

HARDWICK PARISH COUNCIL

**I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 27 November 2018 in 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.

Ben Stoehr

Ben Stoehr, Acting Clerk 20/11/18

AGENDA

Open Public Session including reports from the County & District Councillors

- 1. To approve apologies for absence**
- 2. Declarations of interest**
 - 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. Co-option to fill vacancy following election – Mr Ian Giddings, 134 Limes Road, Hardwick CB23 7XW**
- 5. Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 5.1 (Open) Bramley Way and Pippin Walk Anti-Social Behaviour – to consider response from the Police
 - 5.2 (4.4) Consideration of Risk Assessment Policy and Internal Controls Policy
 - 5.3 (4.9) Donations to churches and disposal of land – to consider response from LCPAS
 - 5.4 (4.11) SCDC – Emergency Plans
 - 5.5 (4.13) Unauthorised occupation of land – update and options for prevention
 - 5.6 (5.3) CCC Millers Way – To consider response from CCC
 - 5.7 (5.7) CCC Greenways Consultation
 - 5.8 (7.4) Social Media policy and update
 - 5.9 (4.2) Fire Damaged Building – update ^(AG)
- 6. To consider any correspondence / communications received**
 - 6.1 Residents – Petition regarding bus service on Main Street
 - 6.2 Tees – Land transfer from Persimmon Homes and Transfer Deed
 - 6.3 MAGPAS – request for donation
- 7. To consider any planning applications and decision notices and tree works applications ***
 - 7.1 Planning applications
 - 7.1.1 S/3809/18/DC – Land W of Grace Crescent – Discharge of Condition 4 (Precise details of equipment) of planning permission S/4551/17/RM
 - 7.2 SCDC and appeal decision notices - to note
 - 7.3 Tree works applications
 - 7.3.1 S/4079/18/TC – Glebe House, 44 Main Street
 - 7.3.2 S/4097/18/TC – 1 Sadlers Close
- 8. Members reports and items for information only unless otherwise stated**
 - 8.1 New Housing Developments and Planning Obligations ^(SR) including consideration of correspondence from SCDC on the affordable housing and copy of S106 agreement
 - 8.2 Community Speedwatch ^(PJ)
 - 8.3 Building works at 27 St Neots Road ^(PJ)
 - 8.4 Proposed Meeting with Highways ^(PJ)
 - 8.5 Bourn Airfield update ^(PJ)
 - 8.6 Local Liaison Forum update ^(PJ)
- 9. Finance, risk assessment and procedural matters**
 - 9.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
 - 9.2 To receive play areas and skate park inspection reports
 - 9.3 To receive the financial report and approve the payment of bills
- 10. Closure of meeting and items for the next agenda**

* 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.

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 27 NOVEMBER 2018

1. Apologies for absence – to be reported at the meeting.
2. Declarations 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 23 October 2018 and the extra-ordinary meeting of 13 November 2018 (attached)
4. Co-option to fill vacancy following election
An application has been received from Mr Ian Giddings, 134 Limes Road, Hardwick, CB23 7XW – Attached.
5. Matters arising and carried forward from the last or a previous meeting for discussion/decision
 - 5.1 (Open) Bramley Way and Pippin Walk – to consider response from the Police
“Sorry but I won’t be able to attend the meeting in November, I will provide an update for you.
Since my visit and letters went out to residents in those effected area’s I have had 4 responses with something to say and 8 to state it is all ok?
There have been No calls for service since end of September for ASB issues – the current patrol plan is still in place and not due to be reviewed till the new year so we are patrolling and keeping an eye on those area’s when able to do so.”

PCSO Coppard has confirmed that he will be attending the December meeting Parish Council meeting.
 - 5.2 (4.4) Consideration of Risk Assessment Policy and Internal Controls Policy
Deferred at the last meeting. Attached
 - 5.3 (4.9) Donations to churches and disposal of land – to consider response from LCPAS
“I am so sorry for the delay, I have found the report and can now give you my response.
The Council is asking for clarification, first, on whether S137 can or cannot be used for donations to the Church. The most recent advice that the Parish Council received from NALC (attached) states that this is not possible due to section 8 Local Government Act 1894, and this has been reiterated in various subsequent email correspondence with NALC to clarify the position.

LGA 1894 prohibits a Parish Council contributing to the fabric of the Church. This does prevent the Council from making a grant over to the PCC under s137 or GPC, if it is for another purpose or as a general charitable grant.

Secondly, with regard to the donation of land to the Parochial Church Council, Legal Topic Note 45 received from NALC (attached) again states that the legislation prohibits Parish Councils from giving away land as they are required to obtain the full market value or a dispensation from the Secretary of State

Councils are able to lease land or alternatively, gift land by virtue of its social value with consent from MHCLG. However, the Government have announced they intend changing the law to allow Local Authorities to dispose of land for less than the best that can be achieved. I expect that there maybe conditions attached but we will not know until we know whether this clause is to be repealed or amended.”
 - 5.4 (4.11) SCDC – Emergency Plans
Deferred at the last meeting.
 - 5.5 (4.13) Unauthorised occupation of land – update and options for prevention
Milton Parish Council have provided a copy of their policy. They have provided it on the condition that it remains confidential. Copies will be brought to the meeting.
 - 5.6 (5.3) CCC Millers Way – to consider response from CCC
Attached.
 - 5.7 (5.7) CCC Greenways Consultation
To consider if there is anything further to add to the response.
<https://www.greatercambridge.org.uk/transport/transport-projects/greenways/comberton-greenway/>
 - 5.8 (7.4) Social Media Policy

Burwell Parish Council's policy is attached. It is a common template used by a number of local councils in the area.

Dates for training will be forwarded when available.

Cllr Ashton will report update the Council on the Facebook account.

