

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

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

In attendance: 3 members of the public including Clare McGowan (Hardwick Play Parks), and Mrs A Griffiths (Minutes Secretary, LGS Services).

**Open public session including reports from the County and District Councillors**

Chris Cracknell on behalf of the Hardwick Sports and Social Club reported problems with the drains at the Pavilion, which had caused a foul smell. The Dyno-Rod engineer had found very little water in the exit pipe in the ladies' toilet, whilst by the patio it was full of water, and was of the opinion that the problem was caused by the extreme heat drying out the ground. The Club thought that it might be necessary to lift the paving stones and re-lay the pipe, and asked the Parish Council to arrange for action to be taken quickly to survey and remedy the problem quickly.

County Cllr Lina Joseph's written report had already been circulated.

The Chairman read out the report of the District Councillor, who had conveyed his apologies. This covered:

- Unauthorised encampments. A review is to be submitted to Cabinet in the autumn.
- Planning Committee meetings will now be held on the second Wednesday of each month.
- A conference on the Cambridge to Oxford Express way
- The Greater Cambridge Partnership consultation on Greenways and forthcoming consultation events. It was observed that there was a proposed Cambridge to Comberton Greenway and information was available on the website.

On a proposition by the Chairman, it was agreed to vary the order of business to bring item 6.7 forward.

**1. To approve apologies for absence**

Apologies had been received from District Cllr Chamberlain.

**2. Declaration of interests**

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

Cllr Cassey declared an interest in item 5.2 (Website) and the existence of his dispensation to speak and vote; also in any item concerning the proposed Community Centre as a member of the Community Centre Working Group, and the existence of his dispensation; and in item 6.4 (Village Plan) where he indicated his intention to abstain as he felt his dispensation was ambiguous.

Cllr Joslin declared an interest in item 6.3 as a member of the WI.

Cllr Gill declared an interest in item 8.1 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 15 May**

RESOLVED that the minutes of the meeting on 15 May be approved and signed by the Chairman as a true record, after the following amendments: <sup>(Prop PJ, 2nd MC, carried with 4 in favour and 1 abstention)</sup>

- under the Open session, line 11, change “back spit” to “back spill”
- under item 6, Play Area inspections, amend to read: “Cllr Cassey: St Mary’s play area; Cllr Gill: Worcester Avenue and Grenadier Walk; Skate Park and Egremont Road play area – Cllr Wellbelove.” On a proposition by the Chairman the meeting was briefly suspended to ask Clare McGowan whether the members of the Play Park group would be able to undertake the play area checks. Ms McGowan indicated that this would not be possible because of work commitments. The meeting resumed. Cllr Wellbelove offered to carry out the checks for all the play areas. It was agreed that this proposal should be taken under Matters Arising.
- under item 29.1, amend wording to read “the Parish Council has recently had a lot of expenditure on the Pavilion and therefore did not wish to support this particular request.”
- On page 602, delete first sentence “Resolved to add that.... Satisfactorily discharged.”
- Under item 30.2, change numbering of sub-headings from 29 to 30.

**4. Co-option to fill vacancies following election – to consider any applications received**

None.

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

**5.0.1 Play area inspections**

RESOLVED that Cllr Wellbelove be appointed to carry out the play area checks for all the play areas. <sup>(Prop PJ, 2nd AG, carried with 4 in favour and 1 abstention)</sup>

**5.1 (Open) Request to hold a fundraising car boot sale at the Pavilion**

RESOLVED to respond to the resident that in principle the Parish Council has no objection to his holding a car boot sale on the Pavilion car park, subject to it being held at a time that will not inconvenience HSSC, and subject to the organisers holding the appropriate public liability insurance cover, and a written risk assessment being sent to the Clerk in advance. <sup>(Prop SR, 2nd PJ, unanimous)</sup> Clare McGowan will find out and advise the Parish Council of the resident’s contact details.

**5.2 (6) Website – to consider allowing access for Hardwick Happenings and village organisations to have access to their pages**

RESOLVED that the Parish Council has no problem with Hardwick Happenings being able to access and edit their pages on the website, but that this facility be restricted to Hardwick Happenings only. RESOLVED that Cllr Rose should inform Hardwick Happenings accordingly. <sup>(Prop AG, 2nd PJ, unanimous)</sup>

**5.3 (10) Consideration of Standing Orders, financial regulations, risk assessment and other policies**

The Council reviewed the new NALC model Standing Orders. Cllr Cassey reported and following discussion the following recommendations were made:

- Under Section 1, Rules of Debate, to delete clauses g, l, m, n, o, p and t.
- Under Section 3, Meetings Generally, clause c, delete the optional paragraph after “or.” Consideration of Clause l was deferred to later in the meeting.

