

HARDWICK PARISH COUNCIL

**I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 11 December 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 04/12/18

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 and the extra-ordinary meeting of 13 November**
- 4. Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 4.1 (Open) Bramley Way and Pippin Walk Anti-Social Behaviour
 - 4.2 (Open) Resident complaint about parking on the pavements
 - 4.3 (5.2) Risk Assessment Policy and Internal Controls Policy
 - 4.4 (5.4) SCDC – Emergency Plans
 - 4.5 (5.5) Unauthorised occupation of land policy
 - 4.6 (5.8) Social Media policy – formal approval
 - 4.7 (8.2) Proposal for shared purchase of new Speedwatch equipment ^(PJ)
 - 4.8 (8.4) Report on meeting with Highways on 7 December ^(PJ)
 - 4.9 (10) To consider recommendation on feasibility report for LHI bid for speed reduction equipment and the amount of the Parish Council's contribution ^(PJ)
 - 4.10 (10) Proposal for installation of litter bin near Meridian Close
- 5. To consider any correspondence / communications received**
 - 5.1 To receive the Village Plan report and consider distribution of the report ^(MC)
 - 5.2 Resident request to move a dog bin at Grace Crescent
 - 5.3 Resident request for defibrillator
- 6. To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications
 - 6.1.1 S/4367/18/FL – 28 Bramley Way – Two storey front extension
 - 6.1.2 S/4392/18/VC – 11 Cambridge Road – Variation of condition 8 (Traffic management plan) of planning permission S/1686/15/FL
 - 6.2 SCDC and appeal decision notices - to note
 - 6.3 Tree works applications
- 7. Members reports and items for information only unless otherwise stated**
 - 7.1 New Housing Developments and Planning Obligations ^(SR)
- 8. Finance, risk assessment and procedural matters**
 - 8.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
 - 8.2 To receive play areas and skate park inspection reports
 - 8.3 To consider tenders for the grass cutting contract
 - 8.4 To receive the financial report and approve the payment of bills
- 9. 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 11 DECEMBER 2018

PCSO John Coppard has confirmed that he will attend the meeting to discuss Anti-Social behaviour. The Parish Council also decided to raise the issue of parking on the pavements.

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 27 November 2018 and the extra-ordinary meeting of 13 November 2018 (attached)
4. Matters arising and carried forward from the last or a previous meeting for discussion/decision
 - 4.1 (Open) Bramley Way and Pippin Walk Anti-social Behaviour
 - 4.2 (Open) Resident complaint about parking on the pavements
 - 4.3 (5.2) Risk Assessment Policy and Internal Controls Policy

The Clerk advises that FO in the original policy refers to “Financial Overseer” whereas “RFO” refers to “Responsible Financial Officer.” The FO is a member of the Parish Council.

Regarding the Parish Council’s query regarding the security of records in the event of a fire, electronic records are encrypted and backed up off site, important documents in the filing cabinets have been scanned.
 - 4.4 (5.4) SCDC – Emergency Plans

The document has been emailed to all members.
 - 4.5 (5.5) Unauthorised occupation of land – to consider draft policy

The draft policy will be emailed to all members.
 - 4.6 (5.8) Social Media policy – formal approval

Attached
 - 4.7 (8.2) Proposal for shared purchase of new Speedwatch equipment

Cllr Joslin’s report to the last meeting is below.

Update most recent 21st Nov Speed check, Cambridge Road – 300 cars in 1hr 30mins, 25 reported as speeding – we only report 35 mph and above. (Disrespect of Hardwick – lots being through traffic)

Key issues - calming Cambridge Road/Main Street, also for reinforces our application for Greenways to Hardwick and beyond.

Note very few using the Hardwick North-South footpath for walk/cycle to school – must be using cars as now autumn/winter.

Need to cooperate with Bourn and Caldecote trying to arrange a three-village meeting. I would like to liaise particularly with Bourn

see Des Obrien email of 22Nov as:- **My comments in Red**

Good news. Last night at our monthly meeting Bourn Parish Council voted, in principle, to fund half of the equipment costs. Do Hardwick need to ratify your own spend?

