

**Hardwick Parish Council**  
**Minutes of the First and Annual Meeting held on Tuesday 15 May 2018**  
**in the School at 7.00 pm**

Present: Councillors: A Gill (Chairman), P Joslin, S Rose and M Cassey.

In attendance: 3 parishioners including Anne Jones (Hardwick WI), Paul Quigley and Helen Taylor (SCDC), County Cllr Lina Joseph and Mrs Gail Stoehr (Clerk).

1. To elect a Chairman and to receive the declaration of acceptance of office  
 Cllr Gill was elected Chairman and signed his Declaration of Acceptance of Office.  
(Prop PJ, 2nd SR, carried with 3 in favour and 1 abstention)
2. To elect a Vice-Chairman  
 Cllr Rose was nominated as Vice-Chairman (Prop AG, 2nd PJ) but declined the nomination.  
 Cllr Joslin was elected Vice-Chairman. (Prop SR, 2nd AG, carried with 3 in favour and 1 abstention)
3. Delivery by councillors of their declarations of acceptance of office  
 Declarations of acceptance of office were received from the members present.  
 RESOLVED to allow a time extension to the next meeting on 24 June 2018 for Cllr Wellbelove to sign his declaration. (Prop SR, 2nd PJ, unanimous)
4. To approve the minutes of the last meeting  
 RESOLVED that the minutes of the meeting on 24 April 2018 be approved and signed by the Chairman as a true record. (Prop PJ, 2nd SR, unanimous)
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled  
 RESOLVED with regard to the four remaining vacancies, to place a notice in Hardwick Happenings and on the website, to encourage candidates at village events such as Pippins on Saturday, which the Chairman is to attend.

On a proposition by the Chairman the order of business was varied.

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

Helen Taylor and Paul Quigley of SCDC reported on the upgrade to LED lighting, and the pilot scheme with two parish councils in the district. This should result in a reduction of 79% on energy bills per annum and have an environmental benefit. Helen Taylor will provide a more detailed plan of the lights and locations, and return to a future meeting for feedback. Paul Quigley clarified the SCDC view and procedure for additional lights if requested by the Parish Council. The Parish Council pays for the electricity costs to CCC and SCDC maintain the lights. Since 2005-06 SCDC has not adopted any new lights. Three lights are being moved under condition 30 of the Grace Crescent development. It was noted that £15,000 had been provided for in the S106 agreement for new lighting for the benefit of the new residents. The Parish Council could ask SCDC if it will adopt these. Shields can be installed if any “back spill” of light occurs, although that is unlikely as the focus of the lights is on the footway.

6. Review of delegation arrangements to committees, working groups, employees and other local authorities  
 The Clerk advised that working groups should not consist of a majority of members.  
 RESOLVED that the following working groups and member responsibilities be agreed: (Prop PJ, 2nd MC, unanimous)

Planning Working Group – Cllrs Gill and Cllr Joslin.

Tree Working Group – Cllrs Gill and Joslin.

Play area inspections – RESOLVED Cllr Cassey: St Mary’s play area; Cllr Gill: Worcester Avenue and Grenadier Walk; Cllr Wellbelove: Skate Park and Egremont Road play area. (Prop PJ, 2nd AG, unanimous)

Newsletter –Cllr Gill

Notice board – Cllr Wellbelove.

Website liaison and Webmaster – Cllr Rose.

RESOLVED to look into allowing access to Hardwick Happenings and village organisations to have access to their pages.

Village Development Plan – Cllr Cassey.

Fact finding in preparation for meetings – the Chairman.

Neighbourhood Plan Working Group – Cllrs Gill and Joslin.

Parish Paths Partnership – Cllr Joslin.

Coalition of Parish Councils – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin and Rose.

Local Liaison Forum – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin and Rose.

SCDC Planning Forum – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin and Rose.

New Community Hall – Cllr Rose. (Cllr Cassey already attends as the Village Plan representative). The Parish Council will consider the involvement of other Parish Council members as required during the year.

New developments and S106 – Cllr Rose.

Community Bus scheme – Cllr Cassey.

Chivers liaison – The Chairman.

Healthcare campaign for healthcare in Hardwick – Cllr Cassey.

7. Review of the terms of references for committees and working groups  
RESOLVED that the terms of reference should remain the same as at May 2015, as follows:  
“The members with areas of responsibility are asked to research and attend meetings relating to their area of representation and to report regularly to the Parish Council. Members are also asked to make clear recommendation for action as and when appropriate. Members should have due regard for the Parish Council’s Standing Orders at all times”.
8. Receipt of nominations to existing committees and working groups  
Taken under Item 6.
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.  
Taken under item 6.
10. Review and adoption of standing orders, financial regulations risk assessment arrangements and other policies  
RESOLVED to defer consideration of Standing Orders, financial regulations, risk assessment and other policies to the next meeting.