5.9 Fire Damaged Building - Update
Tony Gill to report

Other to note:

(6.2.2) St Mary's Church planning application – access update

SCDC have written

“Thank you for your email. The Local Highways Authority did not raise any objection or request and conditions on the application; therefore there are no highway / access conditions on the decision notice”

6. To consider any correspondence/communications received
6.1 Residents – Petition regarding bus service on Main Street

A resident has submitted the following petition. She wrote to the District Councillor as follows:

“As you know over 90 houses have now started construction at the far end of the village. Over 90 houses will mean at least 90 cars although with most families could mean double that! From what I understand these cars will all be using the same exit as Graces Close and The Pastures! Also more congestion at the village shop which is already dangerous getting past.

Residents this end of the village have accepted these houses are being built but would like to know if our bus stop would be reinstated opposite Portway Road. It is a long walk to get the bus on St Neots Road so mums with children and older people take their cars.

Would you be kind enough to tell me who I should send two pages of signatures to, from people who are also very anxious about the possible situation and backlog of cars.”

Cllr Chamberlain replied:

“Part of the S106 agreement which provides funding to offset the effects of the development was provision for a Community Transport facility. The Parish Council will, in due course, be in receipt of a sum of money which will enable them to purchase a minibus which will be capable of providing transport from the southern end of Hardwick village to the bus services running along St Neots Road.

I suspect that even if the bus stop opposite Portway Road was reinstated that we would find it impossible to secure regular bus services either from Whippet Coaches or Stagecoach.

May I suggest that you send your comments to the Parish Council who should be in a position to provide some comfort about future transport services.”

At the suggestion of the District Councillor, the resident has passed the petition to the Parish Council, adding “Please would you be kind enough to forward the enclosed at your next Council meeting. The idea of a possible minibus didn't go down too well, I'm afraid!”

The Petition has been signed by 39 residents and will be brought to the meeting.

“Reinstate our Bus Stop

It is time to reconsider reinstating the bus stop opposite Portway Road in Hardwick. Soon we will have another 90 or so new houses at our end of the village. 90 houses can mean one or even two cars per house or should I say 90 to 180 more cars going through the village causing yet more congestion at the shop which is already very dangerous there.

Has anyone tried the walk to the bus stop on St Neots Road from our end of the village? Parents with children and the older people who want to go to town have a long walk to get there, that is why they use their cars.

It's obvious...something has to be done and sooner than later.

If you agree please sign below we need all the support we can get.”

The Petition has been signed by 39 residents and will be brought to the meeting.

6.2 Tees – Land transfer from Persimmon Homes and Transfer Deed

“I do apologise for the delay in getting back to you. I have been waiting for Persimmon to send me a draft Transfer and plan (which I have now received), and had overlooked that I have not re-sent you the initial

forms. I attach them to this email. The Transfer Deed can be signed by you in your capacity as clerk/secretary and needs to be signed by the Chairman who I believe is Anthony Gill. Can you please confirm, and if so ensure that both of your details are on the forms. I may need to see ID for you both, but I will come back to you on this point.

I also attach the Transfer Plan for your approval. Can you please confirm that the land which is to be transferred to the Parish Council is accurately reflected thereon.

Persimmon have drafted the Transfer to include reference to s.106 obligations. However, they have been unable to check, due to the age of the development, whether this is required. It is my understanding that the land is to be transferred to the Parish Council pursuant to a s.106 Agreement but for the avoidance of doubt can you please confirm that this is correct so that I can confirm the same to Persimmon and those provisions will remain in the Transfer. “

Documents attached: Map for checking; contract with Tees and information form attached for signature; transfer deed for signature.

6.3 MAGPAS – request for donation

Attached.

7.1 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>

7.1.1 S/3809/18/DC – Land W of Grace Crescent – Discharge of Condition 4 (Precise details of equipment) of planning permission S/4551/17/RM

7.2 SCDC and appeal decision notices - to note

7.2.1 S/3768/18/DC – 11 Cambridge Road – Discharge of condition 3 (Materials), 4 (Boundary treatment), 5 (Hard and soft landscaping), 6 (Hard and soft landscaping), 7 (Surface water drainage), 8 (Traffic management plan), 9 (Floor levels), 10 (Construction of parking and turning), 15 (Hedge), and 16 (Forecourt) of planning permission S/1686/15/FL – Permission refused.

7.2.2 S/3669/18/DC – Agricultural field west of Grace Crescent – Discharge of Condition 21 (Cycle parking) of planning permission S/1694/16/OL - Permission granted.

7.2.3 S/3751/18/NM – Agricultural field west of Grace Crescent – Non-material amendment of planning permission S/4551/17/RM – Permission granted.

7.3 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>

7.3.1 S/4079/18/DC – Glebe House, 44 Main Street

7.3.2 S/4097/18/TC – 1 Sadlers Close

8. Members' reports and items for information only unless otherwise stated

8.1 New Housing Developments and Planning Obligations^(SR) including consideration of correspondence from SCDC and from Hill on the affordable housing mix and copy of S106 agreement

“As you are aware the above housing development is now on-site and Hill Residential have started work.

As part of the overall planning obligation for the site 40% of the new homes have to be for affordable housing (39 in total 27 Rented and 12 shared ownership).

I'm emailing you all to confirm the South Cambs DC Housing Development Team (New Build) are working with Hill to secure all the affordable homes from them. There are still a number of internal sign off processes for me to achieve, and I hope these will not take me too much longer. Once this has been completed South Cambs will enter into an industry standard Design & Build JCT 2016 contract with Hill.

I will keep you all posted as to when South Cambs are successful with achieving a signed contract with Hill.

I attached the affordable housing mix (below) and a copy of the s.106 agreement.

There is a local connection criteria contained within the s.106 agreement and if the parish council are able to encourage local residents in housing need to register a housing application on <https://www.home-link.org.uk/> that would be very helpful."