I’m not sure what the next steps should be? Funding from Bourn will have to come out of next year's budget. Request Hardwick PC views on part ownership more modern equip, ours 10years old won’t go down to 20mph – needed near school. Two screens in action at same time very effective.

Can we arrange a demonstration of the equipment, or see it in action. - In place On going.

Best wishes

Des
 - 4.8 (8.4) Report on meeting with Highways on 7 December

Cllr Joslin to report.
 - 4.9 (10) To consider recommendation on feasibility report for LHI bid for speed reduction equipment and the amount of the Parish Council’s contribution

Cllr Joslin has written:

“Good news about our LHI application for speeding signs please see below

1. Well we have not been turned down yet so that's good news
2. Our LHI bid was for 2019/20 of course not 2018/19
3. The cost used was marginally higher than they now calculate – we said cost would be £5000 incl contingency, they say £4358.40 incl contingency
4. The contribution proposed was £1250, 25% of £5000. In view of slightly reduced cost, they are asking whether we want to keep the same contribution of the same % - I suggest we just keep the contribution the same ie £1250 which would be a 28.7% contribution. HPC just have to sign and return the form from Highways – no further report required

I have attached

- the submission report (parts 1 and 2) which is a subset of the Calming Hardwick document
- the original reasoning to PC around the submission comparing successful bids last year”

Documents attached.

4.10 (10) Proposal for installation of litter bin near Meridian Close
Proposed at the last meeting.

5. To consider any correspondence/communications received

5.1 To receive the Village Plan report and consider distribution of the report ^(MC)

I am pleased to be able to report that the Village Plan report is almost complete and we are hoping to sign-off the document at a committee meeting during w/c 3rd December.

I would like to deliver a copy of the report to the Parish Council at the meeting on the 11th and to seek an opinion from the Parish Council concerning the mechanism to use for distribution to the Village. (Because we were not confident that we would be able to fund printing over 1000 copies of the report, we prepared it in such a way that we can publish it on-line, however, we recognise that the PC might wish to commit to fund its distribution in hard-copy to all households in the village – this is the main question for Tuesday 11th.)

5.2 Resident request to move a dog bin at Grace Crescent
Cllr Gill to report

5.3 Resident request for defibrillator

I often wonder if there are any defibrillators available in Hardwick for use in the case of an emergency.

If there are we could advertise the locations in the Hardwick Happenings.

If not, perhaps the Parish Council would consider purchasing one or two and placing them in suitable locations. Possible places would be one near the shop and one near the pub.

I have seen some in other villages kept in secure cases with digital locks.

However, this means that when needed, you have to phone the emergency services for the key code.

6.1 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.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>

6.1.1 S/4367/18/FL – 28 Bramley Way – Two storey front extension

6.1.2 S/4392/18/VC – 11 Cambridge Road – Variation of condition 8 (Traffic management plan) of planning permission S/1686/15/FL

6.2 SCDC and appeal decision notices - to note

6.2.1 S/3497/18/FL – 105 Bramley Way – Garage extension, single storey rear extension and first floor side extension over garage and entrance porch – Permission granted.

6.2.2 S/3716/18/FL – 39 St Neots Road – Car port - Permission granted.

- 6.2.3 S/3407/18/PO – Land adj to 3 Lark Rise – Removal of affordable housing contribution – Permission refused.
- 6.2.4 S/3782/18/LD – 5 Kesters Close – Certificate of Lawful Development Certificate for proposed conversion of garage – Permission granted.

6.3 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>

None at the time of writing.

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

- 7.1 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

Copies of all section 106 agreements are available to view and download on our website (under the 'plans and docs' section of the relevant application).

Regarding healthcare contributions I can confirm that the St Neots Road development secured £58,673 and the Grace Crescent development secured £32,220. Both of these contributions are to be used towards extending Little Eversden Surgery. If an alternative healthcare project can be delivered (in Hardwick itself) then both of the agreements would need to be formally amended to allow monies to be spent on that project. It would be really helpful if you could at some point update me on the Parish Councils current thinking on how and what health provision will be provided within the community centre.