11. Review of arrangements, including any charters, with other local authorities and review of contributions made to and expenditure incurred by other local authorities  
RESOLVED that the arrangements for street lights and parish paths partnership should continue.
12. Review of representation on or work with external bodies and arrangements for reporting back  
Taken under item 6.
13. Review of inventory of land and assets  
RESOLVED to note the following:  
CB33261 Recreation Ground Egremont Road  
CB344914 POS adjacent to St Mary's, Main Street  
CB108166 Limes Estate Amenity Land includes land at Sudeley Grove and off Egremont Road  
CB45196 POS Grenadier Walk, POS Bramley Way, Land off Pippin Walk  
CB284680 land south side of Laxton Ave  
CB59751 Land lying to the south and west of Ellison Lane and land lying to the north of Laxton Ave  
CB390106 Pavilion, Egremont Road leased to Hardwick Sports and Social Club  
CB289360 an area of Hardwick Playing Field, Egremont Road – leased to the Scouts for their Scout Hut.  
RESOLVED to note areas included on the grass cutting maps which do not appear on the Council's lands titles or are registered to a third party include:-  
- Land at Blenheim Way, Worcester Ave/Ellison Lane junction. Lambourne Road and Worcester Ave Play area registered to Beezer Homes on Title CB7939  
- Land on Limes Road opposite Ellison Way to the School CCC highway verge.
- RESOLVED to approach CCC to ask if it is willing to contribute towards the Parish Council maintenance of the County Council's land near the school.  
RESOLVED to write to Beezer Homes (Persimmon) to ask them to transfer the land to the Parish Council as this had obviously been overlooked when the other parcels were transferred.
14. Review and confirmation of arrangements for insurance cover in respect of all insured risks  
Confirmed. Information on cover for GDPR is outstanding from Zurich.
15. Review of the Council's and/or employees' memberships of other bodies  
RESOLVED to note the Clerk's membership of SLCC and ILCM.  
RESOLVED to defer consideration of the Council's membership of other bodies to the next meeting.
16. Review of the Council's complaints procedure  
RESOLVED that no change is required at this time.
17. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998  
RESOLVED that requests made under the FOIA and GDPR should continue to be dealt with by the Clerk.
18. Review of the Council's policy for dealing with the press/media  
RESOLVED that complaints should continue to be dealt with by the Chairman and Clerk together. If a member is approached they should state that it is their own personal opinion and not necessarily that of the Council.

19. Setting the dates, times and place of ordinary meetings of the full Council  
RESOLVED that meetings should continue to be held on the fourth Tuesday of each month at 7.00 pm. Consideration of holding meetings at other times is to be an agenda item for the next meeting.
20. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business  
RESOLVED that members have application forms if they require dispensations.
21. Review of banking arrangements and appointment of any bank signatories  
The banking arrangements were reviewed.  
RESOLVED that the signatories should be Cllrs Joslin, Gill and Rose.  
RESOLVED to remove any signatories that are no longer members from the bank mandate.
22. Member training arrangements  
RESOLVED that the Clerk should book members on training as and when required.

**Open Public Session including reports from the County & District Councillors (continued)**

A resident expressed a wish to hold a car boot sale at the Pavilion to raise funds for the Play Parks project. This is to be an agenda item for the next meeting.

A resident of Main Street spoke about the upgrade of the pathway and lighting and expressed the view that if money was available it would be better spent on the stretch between the Church and Cahills Corner as it was darker along that section and the pathway was also narrower there.

A resident volunteered to monitor the St Mary's Church play park.

County Cllr Lina Joseph reported on:

- Highways and the allocation of £1.6m on potholes
- Public sector reform by the Mayor
- Strategic transport review taking place now with the Combined Authority/Greater Cambridge Partnership
- The continued push for light rail
- The relocation of Shire Hall resulting in £45m savings

Cllr Joseph was thanked for her assistance on a site visit with a member.

District Cllr Grenville Chamberlain's previously circulated written report covered:

- The composition of SCDC following the recent elections and Council members
- The Cambourne to Cambridge busway
- Gas works due to start in Cambridge Road near the burnt out building.

**23. To approve apologies for absence**

Apologies were received from Cllr Wellbelove (out of parish) and District Cllr Grenville Chamberlain.

**24. Declaration of interests**

**24.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held**

Cllr Rose declared a non-pecuniary interest in item 29.1 as a life member of HSSC, and a non-pecuniary interest in item 26.2 as a member of the Community Centre working group.