Grace Crescent - Hardwick

Shared Ownership

Quantity	Plot Number(s)	Dwelling description	Storeys	Bedrooms	NSA Sqm Per Unit
4	89, 90, 94,95	Type K1	2	2	79.0
2	27,28	Type L1	2	3	93.6
2	16,18	Type O1	1	2	71.3
2	17,19	Type O2	1	2	79.5
1	20	Type P1	1	2	74.9
1	21	Type P2	1	2	85.3
12					

Rental

Quantity	Plot Number(s)	Dwelling description	Storeys	Bedrooms	NSA Sqm Per Unit
9	34,35,36,37,38,39,91,92,93	Type K1	2	2	79.0
1	26	Type L1	2	3	93.6
1	33	Type M1	2	4	116.9
3	14,22,24	Type N1	1	1	50.6
2	29,31	Type N1*	1	1	51.8
3	15,23,25	Type N2	1	1	60.6
2	30,32	Type N2*	1	1	61.3
3	8,10,12	Type N3	1	1	50.1
3	9,11,13	Type N4	1	1	58.9
27					

Copy of S106 agreement attached.

8.2 Community Speedwatch ^(PJ)

Attached

8.3 Building works at 27 St Neots Road ^(PJ)

I have been contacted by at least two of my neighbours concerning the unfinished state of this new building. There are two containers at the front of the plot see my photos attached, which I don't think are part of the planning approval. One of my photos shows the close proximity of path and nearby the main St Neots Road. As the site does not seem to be professional managed should we be contacting South Cambs for an update.

The original planning application was S/1189/13/FL, with amendments S/1128/14/FL and S1469/15/DC



- 8.4 Proposed Meeting with Highways ^(PJ)
Proposed meeting with Josh Rutherford Project Manager, South Cambridgeshire and Cambridge City.Highways. Does HPC have any questions to ask?
- 8.5 Bourn Airfield update ^(PJ)
Cllr Joslin attended Public meeting Saturday 17th Nov at Bourn organised by Bourn PC, villagers present, Tumi Hawkin, planning portfolio holder and Deputy Leader of SC Council Adian Van de Weyer
- 8.6 Local Liaison Forum update ^(PJ)
Cllrs Gill and Joslin attended LLF meeting at CVC 14th Nov, update on proposed Busway route Phase 1.
9. Finance and risk assessment and procedural matters
- 9.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers
The levelling works at the Egremont Road play area have been ordered from CGM.
- 9.2 To receive play areas and skate park inspection reports
- 9.3 To receive the financial report and approve the payment of bills – Attached
10. Closure of Meeting and items for the next agenda

Hardwick Parish Council

30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY
E-mail: hardwickpc@lgs-services.co.uk
Tel: 01954 210241

Application for Parish Councillor

Candidate's Details

Name in Full: Ian. RONALD. E. GIDDINGS	
Address: 134 LINES RD. HARDWICK CB23 7XU	
Home Telephone Number:	01954 211397
Mobile Telephone Number:	
Email Address:	

Eligibility for Office as a Parish Councillor

Please circle the answer

Are you over 18 years of age?	<input checked="" type="radio"/> Yes	No
Are you a British, Commonwealth or Irish Citizen, or a citizen of another Member State of the European Union?	<input checked="" type="radio"/> Yes	No
Can you confirm that you: a) will be a local government elector for the area of the authority on the day of co-option and thereafter, <i>or</i> b) have during the whole of the 12 months preceding the day of co-option occupied as owner or tenant any land or other premises in the area, <i>or</i> c) have had your principal or only place of work in the area during the whole of the 12 months preceding the day of co-option, <i>or</i> d) have resided in the parish or within 3 miles of it for the whole of the 12 months prior to co-option. Please satisfy one of the above	<input checked="" type="radio"/> Yes	No
Do you hold any paid office or employment under this authority	Yes	<input checked="" type="radio"/> No

Have you been a person adjudged bankrupt	Yes	<input checked="" type="radio"/> No
Have you, within five years before the day of co-option, been convicted of any offence or had passed on you a sentence of imprisonment for a period of not less than 3 months (whether suspended or not) without option of a fine	Yes	<input checked="" type="radio"/> No

Background Information

Continue on a separate sheet if required

<p>Please detail any experience you have that may be relevant to the Parish Council:</p> <p>Resident of Hardwick since 1983 37 Years a teacher (19 as a Deputy Head) — giving experience of Chairmanship of meetings both internal and public. Dealing with legal issues — H+S. procedures etc. Secretary of sports clubs + teams, including Cambs. RFU. + Chair of Cambridge Primary Schools Sports. Have served on P.C.C., gardening club, allotment association. Member of H.S.G.C. Worked for Parish Council + know the areas controlled by H.P.C. Well known to many residents whilst working in the village. Educated to B.A. Degree</p>
<p>Please state why you wish to be a Parish Councillor:</p> <p>Now retired, have time to contribute to the village in a full and meaningful way. I feel that those who can should "pull their weight" and not leave it just a few public spirited individuals.</p>

HARDWICK PARISH COUNCIL **INTERNAL FINANCIAL CONTROLS & RISK ASSESSMENT**

THE DAY-TO-DAY MANAGEMENT RESTS WITH THE CLERK/RFO WHO MANAGES THE PARISH COUNCIL'S ACCOUNTS AND RISKS AND WHO REPORTS TO THE PARISH COUNCIL AND MAKES RECOMMENDATIONS

ANNUAL CHECKS FOR COMPLIANCE ARE CARRIED OUT BY THE PARISH COUNCIL'S INTERNAL AUDITOR WHO MUST REMAIN INDEPENDENT AND NOT OFFER ANY ADVICE OR MAKE RECOMMENDATIONS

THE ULTIMATE RESPONSIBILITY FOR THE PARISH COUNCIL'S ACCOUNTS, ASSETS AND RISK ASSESSMENT RESTS CORPORATELY WITH THE PARISH COUNCIL WHO MUST IDENTIFY IF AN ASPECT OF THIS PROCEDURE IS WEAK OR NOT BEING UNDERTAKEN EFFECTIVELY AND TAKE STEPS TO RECTIFY THE SITUATION.