Regarding library contributions the St Neots Road development secured £11,076 be used for provision of mobile, freestanding and adjustable wall shelving and modification of the library counter as well as the provision of extra stock and additional shelving at West Street Comberton. An alternate project could be identified but again this would require a formal amendment to the section 106 agreement and would require the approval of the County Council as Library Authority and recipient of this contribution. I would recommend that the Parish Council requests that the County Councillor take this up on behalf of the Parish Council, as the District Council has no influence here.

Kind regards

James

James Fisher | Section 106 Officer

8. Finance and risk assessment and procedural matters

- 8.1 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 put on hold pending the play equipment installation.

- 8.2 To receive play areas and skate park inspection reports

- 8.3 To consider tenders for the grass cutting contract
Tenders received will be brought to the meeting.

- 8.4 To receive the financial report and approve the payment of bills – Attached

9. Closure of Meeting and items for the next agenda



Lina Joseph
Cambridgeshire County Councillor
Hardwick Division

November Report 2018

Dear all,

I hope you find this information useful.

Cambridge North Station

I attended this month a stakeholder briefing organised by the Greater Cambridge Partnership. The partners involved in this apart from the GCP are: the Combined Authority, Network Rail, Mott MacDonald and Astra Zeneca. They are looking at all the options at the moment. The project still in a very embryonic stage. They have obtained the next tranche of the money £9.6 million. They believe the last phase of the project will happen in 2021. They are looking at innovative ways to bring third party funding for this project. Some of the ideas in the air are to apply the “Beneficiary pays” principle, instead of taxing everyone. Focus on incremental passenger revenue, capturing land value uplift and wider contributions.

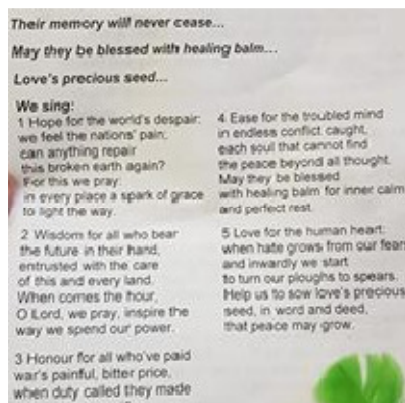
One of the items that they will be considering regarding finance will be a “congestion charge/parking levy/ or similar name”. In my opinion, this will affect directly residents in South Cambridge more than any other district. One question I raised is that if they are looking at charging people to drive into the city, they must offer a sustainable transport alternative.

Greenways



I met with the officers leading on the Greenways. I raised the concerns I have been receiving from the different parishes in my division. The consultation is now closed and once they analyse the information, they will take into consideration all the points raised. It is of their position that public's perception and ideas do count and they are taking a very good approach and listening to the public. Once of the issues that keeps coming

up is, if we have a safe route that links the school to the village, will we lose the school bus? At the moment the policy says that you would do. I believe that we should have both. I am having meetings with officers in the different departments and will keep you posted.



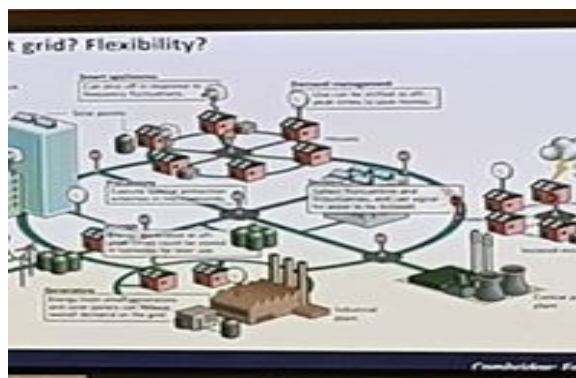
Remembrance As much as possible I join the different communities across my 12 parishes. On Sunday, I went to Caldecote. The service was lovely, it was completely packed and everyone was very friendly. It is extremely important to support these type of events, we must not forget what other men and women did in the past for us to enjoy what we have today. Thank you to all the residents and councillors for being so welcoming.