- Under Section 9, Motions for a meeting that require written notice to be given to the Proper Officer, to delete clauses b-h of section 9 as they do not reflect the Council's practice.
- Under Section 13, Code of Conduct and Dispensations, delete clause c.
- Under Section 15, Proper Officer, the Clerk's advice is to be sought in relation to Clause xvi.
- Under Section 18, Financial Controls, Clause D – delete.
- Section 19, Handling staff matters, requires simplification. The Clerk is to be asked to go through this item and draft a simplified version that applies to the Parish Council.
- Section 20, Responsibilities to provide information, clarification is to be sought from NALC.
- Section 23, Execution of sealing of legal deeds, clarification to be sought from the Clerk regarding the Common Seal.
- Section 26, Standing Orders generally, a recommendation to consider whether the Parish Council is prepared to accept the practice of a Minutes Secretary attending the meetings in place of the Clerk. This was deferred to the next meeting.
- Section 1, Rules of Debate, clause 1, recommendation that a person speaking should raise their hand but not stand to speak; the Chair may ask them to stand but if they are unable, they may sit.

RESOLVED that the above recommendations be accepted and items deferred to the next meeting where specified above. (Prop MC, 2nd AG, unanimous)

At 8.07 pm on a proposition by the Chairman the meeting was suspended to allow members of the public to comment. The meeting resumed at 8.10 pm.

RESOLVED that consideration of financial regulations, risk assessment and other policies be deferred to the next meeting.

5.4 (15) Consideration of the Council's membership of other bodies

RESOLVED that the Parish Council's membership of CAPALC and the Community Association should continue. (Prop SR, 2nd AG, unanimous)

5.5 (19) Consideration of holding meetings at other times

Cllr Cassey spoke to his suggestion for holding Parish Council meetings at other times such as on Saturdays during the Pippins Coffee Morning or at weekends.

RESOLVED to seek the Clerk's advice on the procedure for holding Parish Council meetings at other times and to defer this item to the next meeting.

5.6 (26.2) To consider report and recommendation of the Community Centre Working Group and the request that the Parish Council takes out a loan

RESOLVED to defer this item to a future meeting. Cllr Rose will report generally under item 8.1.

5.7 (29.3) Hill – offer of transfer of public open space

RESOLVED to accept the recommendation of James Fisher of SCDC that the Parish Council leaves it to a later date before considering whether the Parish Council wishes to adopt and take on the maintenance of the LEAP and the allotments, and to respond that the Council feels it is premature to consider whether to adopt these areas. (Prop SR, 2nd PJ, unanimous)

5.8 (33) The General Power of Competence

RESOLVED to seek the Clerk's advice regarding the requirements for the General Power of Competence as regards the number of elected councillors and the

qualifications of the Clerk. Cllr Cassey offered to distribute information to all members.

At 8.25 pm, on a proposition by the Chairman, it was agreed to vary the order of business to take item 6.7 at this point.

6.7 Cambridge Community Foundation – Hardwick Play Parks Expression of Interest to the Amey Community Foundation for funding towards play equipment in Hardwick

The meeting was briefly suspended to enable Clare McGowan to speak to the request. She outlined the request for the Parish Council to complete the form Part B and confirm that the Parish Council is the owner of the land and supports the application. The meeting resumed.

RESOLVED, noting that the equipment is checked by RoSPA annually and is subject to monthly checks by the Parish Council, with repairs carried out as necessary, that the Chairman be authorised to complete the sections of Part B as necessary on behalf of the Parish Council, in consultation as necessary with the Parish Clerk, and to submit the application. (Prop SR, 2nd PJ, unanimous)

The Parish Council congratulated the Play Parks committee on their good work.

6. Correspondence/communications received

On a proposition by the Chairman it was agreed to take items 6.1 and 6.2 together.

6.1 Resident – recommendation that the area on the far side of the recreation ground under the trees was to be cut once a month to improve the area and prevent small tree re-growth and

6.2 Herts and Cambs Ground Maintenance – termination of grass cutting contract – to consider how the remaining period be covered

RESOLVED to note that following the termination of the contract by Herts and Cambs Ground Maintenance without explanation, the Chairman in conjunction with the Clerk had contracted CGM for four weeks for the grass cutting.

