

**Hardwick Parish Council**  
**Minutes of the Meeting held on Tuesday 27 November 2018**  
**in the School at 7.00 pm**

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

In attendance: 3 members of the public and Mrs A Griffiths (Minutes Secretary, LGS Services).

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

A resident highlighted the incidence of parking on the pavements in the village, particularly in Limes Road, Ellison Lane and Laxton Avenue. Parked vehicles were obstructing the footpath, forcing pedestrians onto the road to pass, which was particularly dangerous for children going to school, the disabled, and those with buggies. The Parish Council sympathised but explained that it could not itself take action against this. However a notice could be placed in Hardwick Happenings asking people to park considerately, or contact the Police. The resident was encouraged to report the illegal parking direct on the 101 number, and had already been advised by SCDC to take photographs of the offending vehicles. This issue will be an item for the December meeting, when the Police would be attending, and this matter could be raised with them then.

A tenant of Broadway House spoke about the derelict building and asserted that the gas governor had not been disconnected due to the failure by the gas company to speak to the landlord to gain permission to come on to the premises and carry out the work.

1. **To approve apologies for absence**  
 Apologies were received from District Cllr Grenville Chamberlain and from Cllr Rose for anticipated lateness.
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 a non-pecuniary interest in item 7.3.2 as a resident of Sadler's Close.
  - 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 23 October**  
 RESOLVED that the minutes of the meeting on 23 October be approved and signed by the Chairman as a true record after amendments under items 4.8, bullet point 2, to change "new" to "near" and under item 4.5, to change "was being drafted" to "had been submitted." (Prop DW, 2nd PJ, unanimous)
4. **Co-option to fill vacancy following election – Mr Ian Giddings, 134 Limes Road, Hardwick, CB23 7XW**  
 Mr Giddings was invited to introduce himself. RESOLVED to co-opt Mr Giddings as a member of the Parish Council. (Prop AG, 2nd PJ, unanimous)  
 Mr Giddings signed the Declaration of Acceptance of Office before taking his seat.
5. **Matters arising and carried forward from the last or previous meetings for discussion/decisions**
  - 5.1 **(Open) Bramley Way and Pippin Walk Anti-Social Behaviour – to consider response from the Police**

The response from the Police was noted. The PCSO intended to attend the December meeting, when the Parish Council will also raise the matter of illegal parking.

5.2 (4.4) Consideration of Risk Assessment Policy and Internal Controls Policy

RESOLVED to add a new section 13 with the wording “In the event of the Clerk being incapacitated or resigning, then the Parish Council will appoint an Acting Clerk until the permanent position can be filled.” The Parish Council is responsible for reviewing this section.

RESOLVED to alter “FO” to “RFO” under item 8 and elsewhere in the document.

RESOLVED to include the month of the review date where required, as follows:

Annually – May

Half-yearly – November

Assets register review – January

Quarterly – September, December, March, June as already specified

Cllr Rose arrived during this item at 7.45 pm.

RESOLVED, under Section 3, to change the required frequency of play equipment checks to “no less frequently than monthly,” and for checks of other equipment, regular checks to be “no less frequently than annually.”

RESOLVED to amend Section 5, Clause 2, to read “Income promptly and properly recorded.”

RESOLVED with regard to Section 11, to amend to read “stored electronically off site” and to seek clarification from the Clerk.

RESOLVED that the Parish Council approves the policy subject to the above amendments. (Prop MC, 2nd AG, carried with 7 in favour and 1 abstention)

Cllr Rose, having arrived during the preceding item, declared at this point that he had no interests in any item on the agenda.

5.3 (4.9) Donations to churches and disposal of land – to consider response from LCPAS

RESOLVED to return to LCPAS for further clarification as their response did not make sense.

RESOLVED, given that the highways condition relating to access had been removed from the planning permission, to write to the Vicar to seek confirmation that the Church will no longer be requiring the land.

5.4 (4.11) SCDC – Emergency Plans

RESOLVED to circulate the plan to members again and defer this item to the next meeting.

5.5 (4.13) Unauthorised occupation of land – update and options for prevention

On a proposition by the Chairman, it was agreed to defer this item to the end of the meeting.

5.6 (5.3) CCC Millers Way- To consider response from CCC

RESOLVED to note that Millers Way was now designated as a Right of Way but that CCC were not willing to maintain it; however, the Parish Council could make improvements in the future should it so wish, subject to prior confirmation from CCC.

