

Hardwick Parish Council
Minutes of the Meeting held on Tuesday 28 August 2018
at the Pavilion at 7.00 pm

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

In attendance: 1 member of the public, District Cllr Grenville Chamberlain 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 informed the Council that it was the Club's policy to close immediately and remain closed should any illegal occupation of the Recreation Ground occur.

It was suggested that an item be placed in Hardwick Happenings to give residents the opportunity to put forward suggestions for road names in the Grace Crescent development.

Cllr Rose arrived at 7.03 pm.

District Cllr Chamberlain reported on:

- Possible future congestion charging.
- Consultation on the new settlement of 11,000 homes at Waterbeach and its impact.
- His appointment to the Planning Committee. Cllr Chamberlain assured the Parish Council that this would not prevent him from calling in applications, representing the Parish Council, or voting on applications affecting Hardwick.
- The burnt out building was in the hands of the Enforcement Team.

Martin Cassey spoke on behalf of the Village Plan Committee and thanked the Council for the donation of £500.00. He commented on issues of communication and passed the raw data from the survey to the Parish Council. There was not as yet a finished plan as discussion would be required between the parties, as well as people willing to take actions forward. He highlighted the difficulties for the Group, being made up of volunteers, as well as the range of opinions held on the form the Plan should take, and thus there was no completion date currently in view. Interpretation of the data collected was more challenging but the Group would endeavour to be as quick as it could. The Parish Council thanked the Village Plan Committee for the data, which would allow the Council to make observations.

Cllr Chamberlain was asked for further information on the status of the burnt out building and when there might be a resolution, given the length of time this had been outstanding. Cllr Chamberlain reiterated that the matter was in the hands of the SCDC Enforcement team and the legal process was under way.

1. To approve apologies for absence

Apologies for anticipated lateness had been received from Cllr Rose.

2. Declaration of interests

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

Cllr Rose declared an interest in the tree application for Sadler's Close, as a neighbour, and a non-pecuniary interest in item 6.1 as a life member of HSSC.

Cllr Wellbelove declared an interest in item 6.1 as a member of HSSC.

Cllr Cassey declared an interest in the Sadler's Close tree application as a neighbour, and a non-pecuniary interest in item 9.1 as a member of the Hardwick Community Centre Working Group.

Cllr Gill declared an interest in item 9.1 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 24 July**
RESOLVED that the minutes of the meeting on 24 July be approved and signed by the Chairman as a true record. (Prop SR, 2nd PJ, unanimous)
4. **Appointment of Acting Clerk**
The Chairman reported on the appointment, after consultation with members, of Ben Stoehr as Acting Clerk during the absence of the Clerk on sick leave. The Parish Council expressed its best wishes to the Clerk for a speedy recovery and thanks to Mr Stoehr for his efforts.
RESOLVED that Mr Stoehr should continue in the role of Acting Clerk for three months at which time the position will be reviewed again. (Prop SR, 2nd AG, unanimous)
5. **Co-option to fill vacancies following election – to consider any applications received**
None received.
RESOLVED that the Chairman should place an item in Hardwick Happenings and that Cllr Rose should place an item on the website.
6. **Matters arising and carried forward from the last or previous meetings for discussion/decisions**
- 6.1 (Open) To consider quotations for drains at the Pavilion
RESOLVED to accept the quotation from New Civil's Construction Ltd (Quote 1) for £2160.00 plus VAT. (Prop SR, 2nd MC, unanimous)
RESOLVED that items 6.2 to 6.5 inclusive be deferred until later in the meeting and taken after item 9.
- 6.6 (6.5 and 8.2) CCC Local Highways Improvement Scheme and proposal for electronic speed signs
Cllr Joslin reported on her attendance on a Speedwatch course and on the sessions, which would assist in providing data on speeds and a vehicle count. RESOLVED that Cllr Joslin will report back when the data is received.
Cllr Joslin reported on proposals for the CamBed RailRoad, following a route north of the A428 to link Cambourne, Bourn Airfield, and Northstowe, as an alternative to the proposed southern route. The group promoting the route had offered to speak at parish council meetings if wished. This was deferred to a future meeting.
- 6.7 (6.6) Removal of dead trees in woodland behind Sudeley Grove – to consider revised quotations if received
RESOLVED to accept the quotation from CGM for £1140.00 plus VAT. (Prop MC, 2nd PJ, unanimous)
- 6.8 (6.7) Hardwick Play Parks Expression of Interest to the Amey Community Foundation, for funding towards play equipment in Hardwick – update and to consider any further action required
The Chairman reported on the submission of the Expression of Interest Form to Amey Community Foundation in the name of the Parish Council, along with supporting documents, followed by the submission of a second form. The outcome was awaited.