RESOLVED having considered the quotation from CGM to accept the CGM quote and extend the contract to the end of 2018, but to stipulate that the strimming around the Church Play area, which did not appear to have been carried out, forms part of the contract and must be included. (Prop AG, 2nd PJ, unanimous)

RESOLVED with regard to the grass cutting contract from 2018 onwards, to inform CGM that the Parish Council will be commencing the tender process for 2019 – 20 later in the year and would very much like them to tender at that time.

Consideration was briefly given to the possibility of recourse. The advice from CAPALC was noted.

6.3 WI – request for bulb planting

RESOLVED to respond that the Parish Council has no objections in principle but would like them to provide a planting plan. (Prop SR, 2nd AG, unanimous)

6.4 Village Plan committee request for additional funding

Cllr Cassey, having previously declared an interest in this item, left the meeting at 9.05 pm.

RESOLVED to approve the request for funding of £500.00 for the renewal of Survey Monkey and other expenses, and to ask the Village Plan Committee to provide the results of the survey. (Prop SR, 2nd AG, unanimous)

Cllr Cassey re-joined the meeting at 9.10 pm.

6.5 CCC Local Highways Improvement Scheme 2018-2019 – Invitation to bid

At 9.15 pm, on a proposition by the Chairman, the meeting was briefly suspended to enable a resident to speak. The meeting re-opened at 9.23 pm.

On a proposition by the Chairman, it was agreed to vary the order of business to include item 8.2 along with consideration of the LHI scheme.

- 8.2 Proposal that the Council considers the installation of electronic speed signs  
RESOLVED that Cllr Joslin be appointed to request a time extension from CCC and to request a free survey from the supplier to establish where in the village an electronic speed sign would be most effective. (Prop PJ, 2nd DW, unanimous)
- 6.6 Residents – dead trees in woodland behind Sudeley Grove – to consider recommendation and quotations if received  
RESOLVED, having considered two quotations, to seek revised quotations for the removal of the trees without inclusion of the bramble removal.
- 6.7 Cambridge Community Foundation – Hardwick Play Parks Expression of Interest to the Amey Community Foundation for funding towards play equipment in Hardwick  
Taken earlier.
- 6.8 Cambridgeshire Police – Hardwick Anti-Social Behaviour Plan and consider complaint from the Scouts for vandalism to the Scout Hut  
RESOLVED to note that the Parish Council had put in place litter picking to clear the area and that the tarpaulin and picnic table had been removed. The PCSO had reported that their patrols had been increased.  
RESOLVED, given that the Parish Council felt that it had done all it could and was not responsible for the vandalism, to respond to the Scouts that the Parish Council is sympathetic with regard to the problem of vandalism, but is unable to assist them with the costs of repair. (Prop AG, 2nd DW, unanimous)
- 6.9 Resident – Request to purchase strip of land on green area adjacent to 96 Limes Road  
RESOLVED, given that it is not the Parish Council's practice to sell off Council owned land, and that this would be encroaching on recreational land, to respond to the resident that the Council does not wish to sell off council owned land. (Prop AG, 2nd MC, unanimous)
- 7. Planning Applications and Decision notices and tree works applications**
- 7.1 Planning applications received since the last meeting  
On a proposition by the Chairman, the order of business was varied.
- 7.1.2 S/1719/18/FL – Plot of land behind St Mary's Church, off Main Street Hardwick and adjacent to the Rectory and The Old School House (48) – Church Hall – to note response made between meetings – The Parish Council supported the application unanimously  
Noted.
- 7.1.1 S/1705/18/FL – Land adj to 3 Lark Rise – Proposed dwelling  
The Consultation deadline had already passed.
- 7.1.3 S/2038/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 14 (Travel plan) of planning permission S/1694/16/OL  
Permission already granted by SCDC.
- 7.1.4 S/2037/18/DC - Agricultural field west of Grace Crescent – Discharge of condition 19 (External lighting) of planning permission S/1694/16/OL  
Permission already granted by SCDC.
- 7.1.5 S/2036/18/DC - Agricultural field west of Grace Crescent – Discharge of condition 29 (Electronic vehicle charging) of planning permission S/1694/16/OL  
Permission already granted by SCDC.
- 7.1.7 S/2404/18/FL – 27 Laxton Avenue – Two storey side and rear extension

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

7.1.10 S/2580/18/FL – 31 Cambridge Road – Two storey rear extension and front dormer  
RESOLVED that the Parish Council supports the application. (Prop AG, 2nd PJ, unanimous)

7.1.6 S/2311/18/FL – Land at St Neots Road, Dry Drayton – New access

It was noted that this application was in Dry Drayton Parish but the Parish Council wished to comment as there was an impact on Hardwick.