Lina Joseph
Cambridgeshire County Councillor
Hardwick Division

Produce and sell energy

Our energy unit is looking at the possibility to be energy self-sufficient and be able to sell the electricity we generate. This is very exciting because as you may already know the grid is at capacity and if we want to continue growing and be more sustainable we need to be disruptive and think out of the box. This is very exciting and I will keep you posted!



News

Residents of Cambridgeshire village Swaffham Prior are one step closer to achieving a low carbon community heat scheme after Councillors gave approval for the project to move to the next stage. The decision by members of Cambridgeshire County Council's [Commercial & Investment Committee](#) means the scheme can now progress to the development of a detailed business case.

The Swaffham Prior Community Land Trust (SPCLT) first approached the County Council in 2017 to collaborate and support them with a community heat scheme, which will enable the village to stop relying on oil and move to a renewable heat source for heating and hot water needs. After exploring numerous low carbon heating options, a detailed feasibility study suggested that a district heat network with an energy centre, which has a combination of heat being extracted from groundwater and mains gas, would be the most viable option.

The proposed project still has a lot of work and analysis before any implementation can take place, but aligns with the vision of the councils Corporate Energy Strategy and councillors were in high praise of the innovative project.

Cllr Josh Schumann, Chair of the Commercial & Investment Committee said: "The Committee approved development of the important next stages of this project, which could support the village in moving away from relying on oil and onto a renewable energy through heat extracted from ground water. What excites me is the knowledge that by 2021 the village could own its own heating system and not be vulnerable to fluctuating global prices of oil that the residents are currently tied to.

"Boreholes to test the ground water could be drilled as early as next year, which is a vital next step for the project. We will also need access to homes to identify what is needed in the home to connect to the community heat network. "The project has identified Cambridgeshire County Council land in Swaffham Prior as a location for the energy centre and we are very keen to discuss how this helps the village realise its low carbon ambitions and manage their future energy costs."

The proposed project will be retrofitted, one of the first of its kind in the country, and as such will act as a pilot project for both the government and similar villages looking to convert to sustainable heat systems.

The [project team](#) are working alongside the government department for Business, Energy & Industrial Strategy (BEIS), who have provided valuable advice and grant funding, as well as a letter of support for the progression of the project. This project exemplifies the principles articulated in the government's Clean Growth Strategy. The decarbonisation of properties dependent on oil is seen as an important step towards meeting our commitments under the Climate Change Act.



Lina Joseph
Cambridgeshire County Councillor
Hardwick Division

Colleagues at the Cambridgeshire Peterborough Combined Authority are also excited about the prospects of the proposed scheme. James Palmer, Mayor of Cambridgeshire and Peterborough, approved initial match funding on the understanding that the work can be replicated to benefit other communities within Cambridgeshire keen to take on this new energy journey.

The next step of developing a business case for the project will look at detailed financing options, scheme design and procurement strategy. Engagement and support of the Swaffham Prior community will be key to ensuring the project's success, and the project team have already begun engagement work including a presentation evening with table discussions, as well as a legal focus group with residents in the community. Further community outreach will follow.

"The project is important for the village but it is also of strategic importance to communities that are off the gas grid and are looking for ways to move from oil based heating to a more sustainable, low carbon options that are also therefore less susceptible to price fluctuations and fuel security issues."

Further details about the scheme, in the form of a Frequently Asked Questions document, can be found on the Swaffham Prior Parish Council CLT webpage here: <http://www.swaffham-prior.org.uk/pc/CLT.html>.

South Cambridge District Council

This week conservatives at South Cambridge have call for the £50.000 that the Liberal Democrats have decided to spend on management consultants to be re-allocated to delivery of front-line services. This money is meant to help the new administration decide "how the council could best focus on delivering its priorities". Senior management being paid almost double that amount are not being used to this purpose.