SUBJECT	CHECKS	RESPONSIBLE	CHECKING FREQUENCY
1. GENERAL FINANCIAL MANAGEMENT	CASH BOOK IS MAINTAINED & UP TO DATE	RFO/PARISH COUNCIL	QUARTERLY
	CASH BOOK ARITHMETICALLY CORRECT		QUARTERLY
	BALANCES VERIFIED AGAINST BANK STATEMENT		MONTHLY (CURRENT A/C) QUARTERLY (OTHER SAVINGS A/C)
	RECORD AGREES WITH INVOICES/RECEIPTS		EACH MEETING
	FINANCIAL STATEMENT FROM RFO RECEIVED AND CONSIDERED AND MINUTED		EACH MEETING
	REPORT FROM RFO CONSIDERED BY PC AND MINUTED		EACH MEETING
	YEARLY REPORT FROM INTERNAL AUDITOR CONSIDERED BY PC AND MINUTED		HALF YEARLY

NOTES

FO = FINANCIAL OVERSEER OR IF NONE ANY MEMBER

QUARTERLY = SEPTEMBER, DECEMBER, MARCH, JUNE.

SIGNATORIES ARE ANY TWO PARISH COUNCILLORS. PAYMENTS ALWAYS AUTHORISED BY FORMAL RESOLUTION AT P.C. MEETING, IN ADVANCE EXCEPT IN AN EMERGENCY WHEN ACTION WILL BE AUTHORISED BY THE CLERK AND/OR CHAIRMAN IN ACCORDANCE WITH STANDING ORDERS AND REPORTED TO THE NEXT MEETING.

2. FINANCIAL REGULATIONS A) STANDING ORDERS B) PAYMENT CONTROLS	STANDING ORDERS FORMALLY ADOPTED	PARISH COUNCIL	ANNUALLY MAY
	FINANCIAL REGULATIONS ARE UP-TO-DATE		
	CORRECT NUMBER OF ESTIMATES, QUOTES, TENDERS HAVE BEEN OBTAINED (COMPETITIVE PURCHASING) PROPER PURCHASE AUTHORITY IS IN PLACE	FO/RFO	MONTHLY WHEN APPROVING QUOTES OR PAYMENT
	PROPER LEGAL POWER HAS BEEN IDENTIFIED FOR EXPENDITURE		EACH MEETING
	CHEQUES SIGNED ANY TWO AUTHORISED SIGNATORIES	SIGNATORIES & FO	EACH MEETING
	SUPPORTING PAPERWORK CONFIRMS THERE IS A FULLY APPROVED INVOICE	RFO/FO	EACH MEETING
	VAT IDENTIFIED & RECLAIMED REGULARLY		ANNUALLY
	MONITOR & RECORD SECTION 137 EXPENDITURE		WHEN PRESENTED
3. RISK ARRANGEMENTS	FORMAL REVIEW OF RISK ASSESSMENT	PARISH COUNCIL	ANNUALLY
	REVIEW OF INSURANCE IS UNDERTAKEN & MINUTED	RFO	ANNUALLY
	REGISTER OF ASSETS IS UP-TO-DATE		ONGOING
	REGULAR CHECKS OF ASSETS UNDERTAKEN (E.G. PLAY EQUIPMENT, BINS & BENCHES, NO LESS FREQUENTLY THAN WEEKLY, TREES ANNUALLY	TREE WARDEN/ CLERK AS APPROPRIATE	WEEKLY, MONTHLY & ANNUALLY AS APPROPRIATE
	ANNUAL ASSETS REVIEW	PARISH COUNCIL	ANNUALLY
	ANNUAL REVIEW OF CONTRACTS	PARISH COUNCIL	ANNUALLY
	ORIGINAL MINUTES PROPERLY NUMBERED AND KEPT SAFELY	RFO ALL MEMBERS	HALF YEARLY
	REGISTERS OF MEMBERS' INTERESTS IS UP-TO-DATE		ONGOING
	INTERNAL FINANCIAL CONTROLS DOCUMENTED & REVIEWED	RFO / PARISH COUNCIL	ANNUALLY

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4. BUDGETARY CONTROLS	REVIEW OF BUDGET IS UNDERTAKEN & MINUTED	RFO/PARISH COUNCIL	ANNUALLY
	ENSURE PRECEPT IS IN LINE WITH BUDGET		HALF YEARLY
	REGULAR REPORTING OF EXPENDITURE IS MINUTED		EACH MEETING
	VARIANCES FROM BUDGET ARE REPORTED & MINUTED		QUARTERLY
	ENSURE ADEQUATE GENERAL RESERVES ARE MAINTAINED		ANNUALLY
5. INCOME CONTROLS	PRECEPT IS PROPERLY RECORDED & PROMPTLY BANKED	PARISH COUNCIL	HALF YEARLY
	INCOME PROPERLY RECORDED & PROMPTLY BANKED		ONGOING
	PRECEPT RECORDED IN CASHBOOK AGREES TO THE DISTRICT COUNCIL'S NOTIFICATION		HALF YEARLY
	SECURITY CONTROL OVER CASH ADEQUATE & EFFECTIVE		ONGOING
	MEMBERS RECEIVING CASH ON THE PC'S BEHALF NOTIFY THE RFO IMMEDIATELY & ARRANGEMENTS MADE TO BANK WITHIN 24 HOURS		ONGOING
6. PETTY CASH PROCEDURES	NO PETTY CASH USED. REIMBURSEMENT TO THE CLERK OR MEMBERS ON RECEIPT OF INVOICE (LGS SERVICES) OR WRITTEN REQUEST FROM MEMBER FOR OUT OF POCKET EXPENSES INCURRED WITH PRIOR APPROVAL OF THE PC, ON THE PC'S BEHALF.	RFO	MONTHLY
	PETTY CASH REIMBURSEMENT CARRIED OUT REGULARLY	RFO	MONTHLY