RESOLVED to respond that the Parish Council objects to the application as it will create more traffic movements in the area, bring more traffic onto the A1303 and set a precedent to make the area more built up, as there will be more hardstanding in place, and this is not an industrial area. (Prop PJ, 2nd AG, unanimous)

RESOLVED to ask SCDC that the Parish Council should be notified of any planning applications in the area between the St Neots Road roundabout and the Caldecote roundabout, as they would have an impact on Hardwick, especially from the point of view of traffic.

7.1.8 S/2429/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 2 (Materials) of Reserved Matters application S/4551/17/R  
Noted.

7.1.9 S/2567/18/DC – 2 Laxton Avenue – Discharge of condition 9 (Foul water drainage) and 10 (Surface water drainage)  
Noted.

7.2 SCDC Decision Notices

7.2.1 S/0323/18/FL – 3 Laxton Avenue – Change of use from residential to a mixed use of residential and childminding business – Permission granted.  
Noted.

7.2.2 S/1067/18/LB – 26 Main Street – New rear extension and work around existing bread oven – Permission granted.  
Noted.

7.2.3 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 – Permission granted.  
Noted.

7.2.4 S/1189/18/FL – 9 Merton Walk – Single storey front extension – Permission granted.  
Noted.

7.2.5 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 – Permission granted.  
Noted.

7.2.6 S/1397/18/DC – 68 Limes Road – Discharge of condition 4 (Surface and foul water drainage) of planning permission S/4409/17/DC – Permission granted.  
Noted.

7.2.7 S/4551/17/RM – Agricultural field west of Grace Crescent – Application for approval of reserved matters for layout, scale, appearance and landscaping (not EIA) for the erection of up to 98 dwellings and associated works following outline planning permission S/1694/16/OL – Permission granted.  
Noted.

7.2.8 S/1042/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 23 (Fire hydrants) of planning permission S/1694/16/OL – Permission granted.  
Noted.

7.2.9 S/1043/18/DC - Agricultural field west of Grace Crescent – Discharge of condition 28 (Archaeological work) of planning permission S/1694/16/OL – Permission granted.

Noted.

- 7.2.10 S/1044/18/DC - Agricultural field west of Grace Crescent – Discharge of conditions 11 (Renewable energy) and 13 (Noise impact assessment) of planning permission S/1694/16/OL – Permission granted.

Noted.

- 7.2.11 S/1045/18/DC - Agricultural field west of Grace Crescent – Discharge of condition 8 (Contamination and remediation) of planning permission S/1694/16/OL – Permission granted.

Noted.

- 7.2.12 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 – Permission granted.

Noted.

- 7.2.13 S/1443/18/DC - Agricultural field west of Grace Crescent – Discharge of conditions 10 (Foul water drainage) and 12 (Surface water drainage) of planning permission S/1694/16/OL – Permission granted.

Noted.

- 7.2.14 S/1746/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 20 (waste management) of planning permission S/1694/16/OL – Permission granted.

Noted.

- 7.2.15 S/1794/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 9 (Construction phasing programme) of planning permission S/1694/16/OL – Permission granted.

Noted.

- 7.2.16 S/1481/18/FL – 303 St Neots Road – Rear extension (following removal of existing conservatory) including raising roof height – Permission granted.

Noted.

- 7.2.17 S/1693/18/DC – 26 Main Street – Discharge of Condition 4 (Works schedule) of Listed Building consent reference S/1067/17/LB – Permission granted.

Noted.

- 7.2.18 S/1301/18/FL – 6 Portway Road – Proposed front extension and garage conversion – Permission granted.

Noted.

### 7.3 Tree Works Applications

- 7.3.1 S/2388/18/TC – Blue Lion, 74 Main Street  
Already approved by SCDC.

## 8. Members reports and items for information only

### 8.1 New Housing Developments and Planning Obligations

Cllr Rose reported on a meeting between the Community Centre Working Group and the Scout and Guide Hut Committee to explore the possibility of the Scouts and Guides surrendering their lease to enable the new Community Centre to be built on the skate park and the site of the Scout and Guide Hut. It had seemed evident that the Scouts and Guides did not really wish to give up the facilities they presently enjoyed, and that proposal was therefore not likely to proceed.

Following visits to the Melbourn Hub, and previously the Gamlingay Eco Hub, the Working Group had asked the new Planning Officer to visit the site and update the report received 18 months ago from David Thompson listing the options for the proposed location. Cllr Rose suggested that when the Planning Officer had taken a look and given advice, the next step would be to obtain outline plans from architects and commence discussions with the village.