Cllr Gill declared an interest in item 31.1 as a member of the Community Room Trustees.

Cllr Cassey declared an interest in items 30.1.3 to 30.1.8.

Cllr Rose declared a non-pecuniary interest in item 26.1.

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

None.

**25. To approve the minutes of the last meeting**

Taken earlier under item 4.

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

- 26.1 (4.1) To consider quotes for two additional external lights at the pavilion

RESOLVED that the Chairman should speak to the Pavilion manager and if the contract has not been fulfilled, to replace the existing lights the contract with Mr Quinn be cancelled and a contract issued to Thompson Electrical (Cambridge) Ltd; for both the replacement and new lights. If the contract has been completed, the Clerk was delegated to issue Thompson Electrical (Cambridge) Ltd with the contract for the new lights (excluding item 7) and negotiate a new price.

- 26.2 (7.1) To consider report and recommendation of the Community Centre Working Group

RESOLVED to defer this item to the next meeting as negotiations with the Scouts were ongoing and information on the request that the Council takes out a loan had not been received.

**27. To consider resolution from the Annual Parish Meeting**

“This meeting calls for the elected representatives of the village to press the authorities to deliver Main Street, Hardwick with a fit for purpose footway/cycleway between the north and south of the village such that two users – walkers/ pram pushers/ toddlers/ cyclists/ wheelchair users – can safely travel side by side or pass each other without being threatened by traffic on their shoulder or having to go onto mud and grass for their journey, and that such footway shall be in place within the next 12 months.”

The Chairman reported on the email from Simeon Carroll, CCC Highways Officer. CCC will side out the footway. A quotation has been requested and when approved works will be put in hand. A resident has trimmed back the encroaching hedge in Main Street.

RESOLVED that the Chairman should report to CCC one tree which is on the corner by the path to St Mary’s Church. Cllr Rose is to email a photograph to the Chairman.

RESOLVED having considered the Chairman’s report on his meeting in response to the resolution at the Annual Parish Meeting, the Parish Council has taken the matter up with CCC and CCC have agreed to the above works. They have stated that the remainder is cost-prohibitive, but there will be a considerable improvement. The footpath will be increased between 6-15 inches in various places.

CCC has raised an order to raise the kerbing between 52-56 Main Street. There will be improved lighting between the Blue Lion and the Church. The pathway is expected to be wide enough for someone in a wheelchair or pushing a double buggy. RESOLVED that the Parish Council will review the matter again when the works have been done. (Prop MC, 2nd AG, unanimous)

**28. To consider small grants recommended by the Annual Parish Meeting - £250 each to Hardwick Rainbows, Hardwick Play Parks, Hardwick Mothers and Toddlers and Hardwick Pre-School**

RESOLVED that the Parish Council approves grant funding as follows (28.1-28.4):

- 28.1 Hardwick Rainbows £250. (Prop SR, 2nd AG, unanimous)
- 28.2 Hardwick Play Parks £250 subject to any underspend on the project being returned to the Council (Prop SR, 2nd PJ, unanimous)
- 28.3 Hardwick Mother and Toddler Group £250. (Prop SR, 2nd PJ, unanimous)
- 28.4 Hardwick Pre-school £250. (Prop SR, 2nd PJ, unanimous)

Thanks were received from the Brownies for last year's grant.

**29. To consider any correspondence / communications received**

- 29.1 Hardwick Sports and Social Club – table tennis tables and request for financial support

RESOLVED to respond that the Parish Council has recently had a lot of expenditure on the Pavilion and therefore did not wish to support this particular request. (Prop SR, 2nd AG, unanimous)

- 29.2 CCC – Millers Way

RESOLVED that the Parish Council supports Millers Way becoming a Right of Way. RESOLVED to look at maintenance at a future meeting. (Prop PJ, 2nd SR, unanimous)

- 29.3 Hill – Offer of transfer of Public Open Space

RESOLVED to note that the Grace Crescent application was given approval by SCDC on 11 May 2018. This excludes the footpath to Sadlers Way.

RESOLVED to defer this matter to the next meeting as the Parish Council wishes to know what funds are on offer.

RESOLVED to ask Glyn Mutton about the amount of money and what play equipment will be provided.

RESOLVED to ask James Fisher of SCDC what amount SCDC might expect.

RESOLVED to ask Herts and Cambs Grounds Maintenance what the maintenance of the Public Open Space might cost, and to included the landscaping plans and Hills plans.

- 29.4 Consultation on draft Public Bodies (Websites and Mobile Applications) Accessibility Regulations 2018

RESOLVED to write to CAPALC asking NALC to lobby for an exemption for all parish councils, as they do not currently comply, have no view on monitoring and enforcement, and it is not reasonably practical for an organisation of Hardwick Parish Council's size to comply.