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7. PAYROLL CONTROLS	PAYE PROPERLY OPERATED BY THE COUNCIL AS AN EMPLOYER	PARISH COUNCIL	ANNUALLY
	REVIEW OF CLERK'S CONTRACT	PARISH COUNCIL	ANNUALLY
	REVIEW OF OTHER EMPLOYEES CONTRACTS (AS APPROPRIATE)		ANNUALLY
	SALARIES PAID AGREE WITH THOSE APPROVED BY COUNCIL	RFO	MONTHLY
	OTHER PAYMENTS TO THE CLERK REASONABLE FOR ADDITIONAL HOURS WORKED WHICH SHOULD BE AGREED BY THE CHAIRMAN AND/OR PC FOR LARGE PROJECTS OR ADDITIONAL MEETINGS	CHAIRMAN	ONGOING
	WHERE AN OFFICER OR MEMBER HAS AN INTEREST IN A PAYMENT THEN THEY SHOULD BE EXCLUDED FROM THE PROCESS OF APPROVAL BY LEAVING THE MEETING THEN THE PAYMENT IS CONSIDERED AND APPROVED. (ADDED Sept 2011)	PARISH COUNCIL	ONGOING
8. ASSET CONTROLS	ASSET REGISTER KEPT OF ALL MATERIAL ASSETS OWNED	FO	ANNUALLY
	ASSET/INVESTMENT REGISTER UP TO DATE		ANNUALLY
	ASSET INSURANCE VALUATIONS AGREE WITH THOSE IN ASSET REGISTER		ANNUALLY
9. BANK RECONCILIATION	BANK RECONCILIATION FOR EACH ACCOUNT	RFO	MONTHLY (CURRENT A/C) QUARTERLY (ON SAVINGS A/Cs)
	BANK RECONCILIATION CARRIED OUT REGULARLY ON RECEIPT OF STATEMENTS	RFO	QUARTERLY

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10. YEAR-END PROCEDURES	YEAR-END ACCOUNT PREPARED ON THE CORRECT ACCOUNTING BASIS	RFO / PARISH COUNCIL	ANNUALLY
	ACCOUNTS AGREE WITH THE CASH BOOK		ANNUALLY
	AUDIT TRAIL FROM UNDERLYING FINANCIAL RECORDS TO THE ACCOUNTS		ANNUALLY
	DEBTORS & CREDITORS PROPERLY RECORDED		ANNUALLY
	NOTIFY THE PUBLIC OF ITS RIGHT TO INSPECT THE ACCOUNTS	RFO/PARISH COUNCIL	ANNUALLY
	DISPLAY COPY OF STATEMENT OF ACCOUNTS ON COMPLETION OF AUDIT		ANNUALLY FOLLOWING COMPLETION OF AUDIT
	YEAR-END ACCOUNTS APPROVED & SIGNED		ANNUALLY – BY END OF JUNE
	STATEMENT OF ASSURANCE CONSIDERED AND SIGNED		ANNUALLY BY END OF JUNE
	INTERNAL AUDITOR & EXTERNAL AUDITOR OBSERVATIONS AND REQUESTS CONSIDERED AND WHERE APPROPRIATE IMPLEMENTED		HALF YEARLY & ANNUALLY

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FO = FINANCIAL OVERSEER OR IF NONE ANY MEMBER

QUARTERLY = SEPTEMBER, DECEMBER, MARCH, JUNE.

SIGNATORIES ARE ANY TWO PARISH COUNCILLORS. PAYMENTS ALWAYS AUTHORISED BY FORMAL RESOLUTION AT P.C. MEETING, IN ADVANCE EXCEPT IN AN EMERGENCY WHEN ACTION WILL BE AUTHORISED BY THE CLERK AND/OR CHAIRMAN IN ACCORDANCE WITH STANDING ORDERS AND REPORTED TO THE NEXT MEETING.

11. OTHER	(IN EVENT OF FIRE AT PC OFFICE OR CLERK'S HOME) SEPARATE RECORD OF ACCOUNTS	FO	EMAILED QUARTERLY TO FO
	COPIES OF ALL PC MINUTES	FO	MONTHLY
	ALL ORIGINAL COPIES OF DEED, LEASES OR OTHER LEGAL DOCUMENTS TO BE PHOTOCOPIED AND THE ORIGINALS TO BE ARCHIVED WITH COUNTY RECORDS OFFICE OR PC'S SOLICITOR	PARISH COUNCIL	ANNUALLY
12 GENERAL	HEALTH & SAFETY POLICY. REQUIRED ONLY IF COUNCIL HAS MORE THAN FIVE EMPLOYEES HOWEVER RECOMMENDED FOR ALL COUNCILS	PARISH COUNCIL	ANNUALLY
	ACCIDENT BOOK TO RECORD ALL ACCIDENTS ON PC LAND OR ASSETS OR TO STAFF DURING WORK	RFO	ANNUALLY
	THE PARISH COUNCIL WILL APPOINT SUCH PROFESSIONALS AND OR THE SERVICES OF A SOLICITOR (OR FIRM OF SOLICITORS) TO ADVISE THE COUNCIL ON MATTERS AS APPROPRIATE WHICH ARE DEEMED BEYOND THE REMIT OF THE CLERK	PARISH COUNCIL	ONGOING
	THE PC WILL IDENTIFY AND CONSIDER ALL OTHER RISKS AS THEY OCCUR AND WILL MODIFY THIS LIST AS APPROPRIATE	PARISH COUNCIL	ONGOING

NOTES

FO = FINANCIAL OVERSEER OR IF NONE ANY MEMBER

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My ref: HS/JS/114/6
Your ref:

Date: 13 November 2018

Contact: James Stringer
Direct dial: 01223 715520
E Mail: james.stringer@cambridgeshire.gov.uk



Hardwick Parish Council
C/O Mr B Stoehr
30 West Drive
Highfields Caldecote
CAMBRIDGE
CB23 7NY

**Place and Economy
Executive Director, Graham Hughes**

Asset Information

Box STA2101
Huntingdon Highways Depot
Stanton Way
Huntingdon
PE29 6RY

Via e-mail

Dear Mr Stoehr,

Miller's Way, Hardwick

Thank you for your letter dated 29th October 2018 to my colleague Peter Gaskin regarding Miller's Way, Hardwick, which has been passed to me for a response.

