial report and approve the payment of bills
RESOLVED that the payments as listed in the finance report should be paid, plus SCDC (speed limit stickers) £288.00, Herts and Cambs Ground Maintenance (Grass cutting) £282.00, RPM (Egremont Road slats) £348.00, and Sherriff Amenity (recreation ground treatment) £456.00.
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| Cambs Cricket Ltd (Aeration and Vertidrain) | £400.00 |
| LGS Services (Admin support) | £1296.19 |
| Hardwick School (Room hire) | £84.00 |
| CCC (Street light energy) | £1857.49 |
| Salary | £90.56 |
| Salary | £135.72 |
| NEST (Pension contributions) (DD) | £166.75 |
- Credits, including bank interest and a loan repayment and pitch hire fees, were noted.
- 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 April 2016 and 31 March 2017)
The system of internal control was reviewed.
- 8.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
RESOLVED that statements 1-8 in the Annual Governance Statement be all answered "Yes," apart from Question 9 (Trusts) which was not applicable. (Prop PJ, 2nd JH, unanimous)
- 8.6 To approve the Annual Governance Statement by resolution
RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Council's behalf. (Prop PJ, 2nd JH, unanimous)
- 8.7 To consider the Accounting Statements (Section 2 of the Annual Return)
The Accounting Statements were considered. The Income and Expenditure reserves were explained as mainly relating to the Play Parks project. The Income and Expenditure heading was changed to 2017/2018.
- 8.8 To approve the Accounting Statements by resolution
RESOLVED that the Accounting Statements be approved. (Prop AG, 2nd PJ, unanimous)
- 8.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf. (Prop AG, 2nd PJ, unanimous)
9. **Members' items for the next agenda and for the Clerk's information and Closure of meeting**
Cllr Wellbelove gave his apologies for the next meeting.
Cllrs Humphries and Skingle were thanked for their time and efforts during their time on the Parish Council.
There was no further business and the meeting closed at 9.06 pm.

SignedChairmandate.