5.7 (5.7) CCC Greenways consultation

Following to the Council’s resolution at the extra-ordinary meeting on 13 November, Cllr Rose reported on his subsequent attendance at the Comberton consultation meeting, when the Project Manager, Simon Manville, had been pressed to engage with Hardwick and to consider extension of the proposed Greenway treatment from Portway to Limes Road. This view had also been expressed to Mr Manville at the LLF meeting, and the Council’s concerns conveyed that only part of the village had received the consultation questionnaire. A Hardwick Greenways working group had

been formed, with Cllr Joslin as the Council's representative, and residents were urged to join and respond to the consultation document, copies of which were now available in the shop and the School.

RESOLVED that an initial response be sent to the consultation, covering the following points:

*“The Parish Council has agreed to campaign for the extension of the Greenway from the Portway to Limes Road and calls for the Greater Cambridge Partnership to survey this proposed extension and present their recommendations for an appropriate Greenway Treatment for consideration by the village of Hardwick at a public exhibition to be held within Hardwick before the final design is presented to the public and the Executive Board in 2019.*

*The Parish Council seeks reassurance from the County Council that the introduction of the Greenway will not affect the current provision of school buses from Hardwick to Comberton Village College.*

*The Parish Council advises the Greater Cambridge Partnership that certain sections of the proposed Greenway suffers from significant flooding.*

*The Parish Council has agreed to the formation of a working group to engage with the Greater Cambridge Partnership to achieve the above objectives.*

*The Parish Council and members of the public noted the lack of engagement by the GCP with the village to date and suggest that the consultation exercise may need to be extended.”*

RESOLVED that members may also submit individual responses. (Prop AG, 2nd SR, unanimous)

#### 5.8 (7.4) Social Media policy and update

Cllr Ashton reported. He outlined the following proposals:

- that the Hardwick Parish Council Facebook site be used for one-way communication of important information including a link to the agenda on the website, key points from the meeting, and information such as forthcoming roadworks, etc.
- that all members should have the facility to post on the site under the name of Hardwick Parish Council.
- that the Council apply for membership of key village Facebook groups to join and submit Parish Council posts, with a view to reaching the widest possible audience
- that a link to the meeting on 11 December be posted initially, along with the key agenda items of interest
- that all Parish Council members be copied into the information being posted for awareness
- that any information forthcoming from a Parish Council meeting be approved by all members
- that the agenda be posted in advance of the meeting with enticing bullet points

The example policy from another parish council was considered and the following amendments agreed:

- On page 2, line 12 regarding untrue statements – change “is” to “may be”
- On page 2, line 16 regarding copyright images – change “will” to “may”
- On page 2, line 20 regarding obscene material – change “is” to “may be”

Consideration was briefly given to the need for appointing moderators, but given that the site was intended as a vehicle for conveying information only, the Parish Council agreed to proceed on the basis of the conditions outlined above.

Cllr Cassey left the meeting at 9.10 pm as he was feeling unwell.

RESOLVED that the Parish Council should trial the above proposals on the understanding that the site should be solely for the dissemination of factual information, and that it should not be a forum for discussion.

RESOLVED that formal approval of the draft policy as amended above should be an agenda item for the next meeting.

#### 5.9 (4.2) Fire damaged building - update

Cllr Gill reported that he had been in contact with the landlord who had said he would be meeting the gas company in March with a view to the works being carried out in May. He was happy to update the Parish Council in March and attend a meeting if wished.

At 9.23 pm, on a proposition by the Chairman, the meeting was briefly suspended to allow the resident to comment. The meeting re-opened at 9.25 pm.

Cllr Ashton left the meeting briefly at 9.25 pm.

Other

Cllr Rose enquired about the response sent on the Bourn Airfield application, which will be circulated by the Chairman.

Cllr Ashton returned at 9.27 pm.

### 6. Correspondence/communications received

#### 6.1 Residents – Petition regarding bus service on Main Street

RESOLVED to note the petition signed by 39 people.

RESOLVED to respond that the provision of a bus service is the responsibility of the County Council. The Parish Council had discussed the request and would be willing to support the residents' cause with the County Council; however it was the County Council that had rejected the previous proposals for a bus service because it was not regarded as sustainable and because of the impact on other services. The Parish Council suggests that the residents contact County Cllr Lina Joseph to take up the issue.

#### 6.2 Tees – Land transfer from Persimmon Homes and Transfer Deed

RESOLVED, noting that the transfer of some areas of land had not been completed at the time of the original transfer to the Parish Council, and noting that Persimmon had agreed to pay the fees, that Cllrs Gill and Joslin be appointed to sign the letter of engagement to Tees Law and the land transfer. (Prop DW, 2nd PA, unanimous)

#### 6.3 MAGPAS – request for donation

RESOLVED to respond that the Parish Council is unable to donate as it is the Council's policy to support local village charities. (Prop SR, 2nd PJ, unanimous)

### 7. Planning Applications and Decision notices and tree works applications

#### 7.1 Planning applications received since the last meeting

##### 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

Noted.