As you will know, Miller's Way has been subject to a claim of public rights of way through an application for a Definitive Map Modification Order, which was submitted by Hardwick Parish Council in 2007. As part of this process, the County Council has investigated whether public rights have come into existence through long usage of the route by the public.

The investigation concluded that sufficient evidence had been provided to show that, on the balance of probabilities, a public footpath exists. As a result, ***The Cambridgeshire County Council (Public Footpath No. 6 Hardwick) Definitive Map Modification Order 2018*** was made on 24th August 2018 and published on the 26th September 2018. If it is confirmed, a public footpath would be recorded on the Definitive Map and Statement for Cambridgeshire at Miller's Way.

However, as has been explained throughout the process, recording a Public Right of Way such as this on the Definitive Map and Statement on the basis of user evidence alone would not result in the path becoming a highway maintainable at the public expense.

The general, simplified, position in terms of whether a public right of way is maintainable by the Local Highway Authority at public expense is that all public footpaths that were in existence prior to the coming into operation of the National Parks and Access to the Countryside Act 1949, are maintainable at public expense, whilst those dedicated later are only maintainable if formally adopted or if created by order (which is not the same as this

order, which records pre-existing rights). In the case of Miller's Way, the claimed footpath is deemed to have been dedicated to the public between 1987 and 2007 and therefore does not fall to be maintainable at public expense.

Section 50 of the Highways Act 1980 allows parish councils to maintain those footpaths and bridleways which are *not* maintainable at public expense. However, it should be noted that this is without prejudice to the responsible owners' rights and duties, if they exist.

If the Parish Council were to do this, it would be necessary for any proposals to be submitted to the County Council for approval to ensure that there are no safety or encroachment implications that might affect the Highway Authority's duty of care to users. Officers would be happy to assist the Parish Council in approving any such proposals.

If the Parish Council is proposing to undertake maintenance to Miller's Way under this section, then we would recommend that they approach the landowner themselves in the first instance, to see if an agreement can be reached regarding works to the surface of the path.

In terms of whether the County Council can require the landowner to undertake any works, in effect no-one is responsible for the maintenance of the route, so the County Council would not be able to require the landowner to undertake improvement works. However, if the route were to become obstructed and unusable, the County Council would still have a duty to ensure that the way is open and available for public use, in accordance with section 130 of the Highways Act 1980.

By way of update, the period for representations to the Order has now expired with no objections, and so I am in the process of arranging for the Order to be confirmed. All parties concerned will receive a copy of the notice advertising the date of confirmation. At this point the path will be legally recorded on the Definitive Map & Statement.

I hope this clarifies the position regarding Miller's Way and answers the questions raised in your letter. If you have any further queries, please do not hesitate to contact me using my details above.

Yours sincerely,



James Stringer
Asset Information Definitive Map Officer

BURWELL PARISH COUNCIL
Parish Council Social Media Policy
Adopted 31st October 2017

The aim of this policy is to set out a Code of Practice to provide guidance to parish councillors, council staff and others who engage with the council using online communications, collectively referred to as social media.

Social media is a collective term used to describe methods of publishing on the internet.

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Parish Council Website
- Facebook, Myspace and other social networking sites
- Twitter and other micro blogging sites
- Youtube and other video clips and podcast sites
- LinkedIn
- Bloggs and discussion forums
- Email

The use of social media does not replace existing forms of communication.

The principles of this policy apply to parish councillors and council staff and also applies to others communicating with the Parish Council.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual parish councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used to

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Good news stories linked website or press page
- Vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announcing new information

- Post or Share information from other parish related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other councillors

Code of Practice

When using social media (including email) parish councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Parish councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as that of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute, including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Pre-determination or Bias and may require the individual to declare an interest at council meetings

Anyone with concerns regarding content placed on social media sites that denigrate parish councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Council will appoint a nominated person as moderator of parish council social media output and be responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature.

This policy will be reviewed annually.

Date approved 31st October 2017

This document may be edited but to be effective it must remain within any existing legal framework at the time of publication.

Conveyance
Line



Ordnance Survey, (c) Crown Copyright 2018. All rights reserved. Licence number 100022432

-		-		-		-	
REVISION							
<div><div><h1>PERSIMMON</h1><p>PERSIMMON HOMES (EAST MIDLANDS) LTD Persimmon House 19 Commerce Road Peterborough Business Park Lynch Wood Peterborough PE2 6LR Tel: 01733 397200 Fax: 01733 397255</p></div><div></div></div>							
CLIENT Persimmon Homes							
PROJECT Harwick POS Transfer							
DRAWING TITLE <h1>POS Transfer Plan</h1>							
SCALE 1:500 @ A1		DATE 18.10.18		DRAWN BY DV			
DRAWING NUMBER HARDWICK/POSTP/100				REVISION /			

Clerk to Parish Council
Hardwick Parish Council
30 West Drive
Highfields Caldecote
Cambridge
CB23 7NY

Our ref: IJS/CJN/HARDWICK PARISH COUNCIL/203205-00001

27 June 2018

Dear Mrs Stoehr

Client Care Letter
Acquisition of land from Persimmon

Thank you for instructing Tees in this matter on which we are pleased to be able to help guide and support you. Please be assured that we will strive to meet your expectations and look after your best interests.

We wish to understand your priorities and needs at all times and communicate with you in a straightforward manner to achieve this aim whilst keeping you promptly advised.

We will

- discuss options to progress matters at each appropriate stage
- let you know what we plan to do and how much it will cost
- let you know promptly of any changes
- discuss with you the costs and benefits of proceeding with any such changes

You are welcome to ask us to review progress and costs with you at any time.

We aim to ensure that whenever you contact us, you will be able to speak to someone who has knowledge of your matter and who can help you.