Combined Authority

Loan agreed to bring 88 empty homes in Ely back into use



At Wednesday's meeting the Board also agreed a repayable commercial loan up to a maximum of £24.4 million to bring 88 empty homes in Ely back into use.

The loan will enable the purchase of the Ministry of Defence-owned homes site at Princess of Wales hospital in Ely, where the properties currently sit vacant and are in need of a programme of refurbishment. The loan agreement will be with East Cambs Trading Company (ECTC), the wholly owned trading arm of East Cambridgeshire District Council. The intention is that the District Council will acquire the site and immediately transfer it to the ECTC to commence work.

The site will be redeveloped to provide 92 homes, by dividing four units to eight, then sold back to the market within two years, at which point the loan will be repaid.

The scheme will also develop 15 affordable homes to link in with an existing community land trust (CLT). The CLT, governed by members of the local community, will oversee the affordable homes, ensuring they are made available for people who live and work in the area as affordable rent properties. The scheme will therefore create additional affordable homes without the need for any grant funding by the Combined Authority.



Lina Joseph
Cambridgeshire County Councillor
Hardwick Division

Local issues

Hardwick:

I attended this month also an extraordinary meeting regarding the greenways project. I raised the concerns with officers. The officers pointed out that if the cycle lane connects the north too, they could potentially lose the school bus. This is something I am investigating.

Madingley:

It is that time of the year again. LHI bids deadline is in the horizon. Officer dealing with a project from Madingley met with them this week. The Parish Council is looking to close the avenue in order to avoid getting through traffic. My understanding is that the County Council is supportive of this project.

Kingston:

I attended this week an extraordinary meeting as the Parish Council wanted to discuss officer comments and suggestions. They were concerned with speeding through the village and where thinking on installing a mini roundabout. Mini roundabouts require a lot of lightening and they are not currently a preferred option for safety reasons. Officer suggested to first gather data to know if speeding is a real issue.

The Eversdens:

This month at their Parish Council they wanted to share with parishes in the proximity that they are paying for the Connection Bus to come to the village for the benefit of young people. Please do share with your residents. The staff do an incredible job and are a great asset for young people in rural communities like ours.

They are also in the process of kicking off the ground the construction of a new village hall. Watch the space.

Local Natural Partnership Board

As you may already know I represent the Council in this outside body. You have over 10 organisations represented and it's always active, trying to push the natural agenda forward and upwards.

Recently we have been able to launch a new website, please take a look at it. This is a very exciting milestone. www.naturalcambridgeshire.org.uk

Events

Please take a moment to review the diary and contact me if you have any questions in regards to any of the events listed or if you are aware of any other events that are taking place that are not listed.

All events can also be found on our webpage at <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-events/>

Funding portal

Please do share this link with community groups that wish to find funding pots.

<http://www.idoxopen4community.co.uk/supportcams>

Highways

A reminder that you can report road maintenance issues here:



Lina Joseph
Cambridgeshire County Councillor
Hardwick Division

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/>

Hedges

If you have an issue with hedges then they would be advised to log their complaint on our website

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults/>

Roadworks

I had calls from residents regarding roadworks. If you would like to know what is happening in your area you can check in this website. www.roadworks.org

Just to remind you that the public is very welcome to attend committee meetings and Full Council. You can find all the details [here](#).

If you have any questions please do not hesitate to get in touch.

Kind regards,

Lina

Representing the villages of: Harlton, Barton, Great and Little Eversden, Caldecote, Kingston, Madingley, Hardwick, Coton, Grantchester and Comberton.

Mobile: 07402351821 E-mail: Lina.Joseph@Cambridgeshire.gov.uk Facebook: [Cllr Lina Joseph](#)

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.

ANNUALLY = MAY UNLESS SPECIFIED OTHERWISE.