#### 7.2 SCDC Decision Notices

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.

Noted.

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.

Noted.

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.

Noted.

### 7.3 Tree Works Applications

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

RESOLVED that the Parish Council had no objections.

7.3.2 S/4097/18/TC – 1 Sadlers Close

RESOLVED that the Parish Council had no objections.

7.3.3 S/4343/18/TC – 8 Sadlers Close

RESOLVED that the Parish Council had no objections.

## 8. Members reports and items for information only

8.1 New Housing Developments and Planning Obligations including consideration of correspondence from James Fisher of SCDC and from Hill on the transfer of POS at Grace Crescent

RESOLVED to note the correspondence from Hill that 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). SCDC are working with Hill regarding the affordable homes. There is a local connection criterion contained within the S106 agreement and local residents in housing need are encouraged to register a housing application on <https://www.home-link.org.uk/>.

Cllr Rose reported that the Hardwick Community Centre Working Group had held a public meeting to look at potential sites and designs for the new Community Centre to come from money from the development. Under the S106 agreement funds have been provided for the doctors' surgery at Little Eversden and for Comberton Library. Cllr Rose proposed to write asking whether some of the funds could be reallocated to Hardwick if some health facilities or a library could be provided in the Community Centre, as the Parish Council was not happy that Hardwick would not be benefiting from the mitigation.

The St Neots Road development should commence no later than October 2019, and Grace Crescent is starting now. An access route is being created down Wimpole Way to avoid construction traffic in The Pastures.

RESOLVED that the Parish Council supports the TTRO for temporary diversion of the bridleway.

8.2 Community Speedwatch

Cllr Joslin's previously circulated written report was taken as read. A proposal for the shared purchase of new Speedwatch equipment with Bourn Parish Council, and possibly also Caldecote Parish Council, is to be an agenda item for the next meeting.

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

8.4 Proposed meeting with Highways

RESOLVED to note that Cllr Joslin would be meeting with Highways Officers on 7 December, when their recommendations for traffic calming and costings would be sought. They will be asked about the implications for any traffic calming if the bus route goes down St Neots Road.

8.6 Local Liaison Forum update

Cllr Joslin's previously circulated written report was noted. The decision on the eventual location of the Park and Ride site will affect whether the bus route goes along St Neots Road. It was understood that the Mayor's preferred route was off-road to the south with the Park and Ride site at the waterworks. A consultation will take place in February and a decision should be made in June. It was noted that Phase 2 (west of Madingley Mulch) was not yet under consideration.

8.3 Building works at 27 St Neots Road

RESOLVED, following complaints received from residents, to write to SCDC planning enforcement to highlight the fact that the building works remain unfinished after a number of years; the two storey containers erected on the site which are an eyesore; and the failure to install obscure glass as required under planning conditions, and to ask them whether anything can be done.

8.5 Bourn Airfield update

Cllr Joslin's previously circulated written report was taken as read. The Supplementary Planning Document had not yet been released and the consultation deadline had been extended. The Parish Council are liaising with Bourn and sharing traffic figures.

**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

The levelling works at the Egremont Road play area had been ordered from CGM.

9.2 To receive play areas and skate park inspection reports

RESOLVED to place the levelling works on hold as installation of the play equipment would be starting next week.

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. <sup>(Prop PJ, 2nd AG, unanimous)</sup>

LGS Services (Admin support)	£1347.45
LGS Services (Admin support)	£500.54
Sherriff Amenity (Weed killer)	£1400.00
Oakes & Watson (Hedge cutting)	£816.00
Salary	£90.36
Salary	£135.72
NEST (Pension contributions) (DD)	£116.75

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

The remaining members of the public left the meeting at 10.35 pm.

5.5 (4.13) Unauthorised occupation of land – update and options for prevention

RESOLVED to adapt the example policy from another parish council and to consider the amended draft at the next meeting.

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

RESOLVED, given that the Parish Council had not yet formally agreed to adopt any specific measures, that a recommendation for the feasibility of report for the LHI bid for a movable traffic sign including a proposal for the Parish Council's contribution of £1250.00, should be an agenda item for the next meeting.

A proposal for a litter bin near Meridian Close will be an agenda item for the next meeting.

The Chairman informed the Council of Cllr Cassey's intention to resign from the Council with effect from this meeting. Thanks were extended to him for all his efforts.

There was no further business and the meeting closed at 10:53 pm.

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

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