Cllr Rose outlined the timescale for the receipt of the S106 money, with the first tranche of £150,000 due after the first property was occupied, and the last two years later. It was suggested that the Parish Council should look into the possibility of a bridging loan and Cllr Rose undertook to look into loans from the Public Works Loan Board. Citing the experience of other councils, he felt there could be some potential flexibility in the amount that could be borrowed.

The Reserved Matters planning application for the St Neots Road development was still awaited.

Consideration of cutting back the overgrowth on the hedgerow adjacent to the Pavilion while preserving the protected trees is to be an agenda item for the next meeting. Cllr Rose will ask the Planning Officer if he can be present when she carries out the site visit.

8.2 Proposal that the Council considers the installation of electronic speed signs

Taken earlier.

8.3 Proposal that the Council considers requesting a map from CCC with a view to registering the old access route adjacent to Meridian Close on the definitive map

RESOLVED to request the relevant section of the 1926 Ordnance Survey map from James Stringer at the County Council. (Prop PJ, 2nd AG, unanimous)

8.4 Proposal that the Council clears all the brambles from the woodland to the rear of Sudeley Grove

RESOLVED to defer this matter to the next meeting to enable members to take a look at the area.

8.5 Proposal that the Council expresses an interest in undertaking a Village Design Statement

RESOLVED, in view of the short time available, not to proceed at this time.

**9. Finance, procedure and risk assessment**

9.1 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:

- Book Cllr Cassey onto LCPAS training at a cost of £35.00. (June)
- The Clerk together with the Chairman used delegated powers to issue a grass cutting contract for four weeks.
- Used delegated powers between meetings to respond on the following planning application:  
S/1719/18/FL – Plot of land behind St Mary's Church, off Main Street Hardwick and adjacent to the Rectory and The Old School House (48) – Church Hall - The Parish Council supported the application unanimously.
- Contract Dyno-Rod to attend the Pavilion to unblock the drains.

9.2 To receive play areas and skate park inspection reports

RESOLVED to receive the reports for the Skate Park, Worcester Avenue and Grenadier Walk play areas, and to note that no action was considered necessary at this time.

Cllr Wellbelove gave a verbal report on the Egremont Road play area. RESOLVED to ask RPM to attend to the rubber surfacing around the tractor where a gap had formed.

RESOLVED, in view of the lateness of the hour, to defer items 9.4 and 9.5 to the next meeting.

9.3 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 Dyno Rod (Pavilion drains) £156.00, <sup>(Prop PJ, 2nd AG, unanimous)</sup> except for the outstanding payment in favour of Herts and Cambs Ground Maintenance for £1350.00, which is to be placed on hold for the time being on the basis that by having to take on a new contractor the Council has suffered financially. <sup>(Prop SR, 2nd DW, unanimous)</sup>

LCPAS (Internal audit)	£200.00
LCPAS (Training)	£40.00
LCPAS (DPO)	£150.00
Complete Weed Control (Weed treatment)	£480.00
LGS Services (Admin support)	£1387.94
SCDC (Election fees)	£135.00
LGS Services (Admin support)	£1370.49
HMRC (PAYE)	£135.40
Salary	£135.72
Salary	£90.36
Playsafety Ltd (Play inspection)	£399.00
Hardwick Play Parks (S137)	£250.00
Hardwick Pre-School (S137)	£250.00
Hardwick Rainbows (S137)	£250.00
Hardwick Mothers and Toddlers (S137)	£250.00
Salary	£90.36
Salary	£135.72
NEST (Pension) (DD)	£166.75

Credits, including bank interest and rent received, were noted.

9.4 To consider the RoSPA reports

Deferred to the next meeting.

9.5 Appointment of Internal Auditor for FY2019

Deferred to the next meeting.

9.6 August meeting – change of venue to The Pavilion

RESOLVED to note the change of venue for the meeting on 28 August as the School is unavailable.

**10. Members' items for the next agenda and for the Clerk's information and Closure of meeting**

The removal of the overgrowth on the eastern side of the hedge to the south of the Pavilion (on the other side of the car park) is to be an agenda item for the next meeting.

A proposal for delegating authority to the Clerk for expenditure on legal action to prevent illegal encampments is to be an agenda item for the next meeting.

A proposal was made to invite Adrian van der Weye (deputy to Bridget Smith) to a future meeting to talk to the Parish Council about an independent access from Bourn Airfield onto the A428. RESOLVED to wait until the Local Plan has been agreed.

Cllr Gill reported on an invitation to attend a meeting on Thursday in Cambourne regarding the Cambridge to Oxford expressway. He was asked to raise the issue of the narrowing of the A428 at Girton.

There was no further business and the meeting closed at 11.00 pm.

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