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 (MAY)
	REVIEW OF INSURANCE IS UNDERTAKEN & MINUTED	RFO	ANNUALLY (MAY)
	REGISTER OF ASSETS IS UP-TO-DATE		ONGOING
	REGULAR CHECKS OF ASSETS UNDERTAKEN (E.G. PLAY EQUIPMENT NO LESS FREQUENTLY THAN MONTHLY; BINS & BENCHES, NO LESS FREQUENTLY THAN ANNUALLY, TREES ANNUALLY	TREE WARDEN/ CLERK AS APPROPRIATE	WEEKLY, MONTHLY & ANNUALLY AS APPROPRIATE
	ANNUAL ASSETS REVIEW	PARISH COUNCIL	ANNUALLY (JAN)
	ANNUAL REVIEW OF CONTRACTS	PARISH COUNCIL	ANNUALLY (MAY)
	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 (MAY)

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4. BUDGETARY CONTROLS	REVIEW OF BUDGET IS UNDERTAKEN & MINUTED	RFO/PARISH COUNCIL	ANNUALLY (MAY)
	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 (MAY)
5. INCOME CONTROLS	PRECEPT IS PROPERLY RECORDED & PROMPTLY BANKED	PARISH COUNCIL	HALF YEARLY
	INCOME PROPERLY AND PROMPTLY 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

NOTES

FO = FINANCIAL OVERSEER OR IF NONE ANY MEMBER

QUARTERLY = SEPTEMBER, DECEMBER, MARCH, JUNE.

ANNUALLY = MAY UNLESS SPECIFIED OTHERWISE.

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.

10. YEAR-END PROCEDURES	YEAR-END ACCOUNT PREPARED ON THE CORRECT ACCOUNTING BASIS	RFO / PARISH COUNCIL	ANNUALLY (MAY)
	ACCOUNTS AGREE WITH THE CASH BOOK		ANNUALLY (MAY)
	AUDIT TRAIL FROM UNDERLYING FINANCIAL RECORDS TO THE ACCOUNTS		ANNUALLY (MAY)
	DEBTORS & CREDITORS PROPERLY RECORDED		ANNUALLY (MAY)
	NOTIFY THE PUBLIC OF ITS RIGHT TO INSPECT THE ACCOUNTS	RFO/PARISH COUNCIL	ANNUALLY (MAY)
	DISPLAY COPY OF STATEMENT OF ACCOUNTS ON COMPLETION OF AUDIT		ANNUALLY FOLLOWING COMPLETION OF AUDIT (MAY)
	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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11. OTHER	(IN EVENT OF FIRE AT PC OFFICE OR CLERK'S HOME) SEPARATE RECORD OF ACCOUNTS STORED ELECTRONICALLY OFF SITE	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
13. STAFF	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	PARISH COUNCIL	AS NECESSARY

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Hardwick Parish Council – Social Media Policy

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
- Blogs 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 may be 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 may 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 may be 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 or persons as moderator(s) 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(s) 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 4 December 2018

Hardwick Local Highways Initiative LHI Application 2019/20

1. Summary of Recommendation

Single MVAS displaying speed back to the driver and “slow down”/”thank you. There should be a choice on whether we opt for text or smiley faces. This to be mounted on existing street furniture with brackets included in the price. The process includes identification of suitable street furniture together with CCC and police (Toft are going through this now for 2018/19 LHI)

Estimated project cost: £5000.

Hardwick contribution: 25% i.e. £1250

2. Application timescale

Stage 1 - 31st July 2018 - closing date for Applications

Stage 2 - September – December - Clarifications with Applicants on proposal and costs

Stage 3 - Early in 2019 – scoring and decisions

2019/20 financial year – purchase and deploy

As an example for 2018/19 applications, Toft who were successful with their application are only now going through the selection of suitable street furniture with the CCC.

Our strategy as this is our first LHI application would be to get to the table with the LHI panel and as such our application is deliberately extensive.

3. Why have we recommended an MVAS (Moveable vehicle activated sign)

Details available from LHI website <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/speeding/alternative-speed-measures/#mobile>

Selecting an MVAS rather than a fixed SID means we can re-deploy it in various places in the village. An MVAS is mounted on existing street furniture and the selection of place and furniture comes at the end of the process and agreed with CCC under police recommendations.

