

**Hardwick Parish Council**  
**Minutes of the Annual Meeting held on Tuesday 28 May 2019**  
**in the School at 7.00 pm**

Present: Councillors: A Gill (Chairman), P Joslin, S Rose, P Ashton and I Giddings.

In attendance: 12 members of the public and Mrs Gail Stoehr (Clerk).

**1. Election of Chairman and to receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received**

RESOLVED that Cllr Gill be elected Chairman. <sup>(Prop IG, 2nd PJ, unanimous)</sup> Cllr Gill signed the Chairman's Declaration of Acceptance of Office.

**2. To elect a Vice-Chairman**

RESOLVED that Cllr Joslin be elected Vice-Chairman. <sup>(Prop AG, 2nd IG, unanimous)</sup>

**3. Annual Business**

**3.1 To appoint committees, working groups or any other officers which the Council deems necessary**

RESOLVED that the following working groups and member responsibilities be confirmed: <sup>(Prop PJ, 2nd IG, unanimous)</sup>

Planning Working Group – Cllrs Gill and Cllr Joslin.

Tree Working Group – Cllrs Gill and Joslin.

Play area inspections – Cllr Wellbelove: St Mary's play area; Worcester Avenue, Grenadier Walk; Skate Park and Egremont Road play area.

Newsletter – Cllr Gill

Notice board – Cllr Wellbelove.

Website liaison and Webmaster – Cllr Croft

Emergency Plan – Cllr Giddings

Fact finding in preparation for meetings – the Chairman.

Neighbourhood Plan Working Group – Cllrs Gill and Joslin.

Social Media (Facebook) – Cllr Ashton

**3.2 To appoint representatives on any other organisation or authority, which the Council deems necessary**

Village Development Plan – vacancy (previously Martin Cassey).

Bourn Airfield working group – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin, Wellbelove, Cassey and Ashton

Parish Paths Partnership – Cllr Joslin.

Coalition of Parish Councils – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin and Rose.

Local Liaison Forum – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin and Rose.

SCDC Planning Forum – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin and Rose.

Hardwick Community Centre Working Group – Cllr Rose.

New developments and S106 – Cllr Rose.

Chivers liaison – The Chairman.

RESOLVED to write to Martin Cassey to ask whether he intends to continue in the roles he undertook before he joined the Parish Council, namely Village Development Plan, Community Bus Scheme, and Healthcare campaign for healthcare in Hardwick.

Speedwatch - RESOLVED to defer discussion of this item to the next meeting to enable Cllr Joslin to speak to the Co-ordinator and volunteers as to their views on

whether this is a Parish Council or community group as this may have implications for the reclaim of VAT on the recent camera purchase and whether the Parish Council has bought them the camera or loans it to them.

Liaison with other groups and organisations– Cllr Ashton (Prop AG, 2nd PJ, unanimous)

3.3 Annual Review Standing Orders, Financial Regulations, Risk Assessment and other policies review

RESOLVED that there should be no changes at this time. (Prop PJ, 2nd AG, unanimous)

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

The previously circulated reports from the County and District Councillors were read and summarised by the Chairman in their absence.

County Cllr Nieto's request for the Parish Council to nominate roads and footpaths in need of work was noted.

RESOLVED to ask County Cllr Nieto for more information on Green Initiatives which is to be an agenda item for the next meeting.

4. **To approve apologies for absence**

Apologies were received from Cllrs Croft (out of parish) and Wellbelove (out of parish), County Cllr Lina Nieto, and District Cllr Grenville Chamberlain

5. **Declaration of interests**

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

Cllr Rose declared a personal interest in item 9.2 as a member of HSSC, and in item 10.1.1 (Land to rear of Hall Drive) as a friend of the applicant.

Cllrs Giddings and Ashton declared an interest in item 9.2 as members of HSSC.

5.2 **To receive written and grant any requests for dispensation as appropriate for items on this agenda**

None.

6. **To approve the minutes of the previous meeting on 23 April**

RESOLVED that the minutes of the meeting on 23 April be approved and signed by the Chairman as a true record. (Prop PJ, 2nd IG, unanimous)

7. **To consider resolutions from the Annual Parish Meeting, any applications for funding and the APM's recommendation**

There were no resolutions.