- 6.9 (8.4) Clearance of brambles from woodland behind Sudeley Grove – to consider revised quotations if received
RESOLVED, having considered two quotations, to accept the quotation from Oakes and Watson for £2320.00 plus VAT to clear the brambles, to be carried out after the removal of the trees. (Prop MC, 2nd SR, unanimous)
- 6.10 (9.3) To consider the outstanding invoice from Herts and Cambs Ground Maintenance
RESOLVED in the absence of a response from the contractors, to continue to hold the payment in abeyance until contact is made.
- 6.11 (9.4) To consider the RoSPA reports
RESOLVED to take the following action: (Prop AG, 2nd DW, unanimous)
- Grenadier Walk play area
- to check and monitor the swing chain shackle regularly
 - that Cllr Gill be appointed to clear the moss
 - to monitor the safety surface under the swing
- Worcester Avenue play area
- To arrange for the repair of a loose bolt at the top of the toddler swing
- Skate park
- To monitor uneven surfaces
- Egremont Road play area
- To arrange for replacement of broken slat with sharp edges on the tower slide.
- 6.12 (9.5) Appointment of Internal Auditor for FY2019
RESOLVED to re-appoint Julia Prior of LCPAS as Internal Auditor for FY2019. (Prop SR, 2nd AG, unanimous)
- 6.13 (10) Proposal for removal of overgrowth on the eastern side of the hedge to the south of the Pavilion and consideration of further control of the hedgerows on the recreation field
RESOLVED to seek quotations for cutting back the hedge on either side of the Pavilion on the eastern side to the original line of the hedgerow, taking it back to the tree line. (Prop SR, 2nd AG, unanimous)
- 6.14 (10) Proposal to delegate authority to the Clerk for dealing with illegal encampments
RESOLVED to consult the Acting Clerk regarding powers for dealing with illegal occupation of Parish Council land, including authority to act and budget.
- 6.15 (10) Proposal to invite Aidan Van de Weyer of SCDC to a future meeting
RESOLVED to invite Aidan Van de Weyer to the September or October meeting to discuss the access from Bourn Airfield development to the A428.
RESOLVED to ask Bourn Parish Council whether there was any up to date information from the Coalition regarding the outline planning permission for Bourn Airfield.
- 7. Correspondence/communications received**
- 7.1 Resident – request to cut overgrown hedge at 43 Cambridge Road
RESOLVED to accept the quotation from Oakes and Watson for £460.00 plus VAT. (Prop PJ, 2nd AG, unanimous)
- 7.2 Resident – request to cut back overgrown branches at the junction of Laxton Avenue and Ellison Lane
RESOLVED to accept the quotation from Oakes and Watson for £220.00 plus VAT. (Prop PJ, 2nd AG, unanimous)
- 7.3 Hill – Grace Crescent street names – request for suggestions

RESOLVED to consult residents via Facebook and to respond that the Parish Council would like to continue the “apple” theme but is also consulting the village for ideas and will report back after the September meeting.

7.4 SCDC consultation on Gambling (2005 Act) Policy
Noted.

7.5 To consider the Internal Audit report FY2018

RESOLVED, given that the comments on donations to the church differed from previous legal advice received, to ask LCPAS to clarify their comments on points 3 and 5 of the Previous Internal Audit section,

8. Planning Applications and Decision notices and tree works applications

8.1 Planning applications received since the last meeting

8.1.1 S/3137/18/VC – 175 St Neots Road – Removal of condition 4 (Number of users) of planning consent S/1256/18/FL for change of use of part of commercial unit from A1 pet store to D2 gym/personal and small group fitness training business

RESOLVED that the Parish Council supports the application. (Prop SR, 2nd AG, carried with 4 in favour and 1 abstention)

8.1.2 S/2693/18/FL – 28 Main Street – Works to barn to comprise re-roof in natural slate plus rooflights, re-clad in dark stained horizontal feather edge boarding, insert new windows and door. Internal subdivision to create lobby, WC, games room, home office and mower store. Work to garage walls to be clad in dark stained horizontal feather edge boarding

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

8.1.3 S/2853/18/DC – 26 Main Street – Discharge of condition 5aq (Precise details of all proposed windows and doors)

Noted.

8.1.4 S/2996/18/FL – 132 Limes Road – Addition of a brick built workshop, adjoining existing single brick built garage

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

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

RESOLVED that the Parish Council has no comments.

8.2 SCDC Decision Notices

8.2.1 S/3064/16/OL – Land South of 279 St Neots Road – Outline planning permission for a residential development of up to 155 dwellings following demolition of two existing dwellings, with areas of landscaping and public open space and associated infrastructure works with all matters reserved except for access – Permission granted.
Noted.

RESOLVED to write to Fiona Coulson of Clarion Housing Group to enquire about the Reserved Matters and the layout; in particular, whether there are any dwellings for the elderly, and if so, what access they will have to the A1303.

8.2.2 S/1705/18/FL – Land adjacent to 3 Lark Rise – Proposed dwelling – Permission granted.

Noted.

8.2.3 S/1068/18/DC – Grace Crescent – Discharge of conditions 16 (Boundary treatment), 24 (Ecology) and 34 (Location of allotments) of outline planning permission S/1694/16/OL – Permission granted.

Noted.

8.2.4 S/1537/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 35 (Details of scheme for the provision of additional parking of planning permission S/1694/16/OL – Permission granted.
Noted.

8.2.5 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 – Permission granted.
Noted.