The acronyms used on the LHI web site are SID (speed indicator device) and MVAS. In the MVAS acronym, the CCC use M as short for Mobile but Moveable is a better meaning used by some suppliers, others call it PSID, Portable Speed Indicator Device.

Some suppliers use M for Mobile when they are supplying signs on trailers that we see on motorway roadworks. This is not what we are applying for. The MVAS is mounted on brackets on existing street furniture agreed with the CCC and Police. It is administered/maintained by the PC/Speedwatch

4. Reasoning behind Hardwick Application

4.1 Costs

The LHI webpages and suppliers web sites provide a range of costs for both fixed and moveable signs.

The recommendations for a MVAS on the LHI web site are £4000 to £7000. “Costs above are to supply the MVAS, associated mounted equipment, spare batteries and supply and install a number

of posts for the device to be moved around” – web site. We are not requesting posts unless this is unavoidable – further dialogue with LHI panel will determine this.

The manufacturers’ websites and quotes we have received show a cost of around £3500 including data collection unit and post clamps ex VAT

The estimated LHI project costs published for successful PCs is £4796 when mounted on **existing street furniture** and for a fixed SID £6374

4.2. PC contribution to costs

Although the LHI webpage says applicants have to contribute a minimum 10%, they also state they allocate more points in their evaluation to applicants offering higher contributions.

From the data published

Total Applications 44		Remarks
Successful candidates	21	6 applied for MVAS/SID
Candidates offering contribution of 20% or more	15	10% was offered by Toft but they pointed out their small precept of £14k
Candidates scoring 4.00 or more for value for money i.e. higher contribution	13	Scoring is 4 categories each scored out of 5 then averaged. The cut-off score for success was 3.55 success/3.50 failure

Distribution of contributions offered

Percentage contribution offered	
10 to 19	6
20-29	4
30-39	4
40 - 49	2
50 -	5

Of the unsuccessful bids, 18 had value for money scores of 3.00/5 or less, 12 of which had offered contributions of less than 20%.

The highest LHI Project cost was a successful bid of £29919 from Balsham for zebra crossing and associated costs.

PROJECT FEASIBILITY SUMMARY

Local Highway Improvement (LHI) Initiative



Applicant	Hardwick Parish Council	Status	draft/issued
Application Reference No	S23	Version	1.0
Assigned Highways Officer	James Toombs	Approved by	JR
Location of proposal	Village Wide		
Streetview Link	Hardwick		
Highway Issue or Improvement	Speed issue through village. Proposal for a MVAS for use across the village		
Key Considerations	Use existing street furniture where possible.		
Optimum Solution	Aquire MVAS unit for village and determine three -four possible locations for it to be mounted		
Other options considered	None		
Supporting Documents			

TECHNICAL APPRAISAL OF PROPOSED SOLUTION

Road Safety Benefit and/or Issues	RAG
None	
Risks to Delivery	RAG
Requires signature from Parish Council on memorandum of understanding	
Effectiveness	RAG
Will highlight to drivers that they are exceeding the speed limit and will provide data for future works	
Maintenance Considerations	RAG
None	

ESTIMATED CONSTRUCTION & OTHER COSTS

Item	Estimated Cost
Staff Costs	£951.38
Labour	
Equipment	£3,011
Materials	
Traffic Management	
Legal Traffic Regulation Order (Includes 2 No. Newspaper Adverts)	£0
Sub-Total	£3,962
10% Risk Contingency	£396
GRAND TOTAL	£4,358.40

Total Project Budget Required	£4,358.40	
Applicant Contribution	£1,250.00	28.7%
CCC Contibution applied for	£3,108.40	
Estimated duration of project	8-12 months	

Commencing *1st April 2018*

Hardwick Application: Supplementary Information Page 1

Map of Hardwick

Below: Main Street entry looking north (left) and towards Blue Lion



Below: Main Street looking north from St Marys church towards Cambridge Road (left) and Cambridge Road looking south downhill from the school



Below: St Neots Road village entry from the east looking west (left) and two images taken in the west of St Neots Road approximately at the access point for the planned 155 dwellings development. Looking east (middle) and to the west towards the A428 junction (far right) where persistent excessive speeds were measured.