Funding applications were awaited and this item was deferred to a future meeting.

On a proposition by the Chairman, the order of business was varied to take item 10.1.3 next.

At 7.44 pm, the meeting was adjourned to enable residents to comment.

Residents outlined their objections to the application for 31 Cambridge Road.

A resident highlighted the covenant on the fence, the access over Parish Council land, the loss of amenity land and overlooking by a two storey building.

It was observed that there had been a material change in that the plans were now for a single storey bungalow. The estate agent was advertising the property for sale as having planning permission for a bungalow.

The resident urged the Parish Council to respond with the same objections as before. Correspondence with residents including a petition had been received by the Council.

Another resident indicated that several residents had complained to the estate agents, and that the statements in the applications were false or misleading. There were concerns that, whilst nothing was stated about access, the plans showed access in place.

Another resident commented that they had seen a statement that there was contaminated land and had downloaded a copy, but this was not mentioned in the application.

The meeting re-convened at 7.54 pm.

10.1.3 S/1498/19/FL – 31 Cambridge Road – Outline planning permission with some matters reserved except for scale for a proposed erection of single storey bungalow

RESOLVED that the Parish Council reiterates its previous comments made on S/0488/19/OL, namely that:

“Hardwick Parish Council considered the above application for Rear of 31 Cambridge Road, Hardwick and **objects** on the following grounds:

- 1) It overlooks 9 Sudeley Grove, Hardwick
- 2) Additional traffic into Sudeley Grove will cause issues with parking for the applicant and visitors, plus construction and delivery vehicles
- 3) There is a covenant on 31 Cambridge Road that states they must erect and maintain at all times a good and sufficient fence on the west and northern boundary.
- 4) Proposed access is currently on the Parish Council land which under no circumstances will it agree to.”

The Parish Council asks that the application be referred to the Planning Committee.  
(Prop AG, 2nd PJ, unanimous)

RESOLVED to write to the architect to ask whether they are aware that the proposed access goes across Parish Council land, and to inform them that the Parish Council objects and is not willing to grant permission for access, and that outline planning permission has not been granted. A copy of the letter is to be sent to the estate agent.

The meeting was again adjourned at 8.03 pm and resumed at 8.06 pm after a resident commented on the planning consent for 31 Cambridge Road and observed that there was an unknown number of bedrooms in this new application.

The meeting was again briefly adjourned at 8.07 pm. Residents thanked the Parish Council for listening to their concerns. Six members of the public left the meeting.

The meeting resumed at 8.07 pm.

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

8.1 (4.1) CCTV – to consider reply from Police if received

RESOLVED, given there had been no response from the Police that Cllr Ashton should raise the matter at the Neighbourhood Watch meeting which the Police will attend, if nothing is heard in the meantime.

8.2 (4.3) Emergency Plan update

Cllr Giddings reported. RESOLVED that Cllr Giddings should draft the plan based on the information he has obtained to date, and bring the draft plan to a future meeting.

8.3 (4.4) Village pond – to consider advice from CCC and Wildlife Trust ad any quotes received

RESOLVED to accept the quotation from RH Landscapes for approximately £350.00 for one day’s work, to chop back trees and clean out the pond, with the work to be done in September or October. Cllr Gill is to meet the contractors on site to oversee the work.  
(Prop PJ, 2nd PA, unanimous)

RESOLVED to ask RH Landscapes once complete for a quotation to carry the work out annually.

8.4 (4.6) Maintenance of benches at Egremont Road

RESOLVED to accept Cllr Giddings's kind offer regarding the two benches in the Egremont Road play park area, to deal with the splinters by planing, apply wood stain at a materials cost of £20.00 to £30.00, and to place chippings supplied free of charge by Oakes and Watson at the base of the wooden frame.

RESOLVED that the Parish Council is willing to reimburse to him the costs of materials. (Prop AG, 2nd PJ, unanimous)

RESOLVED that Cllr Giddings should seek professional advice regarding maintenance of the oak bench near the Church and report back to the next meeting for further consideration.