**30. To consider any planning applications and decision notices and tree works applications**

- 30.1 Planning applications

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

The meeting was briefly suspended at 9.55 pm until 10.10 pm to enable residents to comment.

- 30.1.3 S/1538/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 30 (Scheme for the upgrading of the public footpath and street lighting) and 31 (Details of a scheme for the provision of 10 cycle stands) of planning permission S/1694/16/OL

RESOLVED to respond that the Parish Council notes that the scheme only covers a small part of Main Street i.e. the Blue Lion to St Mary's Church, and the requirement was for a scheme upgrade along Main Street. In the Parish Council's opinion this needs to be between Portway and Cahills Corner (the junction of Main Street &

Cambridge Road). Therefore the Parish Council objects as the condition is not satisfactorily discharged.

RESOLVED that the Chairman and Cllr Rose speak to Rebecca Ward of SCDC and ask for clarification of condition 30 and 31 via a site meeting. With regard to condition 31, the Parish Council needs information on the ownership and maintenance of cycle storage racks.

30.1.4 S/1443/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 10 (Foul water drainage) and 12 (Surface water drainage)

Noted.

30.1.5 S/1537/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 27 (Details of type of piling and mitigation measures) and 35 (Details of scheme for the provision of additional parking) of planning permission S/1694/16/OL

Noted.

30.1.6 S/1620/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 15 (Site waste management plan, written strategy for minimisation of noise vibration and dust, contractors' access arrangements, contractors' site storage areas and parking for contractors' vehicles) of planning permission S/1694/16/OL

Noted.

30.1.7 S/1068/18/DC – Agricultural field west of Grace Crescent – Discharge of conditions 16 (Boundary treatment), 24 (Ecology) and 34 (Location of allotments) of outline planning permission S/1694/OL

RESOLVED to respond that the location of the allotments are shown to be sited adjacent to the balancing pond which will be in the wettest area of the development.

30.1.8 S/1046/18/DC – Agricultural field west of Grace Crescent – Discharge of conditions 7 (Tree protection) and 32 (Badger activity) of planning permission S/1694/16/OL

Noted.

30.1.1 S/1510/18/FL – 6 Egremont Road – Extension following demolition and removal of existing garage/storage

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

30.1.2 S/1481/18/FL – 303 St Neots Road – Rear extension (following removal of existing conservatory) including raising of height

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

30.1.9 S/1397/18/DC – 68 Limes Road – Discharge of Condition 4 (Surface and foul water drainage) of planning permission S/4409/17/DC

Noted.

30.1.10 S/1301/18/FL – 6 Portway Road – Proposed front extension and garage conversion

RESOLVED that the Parish Council supports the application. (Prop PJ, 2nd AG, unanimous)

On a proposition by the Chairman, the meeting was suspended at 10.15 pm to enable a resident to speak. The meeting resumed at 10.16 pm.

30.2 SCDC and appeal decision notices - to note

30.2.1 S/1052/18/NM – 26 Main Street – Non-material amendment of planning permission S/1945/17/FL – Permission granted.

30.2.2 S/0922/18/NM – Agricultural field west of Grace Crescent – Non-material amendment of planning permission S/1694/16/OL – Permission granted.

30.2.3 S/1022/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 25 (housing mix) and 36 (storey heights) - Permission granted.

30.3 Tree works applications

None.

**31. Members reports and items for information only unless otherwise stated**31.1 New Housing Developments and Planning Obligations

Cllr Rose reported that the Community Centre working group were looking at the location with the Scouts using the space in the Community Centre.

**32. Finance, risk assessment and procedural matters**32.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers

RESOLVED to note that there had been two cuts of the area under the trees.

32.2 To receive play areas and skate park inspection reports

Taken earlier.

32.3 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 Herts and Cambs Ground Maintenance (Grass cutting) £282.00. (Prop PJ, 2nd AG, unanimous)

Cambs Cricket Ltd (Fertiliser)	£150.00
P Joslin (APM expenses)	£19.42
Herts & Cambs Ground Maintenance (Grass cutting)	£66.00
LGS Services (Admin support)	£1359.67
CAPALC (Affiliation fee)	£477.54
Salary	£90.36
Salary	£135.72
NEST (Pension contributions) (DD)	£166.75

Credits, including receipt of the precept, were noted.

**33. Closure of meeting and items for the next agenda**

The General Power of Competence is to be an agenda item for the next meeting<sup>(MC)</sup>.  
Cllr Cassey is to assist with distributing the speed stickers.

There was no further business and the meeting closed at 10.45 pm.

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