The person with day-to-day conduct of your matter is Irena Spence who is a Partner. Irena's direct dial number is 01223 803767 and her email address is irena.spence@teeslaw.com. If Irena is ever unavailable, please contact our Client Care

Leader, Cathy Neal, who assists with the non-legal aspects of your matter. Allan Wright is the Executive Partner so he has overall responsibility for your matter.

Scope of Work

Dealing with the acquisition of land at Hardwick from Persimmon Plc.

Limitation of Liability

Following our agreed assessment of the risks in respect of the scope of work, our legal liability to you in relation to this matter will not exceed the sum of £3 million.

Anticipated Timescale

We will work proactively and efficiently on your matter. We anticipate that it will take 6-12 weeks to conclude, but various as-yet unknown factors might change this, including any legal issues and your wishes regarding dates and those of any other parties involved.

Our Charges

Irena Spence's current hourly charging rate is £245.00 plus VAT. In addition to Irena's fees you will be required to cover the expenses we need to pay third parties.

Fixed Fee: £750.00 plus VAT and disbursements

As mentioned, I anticipate that the costs will be paid by Persimmon and I will confirm this once I hear from them.

This fee is an indication of charges on the basis of the details presently known and on the assumption that the transaction will not prove to be substantially more complex or time consuming than expected.

Expenses currently known to be payable:

Land Registry Fee	£40.00
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***Please note** the Land Registry fee quoted assumes the property you are purchasing is registered land. In the event that the land is unregistered the Land Registry will charge a fee of double that quoted above.

Agreed Method of Payment

Monthly Billing
Quarterly Billing
Monthly Standing Order on account and quarterly billing
Monthly Credit Card payment on account and quarterly billing
Fixed fee – half payable now, balance at end
Fixed fee – payable upon completion
Fee in advance
Estimated Costs – payable upon completion

✓

Anti-Money Laundering

In order to comply with the law on money laundering we are required to have identification procedures in place. Electronic verification is undertaken for most clients but unfortunately it is not always possible to verify someone via this method e.g. you may have recently moved home. In this case, as it involves a transfer of property, we also need copies of paper ID for you. I would be grateful if you could please send me your Passport(s) or photo Driving Licence(s) and a current utility bill which I will copy and return to you. Alternatively, if you prefer please feel free to come into the office and our receptionist can take copies for you while you wait.

Please also inform us if you hold or have held within the last year a position with a prominent public function in a state other than the UK or are a family member or close associate of such a person.

Particular Needs

Please let us know if you have any special needs in relation to your ability to receive advice and services from us so that we can endeavour to make reasonable adjustments available to you, including the explanation or alternative presentation of our standard terms and conditions.

Client Satisfaction

We are committed to providing a high quality service to all our clients and hope our relationship with you remains excellent. However, we do recognise that despite best endeavours occasionally problems do occur. If you are unhappy about any aspect of the service you have received, or about a bill, and this cannot be resolved by the named person with conduct of your matter, please contact Alison Popper who is responsible for client care. Alison Popper can be contacted by post at Tees, Tees House, 95 London Road, Bishop's

Stortford, Herts CM23 3GW, by email at alison.popper@teeslaw.com or by telephone on 01279 213246. We have a

complaints procedure in place which sets out how we handle complaints, a copy of which will be provided on request.

If, having followed our complaints procedure, you remain dissatisfied with our handling of your matter, or our handling of your complaint, you may be able to refer your complaint to the Legal Ombudsman whose contact details are:

Legal Ombudsman
PO Box 6806
Wolverhampton
WV1 9WJ

Website: www.legalombudsman.org.uk

Email: enquiries@legalombudsman.org.uk

Telephone: 0300 555 0333

The Legal Ombudsman will accept complaints from individuals and small businesses, charities, clubs, societies, associations and trusts. The Legal Ombudsman will also consider complaints from executors or beneficiaries of a person who died before the complaint could be referred to the Legal Ombudsman.

Complaints to the Legal Ombudsman should be made within 6 months of our final response to your complaint or within 6 years of the occurrence of the act or omission you are complaining about (or if outside that period within 3 years of when you should have become aware of it).

Terms and Conditions

We enclose a copy of the firm's standard terms and conditions that are incorporated into the contract for services agreed between us. This retainer letter will however override any standard terms in the event of any inconsistency between this letter and those standard terms and conditions. Unless otherwise agreed in writing this letter and incorporated terms and conditions shall form the basis of the contract between us. We would be grateful if you would kindly acknowledge receipt of these by signing and returning the second copy of this letter.

We look forward to completing this matter to your satisfaction and to our future business relationship.

Yours sincerely

Irena Spence
Partner
On behalf of Tees

Direct Dial: 01223 803767
Email: irena.spence@teeslaw.com

Enc(s): Duplicate copy Client Care Letter.
Terms and Conditions.

We confirm our agreement for you to act on the above basis.

Signed.....Date.....

Date of Birth.....National Insurance No.....



GENERAL INFORMATION SHEET

Tees

Our Ref: IJS/SED/203205-1

Date:

1. BUYERS

	FIRST BUYER	SECOND BUYER
Title:	Mr / Mrs / Miss / Ms / Other	Mr / Mrs / Miss / Ms / Other
Surname:		
Forenames: (insert all)		
Current address for correspondence:		
Postcode:		
Tel (Home):		
Tel (Work):		
Mobile:		
Fax:		
Are you happy to accept letters and documentation from us by email?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide your e-mail address:	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide your e-mail address:
Occupation:		
Date of Birth:		
NI number		