8.5 (4.7) Volunteering under Duke of Edinburgh scheme – to consider what to take forward

RESOLVED to defer this item to the next meeting.

8.6 (4.8) Village notice board – to consider quotation for refurbishment if received

RESOLVED, given that the soft wood was structurally sound, to remove the pin board and use battens rather than screws. The same treatment as for the oak bench is to be used for the Portway notice board which is made of oak, and the board is to be edged with aluminium or wood.

RESOLVED to accept Cllr Giddings's kind offer to refurbish the Portway notice board and to reimburse to him the cost of materials. (Prop SR, 2nd AG, unanimous)

Any member observing out of date material on the notice boards may remove it.

8.7 (4.10) Surplus sports equipment on the Recreation Ground

RESOLVED that Cllr Ashton should liaise with the Sports Clubs regarding the broken goals, old wheels and other items in the undergrowth, and the 5 a side goals by the Pavilion container, and ask them to remove the old boot scraper on the recreation ground in front of the pavilion. (Prop AG, 2nd PJ, unanimous)

Cllr Giddings left the meeting briefly at 8.42 pm and returned at 8.45 pm.

8.8 (5.4) To consider SCDC response on Mobile Warden Scheme

Noted.

8.9 (8.2) To consider report and recommendation on Worcester Avenue play area wall repairs

RESOLVED to defer this item to the next meeting to enable Cllr Wellbelove to take part.

8.10 (9) Comberton Greenways

RESOLVED to note that the Greater Cambridge Partnership's report did not address the concerns expressed at the parish meeting that they did not consult with Hardwick. The Greater Cambridge Partnership had agreed in principle to attend a meeting and a date was awaited.

RESOLVED that Cllr Rose should draft a response to the Comberton Greenway report for consideration at the next meeting.

**9. Correspondence/communications received**

9.1 To consider correspondence on outstanding invoice from Herts & Cambs Ground Maintenance

RESOLVED to respond that as a result of their abrupt departure with no notice given, the Parish Council incurred expenditure rectifying the position and putting in place

another contractor. (Prop AG, 2nd DW, unanimous) Cllr Rose is to draft the letter for the Clerk to send.

9.2 Break in at the Hardwick Sports and Social Club

RESOLVED, having considered correspondence from the Secretary at the Hardwick Sports and Social Club, that the Parish Council should cover the cost of the damage to the doors but only progress an insurance claim if the cost is greater than twice the excess.

9.3 Resident – Children’s den building in open space by Sudeley Grove

The Chairman verbally reported on his site visit. RESOLVED that no action is to be taken at this time.

**10. Planning Applications and Decision notices and tree works applications**

10.1 Planning applications received since the last meeting

10.1.1 S/1331/19/FL – Land to rear of 18 Hall Drive – Approval of matters reserved for access, appearance, landscaping, layout and scale following outline planning permission S/1549/15/OL for construction of detached dwelling and detached garage  
Cllr Rose, having previously declared an interest in this item, left the meeting at 9.10 pm.

RESOLVED that the Parish Council makes no recommendation. (Prop AG, 2nd PJ, unanimous)  
Cllr Rose re-joined the meeting at 9.13 pm.

10.1.2 S/1482/19/FL – 17 Lambourn Road – Proposed single storey front and rear extensions linked by a section of raised roof

RESOLVED to support the application. (Prop AG, 2nd PJ, carried with 1 abstention)

10.1.3 S/1498/19/OL – 31 Cambridge Road – Outline planning permission with some matters reserved except for scale for a proposed erection of single storey bungalow  
Taken earlier.

10.1.4 S/1644/19/NM – Agricultural field west of Grace Crescent – Non-material amendment of planning permission S/4551/17/RM  
Noted.

10.1.5 S/1645/19/VC – Agricultural field west of Grace Crescent – Variation of condition 2 (Materials) of planning permission S/4551/17/RM  
RESOLVED to make no recommendation. (Prop SR, 2nd PJ, unanimous)

10.2 SCDC Decision Notices

10.2.1 S/0884/19/VC – 339 St Neots Road – Variation of Condition 2 (approved plans) of planning permission S/2665/17/FL for erection of two family dwellings – Permission granted.