8.2.6 S/2037/18/DC – Agricultural field west of Grace Crescent – Discharge of condition 29 (Electronic vehicle charging) of planning permission S/1694/16/OL – Permission granted.
Noted.

8.3 Tree Works Applications

8.3.1 S/2904/18/TC – 8 Sadlers Close
RESOLVED that the Parish Council had no objections.

8.3.2 S/3185/18/FL – Blue Lion, 74 Main Street
RESOLVED that the Parish Council had no objections.

8.4 Temporary Traffic Restriction Order – UK Power Networks at Grace Crescent
Noted.

9. Members reports and items for information only

9.1 New Housing Developments and Planning Obligations

Cllr Rose reported that it was still possible that the Scouts and Guides could return with their own proposals regarding the Scout and Guide Hut. A meeting had taken place between Cllr Rose and Anne Jones, and the Planning Officer, Rebecca Ward, who had been shown five potential sites around the Pavilion and had been asked to inform the Committee of any planning issues that should be taken into consideration. The Hardwick Community Centre Working Group had met again, had taken on a Minutes Secretary, and had invited an architect to attend the next meeting. An open meeting will be held on 6 November, to seek views on some possible sites.

9.2 Proposal to fund minor expenses of the Hardwick Community Centre Working Group
RESOLVED that the Parish Council is willing to fund minor expenses from the budget previously earmarked for preparations towards the new Community Hall, and to ask the Group's Treasurer, Anne Jones, to submit the expenses to the Parish Council and any reasonable expenses will be reimbursed. (Prop AG, 2nd PJ, carried with 3 in favour and 2 abstentions)

9.3 Proposal to nominate a councillor to liaise with Highways regarding Hardwick roads, road safety, Hardwick village and surrounding cycle networks
RESOLVED to appoint Cllr Joslin to carry out this role. (Prop AG, 2nd DW, carried with 4 in favour and 1 abstention)

6.2 (5.3) Standing orders review – items deferred at the last meeting including

6.2.1 Section 15 – to consider the Clerk's advice

RESOLVED to note the Clerk's advice not to remove the Standing Order as it reflects current practice.

6.2.2 Section 19 – staff matters – to consider simplified version

The Clerk's advice, that it was not recommended to amend any of this section as it had already been simplified to cover the Council's employer responsibilities, was

noted. RESOLVED that members should look at Section 19 to ensure it can be clearly understood, and to defer this item to the September meeting.

6.2.3 Section 20 – to consider clarification from NALC

RESOLVED to note that Part B is a mandatory section and must be retained. Cllr Cassey asked for clarification of how this would work in practice.

6.2.4 Section 23 – to note clarification regarding the Common Seal

RESOLVED to note that the Council does not have a seal so Section B part 2 is most appropriate.

6.2.5 Section 26 – Proposal to review the practice of a Minutes Secretary attending meetings

RESOLVED to incorporate the section from the existing Standing Orders permitting a Minutes Secretary to attend the meetings and record the minutes in the presence or absence of the Clerk.

6.3 (5.3) Consideration of Financial Regulations, Risk Assessment and other policies

RESOLVED to defer this item to the next meeting.

6.4 (5.5) Consideration of holding meetings at other times – to consider the Clerk’s advice

RESOLVED to note that the Council may meet at any time or on any day of the week; the Parish Council must make a schedule of meetings; the Parish Council can hold its meetings at different times, days or locations within its schedule, or hold extra-ordinary meetings. RESOLVED to defer this item to the next meeting to discuss meeting times.

6.5 (5.8) Consideration of the requirements for the General Power of Competence and any further action necessary

RESOLVED, having considered the requirements, to note that there were insufficient elected members for eligibility for the General Power of Competence.

10. Finance, procedure and risk assessment

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

RESOLVED to note that the Acting Clerk used delegated powers to:

- Order the repair of the safety surfacing at the Egremont Road play area at a cost of £675 in accordance with the decision made at the last meeting. This has been completed by the contractor.
- The Chairman has submitted the Expression of Interest Form to Amey Community Foundation for the Hardwick Play Parks Stage 2 project. The form had to be submitted in the name of the Parish Council not Hardwick Play Parks Project.

10.2 To receive play areas and skate park inspection reports

Taken earlier under item 6.11.

10.3 To consider the specification for the grass cutting contract

RESOLVED to approve the specification after removing the reference to the hard cut back of perimeter vegetation at the Recreation Ground and replacing it with “cut back of perimeter vegetation four times a year in March, May, July and September”.

10.4 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 RPM (Safety surface) £810.00. (Prop AG, 2nd SR, unanimous)

Hardwick Village Plan (Village Plan expenses)	£500.00
Quinn Electrical (Pavilion external lights)	£550.00
CGM (Grass cutting)	£1530.00
LGS Services (Admin support)	£1346.82
Zurich (Insurance)	£1869.30
Salary	£90.36
Salary	£135.72
NEST (Pension contributions) (DD)	£166.75

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

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

A request for a letter of support in favour of St Mary’s Community Hall is to be an agenda item for the next meeting.

There was no further business and the meeting closed at 10.30 pm.

SignedChairmandate.