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	AS THE ONLY SERVICE OF ITS KIND AVAILABLE 24 HOURS A DAY IN OUR REGION OUR REQUEST IS FOR A GRANT TO ENSURE WE CAN RUN OUR RAPID RESPONSE VEHICLES THROUGHOUT THE NIGHT.
2	Who will benefit from the work or activity?	ANYONE IN A LIFE THREATENING EMERGENCY NEEDING HOSPITAL LEVEL CARE AT THE SCENE.
3	How much is required to pay for this?	27,720
4	How much would you like the Council to provide?	50.
5	If there is a difference - if so how will you raise the difference?	WE ARE APPROACHING OTHER PARISH COUNCILS.
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	MAGPAS AIR AMBULANCE
7	Are you a new group in the process of being formed? Yes or No	NO
8	If No - when was the group or organisation established?	1971.
9	If No - is the group or organisation a Registered Charity? Yes or No	YES.
10	If yes please tell us the registration number	1119279.
11	Do you have a bank account? Yes or No	YES.
12	If Yes - please provide the name of the Bank where you have an account	MAGPAS CURRENT.
13	If Yes - please provide the Account Name	CAF BANK.
14	If Yes - please supply a copy of your latest bank statement	
15	Do you have published accounts? Yes or No	YES.
16	If you have - please supply a copy of your latest accounts	
17	Do you have a constitution? Yes or No	YES.
18	If you have - please supply a copy of your constitution	
19	What are the objectives of the group or organisation?	TO BRING LIFESAVING CARE BY LAND AND AIR TO PATIENTS IN LIFE THREATENING EMERGENCIES ACROSS THE EAST OF ENGLAND

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed..........

Signed..........

Position.....T. Russell.....

Position.....CEO.....

Date.....11/10/18.....

Date.....24-10-18.....

The signing and submission of the Grant Aid form constitutes acceptance of the above by the group or organisation applying for a grant

Terms and Conditions of Grant

1. Grants **can be awarded to** voluntary groups, societies, clubs, not-for-profit organisations or charities operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Grants **will not be awarded to** individuals. (minimum 2 or more unrelated individuals)
3. Grants to regional or national charities **will only be considered** where a specific project will deliver obvious benefits to residents in the Parish area.
4. The amount of any grant award will be at the discretion of the Council
5. All applications will be considered on their merits, but in general grants can be awarded for:
 - o Capital Projects such as purchase of equipment, works to buildings, improvements to premises, improvement to the local environment
 - o Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
6. The purpose for which any grant is made must be in the interest of the Parish area or any part of it or all or some of the inhabitants of the Parish area which is defined by the boundaries of the Parish Council.
7. The amount of expenditure must be commensurate with the benefit to the inhabitants of the area.
8. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply for a grant.
9. The Council may take into account any previous grant made to an organisation or group when considering a new application
10. No grant will be awarded to or for any commercial venture for private gain.
11. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
12. All grants will be conditional upon submission of a Small Grant Application Form.
13. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the purchase of the capital equipment or completion of the project.
14. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
15. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
16. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.

How will a grant application be assessed?

- o Does the Council have the powers to provide a grant for the project outlined?
- o How well does the grant meet the needs of the community in providing positive benefit to residents?
- o How effectively will the group use the grant?
- o Is the cost of the project appropriate?
- o Are the expected outcomes realistic?
- o What level of contributions has been, or will be, raised locally?
- o Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- o How is the organisation or group managed and does it have a constitution?

The grant application form should be returned to the Parish Clerk

FOR COUNCIL USE ONLY

Application Number	
Date Received	
Delete as appropriate	Approved or Declined
Date	
Amount Approved	
Date Funds Issued to Group	
Transaction Reference	

Community SpeedWatch Report for HPC Meeting on 27th November 2018

Because of the need to present a report 7 days prior to the Parish Council Meeting, the CSW report will always contain dates across two months. This is therefore reporting activity from 14th October to 19th November 2018

Our objective is to conduct a CSW Activity in the village every week, subject to availability. This is getting less likely as the daylight available gets shorter.

We have increased trained volunteers to 9. Suggestions for additional applicants always welcome. We need at least 5 more to share the load better.

The Speedwatch locations and results as follows

Date Time	Location and traffic direction	Reported to police/total vehicles	Average Speed of Reported vehicles
2 nd Nov 07.10 to 08.15	Pet Shop St Neots Rd east	1/330	47
2 nd Nov 08.15 to 09.15	Pet shop St Neots Rd west	1/207	46
7 th Nov 15.05 to 16.05	Main Street by The Pastures north	5/129	36.2
14 th Nov 14.30 to 15.50	55 St Neots Road West	5/307	52.6

Few Observations

The regularity may be having some effect in reducing speed

The Hi-Viz jackets certainly makes vehicle brake

The low morning sun, traffic quantities and slower moving buses is helping to slow traffic St Neots Road towards Cambridge

Traffic Counts

As well as the speed checks, we are trying quantify traffic patterns with traffic counts e.g.

Location:	Mon 29 th Oct Time	Vehicles turning west/total vehicles	Percentage Westbound
Exit Cambridge Road onto St Neots Road	07.00 – 08.00	162/278	58
	08.00 – 09.00	207/292	70
	Total	369/570	65

Counts will be done at locations primarily Tuesday to Friday excluding holidays depending on availability.

Alan Everitt

Community Speedwatch Coordinator

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Nov-18

Summary of previous month

Balance brought forward **£182,026.39**

Expenditure approved at last meeting/between meetings

HARDWICK SCHOOL ROOM HIRE -84.00

Misc credits

HSSC	RENT	875
NS&I	INTEREST	23.47
LLOYDS	INTEREST	0.02

Total Adjustments

814.49

Balance revised after adjustments

£182,840.88

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	60,091.69	64039.96	-3,948.27
Business Account	546.44	546.44	
Cambridge Counties Bank	94,202.75	94,202.75	
Bonds	28,000.00	28,000.00	
Total	182,840.88	186,789.15	-3,948.27

Expenditure for approval

£

LGS SERVICES	ADMIN SUPPORT	1347.45
LGS SERVICES	ACTING CLERK	500.54
SHERRIFF AMENITY	WEED KILLER	1400.00
OAKES AND WATSON	HEDGE CUTTING	816.00
	SALARY	90.36
	SALARY	135.72
NEST	PENSION CONTRIBUTIONS	116.75

Total expenditure

4406.82

Balance c/f

£178,434.06

Notes:

Late invoices will be brought to the meeting

The Cricket Club's loan towards the roller has been paid back in full.