10.2.2 S/0264/19/FL – 114-116 Limes Road – Conversion of two dwellings into one to enable home disability adaptations with single storey rear extension – Permission granted.

10.2.3 S/1035/19/FL – 101 Bramley Way – First floor extension above existing ground floor – Permission granted.

10.2.4 S/1082/19/AD – Land east of Highfields Road – 1x stack sign advertisement – Permission granted.

10.2.5 S/0568/19/AD – 175 St Neots Road – Erection of a single illuminated fascia sign – Permission granted.

10.3 Tree Works Applications

10.3.1 S/1647/19/TP – 51 Cambridge Road  
RESOLVED to make no response.

10.3.2 S/1684/19/TC – Blue Lion, Main Street (whitebeam, tree of heaven)

RESOLVED to make no response.

**11. Members reports and items for information only**11.1 New Housing Developments and Planning Obligations

Cllr Rose reported that a brochure for Meridian Fields had been produced. Four dwellings had been built and two offers had been made. The trigger for the S106 payment is the first occupation. Cllr Rose reported on communications with James Fisher, SCDC S106 Officer, and that he had sent Mr Fisher the Trustees' statement which had previously been sent to SCDC. The house prices were up to £750,000.

A Community Centre Working Group meeting had been arranged for June.

11.2 Grace Crescent S106 financial provisions

Cllr Giddings left the meeting briefly at 9.38 pm and returned at 9.41 pm.

Cllr Ashton reported on the Grace Crescent S106 provision and spoke to his paper circulated before the meeting. It was noted that the Parish Council would need to await the S106 monies from both developments before some of the projects could start.

RESOLVED that Cllr Rose should check with James Fisher of SCDC who would be the beneficiary of the funds for street lighting.

RESOLVED that Cllr Ashton should expand on his report to include the St Neots Road development in his S106 table.

Cllr Giddings left the meeting and did not return.

**12. Finance, procedure and risk assessment**12.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers

RESOLVED to note that the Clerk used her delegated powers to contract RPM to attend to the concrete at the Egremont Road Play Area reported at the last meeting.

12.2 To receive play areas and skate park inspection reports

The play inspection reports were received and noted.

12.3 To consider the RoSPA report

RESOLVED to defer this item to the next meeting.

12.4 To receive the financial report and approve the payment of bills

RESOLVED that the payments as listed in the finance report should be paid, plus CCC (Streetlights energy) £2008.03. (Prop PJ, 2nd AG, unanimous)

Salary	£90.36
Salary	£148.90
NEST (Pension) (DD)	£173.53
Victoire Press (Village Plan printing)	£1500.00
RH Landscapes (Grass cutting)	£906.00
CAPALC (Affiliation fee)	£529.87
LGS Services (Admin support)	£1353.81
Playsafety Ltd (RoSPA inspection)	£411.00
X2 Connect (Phone box paint)	£109.59
RPM (Play equipment repair)	£192.00
LCPAS (Internal audit)	£200.00

Credits, including pitch hire fees and receipt of the precept, were noted.

RESOLVED to specify debtors separately on the income and expenditure statements next year.

12.5 To consider the Internal Auditor's report if received

RESOLVED, given that the accounts had not yet been collected by the Internal Auditor, that Cllr Gill should take the accounts to LCPAS.

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

John O’Connell is to carry out a survey for the PHFI application.

Cllr Joslin is to provide the serial number for the Speedwatch equipment which is to be insured by the Council.

Cllr Joslin reported that a representative from Stagecoach had given a presentation to the WI meeting.

CCC will not be supplying its MVAS until September.

Cllr Joslin reported on her attendance at the Caldecote Village Design meeting regarding the SCDC funded pilot scheme.

A Speedwatch report is to be made to each meeting.

Consideration of the next steps for the Village Plan is to be an agenda item for the next meeting. <sup>(SR)</sup>

A request for matting at the Church play area is to be an agenda item for the next meeting.

The Salvation Army clothing bank is to be installed. The Chairman has signed an agreement that the Salvation Army will receive all the income. A copy is to be sent to the Clerk.

Brambles at the skate park are to be removed by a volunteer.

There was no further business and the meeting closed at 10.35 pm.

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

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