LHI Application Supplementary 2

A map of the village together with photographs is attached on Supplementary 1.

Road safety issues faced in the village

We have a pretty straight 40mph road east/west across the top of the village providing access for through traffic and to residents and commercial premises, details provided in this application, on which speeds of 61mph and over have been measured

We have a mostly straight 30mph primary road through the village north/south with mostly narrow footways on one side only. This north/south road provides access for the majority of Hardwick's residents, developing businesses at converted barns, St Marys church and the popular Blue Lion pub and is a conduit for through traffic coming from Toft and onwards to the A1303 and the A428.

For residents in the south, this provides their only route to/from the pre-schools/primary school, post office, shops and bus stops which are all in the north of the village, journeys up to a mile away for some. There are no alternatives e.g. public footpath or cycleway.

1. Persistent speed issues – additional comments

St Neots Road

The speeds we reference are measurements taken from the detailed Transport Assessment prepared for the Planning Application for 155 new dwellings due to access St Neots Road once approved.

The data was collected across a week in February 2016 at the proposed entrance to the new 155 homes development and showed excessive speed was significant. A summary:

Of the 28,035 vehicles measured eastbound, 15% of vehicles were exceeding 46mph

Of the 26,219 vehicles measured westbound, 19.8% of vehicles were exceeding 46mph

46 vehicles were measured at speeds of 61mph and over eastbound

83 vehicles were measured at speeds of 61mph and over westbound

Measurements taken approximately at the location of the access road for this planned development, see location images in Supplementary Page 1

The full Transport Assessment prepared for Circle Housing by Rossi Long with PPC Consultancy Information Ltd, October 2016 is on-line with SCDC Planning for Application S/3064/16/OL.

Main Street/Cambridge Road

Because of resident fears for their safety on the route, letters were sent to SCDC in February 2018 and at the 2018 Annual Parish Meeting in April there was a vote for the following resolution.

"This meeting calls for the elected representatives of the village to press the authorities to deliver Main Street, Hardwick with a fit for purpose footway/cycleway between the north and south of the village such that two users – walkers/ pram pushers/ toddlers/ cyclists/ wheelchair users – can safely travel side by side or pass each other without being threatened by traffic on their shoulder or having

to go onto mud and grass for their journey, and that such footway shall be in place within the next 12 months.”

The Parish Council have engaged with Highways to seek footway improvements but we are told the footway will not be widened. We are therefore going to try and ensure speed limits are obeyed.

2. Current Safety Hazards – additional comments

As well as the larger commercial premises of Weatherhead Agricultural and CSC Garage and Repair Centre other businesses directly accessing St Neots Road include

A cluster of shops accessed slowly though an in/out car park including

A pet food supplier and pet grooming parlour

A café

A Beauty Parlour and hairdressers

A busy Vet

A parade of shops and businesses accessed slowly through an in/out car park

DVSA centre

There is a clear relation between the location of accidents reported in CCC data and the entry/exit locations of residents and commercial premises. Bringing speed to within the limits should lessen the seriousness for those involved

3. Wide community support – additional comments

Extracted from the Village Plan Survey

Safety Measure Indicated in the Village Plan Survey	Respondents to the measure	Respondents in support	Respondents consider this Essential
Reduce Traffic Speed	371	244	110
Provide Speed bumps	366	115	39
Provide Traffic Lights	329	63	25

As such we are pursuing the village preferences with this application for MVAS: not traffic lights and not speed bumps at this stage.

4. Added Value – additional comments

We intend to complement use of MVAS with use of Speedwatch and other efforts to target road safety e.g. better footpaths.

We believe these measures will bring about a reduction in vehicle speeds which will make the St Neots Road safer and encourage more use of the businesses along that road and to make Main Street and Cambridge road safer for journeys between the north and the south of the village.