

HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 28 June 2016 in the School at 7.45 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.



Gail Stoehr, Clerk 21/06/16

AGENDA

Open Public Session including reports from the County & District Councillors

1. **To approve apologies for absence**
2. **Declaration of interests**
 - 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 on 24 May 2016**
4. **Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 4.1 (8.4) Arrangements for putting up the waymarking signs – offer from voluntary group
 - 4.2 (12.2) To consider ROSPA reports and recommendations and any action to be taken
 - 4.3 (12.4.1) Internal Auditor's report
 - 4.4 (12.8.1) Standing Orders, Financial Regulations, Risk Assessment and other policies review
 - 4.5 (12.8.2) Assets, Insurance Policy and fidelity guarantee review
 - 4.6 (8.2) Pavilion drain survey – to consider Dyno-Rod's response
 - 4.7 (3.1) Litter picking review^(SR)
 - 4.8 Notice boards refurbishment – to consider quotes received
5. **To consider any correspondence / communications received**
 - 5.1 Resident – trees at the recreation ground
 - 5.2 Resident - suggestion that the verges are sown by SCDC with a wild flower mix
 - 5.3 Peter Oakes – request for permission to submit a tree works application for works to Parish Council trees adjacent to The Old School House, Main Street
 - 5.4 Local Government Boundary Commission – Electoral review of South Cambridgeshire
 - 5.5 Resident request that the Parish Council arranges a recycling collection as happens in Toft
6. **To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications
 - 6.1.1 S/1438/16/FL – 3 Sudeley Grove – Two storey side extension replacing garage, rear single storey extension and alteration to porch
 - 6.1.2 S/1082/16/FL – 8 Pippin Walk – Single storey front extension
 - 6.2 SCDC decision notices – to note
 - 6.3 Tree works applications
7. **Members reports and items for information only unless otherwise stated**
 - 7.1 Proposal that the Council considers its terms of reference when making appointments so as to comply with best practice^(SR)
 - 7.2 27 St Neots Road – planning issues^(PJ)
 - 7.3 St Neots Road lay-bys surfaces – to consider what if any action should be taken^(PJ)
8. **Finance, risk assessment and procedural matters**
 - 8.1 To consider any quotes for urgent work required because of risk
 - 8.2 To receive play areas and skate park inspection reports
 - 8.3 To consider quotation for annual CCTV maintenance
 - 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 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.scamb.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 28 JUNE 2016

1. Apologies for absence – Apologies have been received from Cllrs Stewart, Gill, Skingle and Worland (all out of parish). Apologies have also been received from District Cllr Grenville Chamberlain.
2. Declaration 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 ie to either speak or speak and vote.
3. To approve the minutes of the last meeting on 24 May 2016 – attached.
4. Matters arising
 - 4.1 (8.4) Arrangements for putting up the waymarking signs – offer from voluntary group
Cllr Worland has written:
I can check the existing markers in early July and report to the July meeting what will be required in regards to new posts etc to carry out this task.
I have had some offers of help from the St Mary's voluntary group (LOTS) to install any new posts required.
 - 4.2 (12.2) To consider ROSPA reports and recommendations and any action to be taken
Deferred at the last meeting.
 - 4.3 (12.4.1) Internal Auditor's report
The Council is to consider correspondence between the Chairman, Clerk and Internal Auditor and the Internal Auditor's enquiry as to whether the Council would like her to come into the office again to go through all the minutes (which would be subject to a charge for time and travel). She has indicated that she is on holiday until the end of June.
 - 4.4 (12.8.1) Standing Orders, Financial Regulations, Risk Assessment and other policies review
Deferred at the last meeting. The Chairman's comments as follows have been referred to CAPALC and a response is awaited. "I have read the Clerk's report and I'm more than happy to study the proposed policies.
However even when I do this it isn't going to tell me why we should adopt the new policies in place of our existing ones (other than the fact that they come recommended by CAPALC)

I suppose that there are changes compared to our existing policies and that we should know which policies we are dropping, adding or replacing. Is this something you can tell us or if we want to know this is it something we have to work out for ourselves?"
 - 4.5 (12.8.2) Assets, Insurance Policy and fidelity guarantee review
Deferred at the last meeting.

Other for info only
(7.2 April meeting) Footpath between the Blue Lion and the Church
CCC has been asked again to repair the whole section of the pavement between the Blue Lion and the Church and remove the grass overgrowing the pavement narrowing its width. Quotes have been invited as agreed at the April meeting and will be brought to the next meeting if received.
In particular there is a very bad section between the pub and 66? Main Street and the whole section is too narrow and in need of repair.
 - 4.6 Pavilion drain survey – to consider Dyno-Rod's response
"We would recommend a six monthly service clean of all the drainage at a cost of £280.00+vat per visit as the engineer that came out last time indicated a build-up of scale."
 - 4.7 (3.1) Litter picking review^(SR)
 - 4.8 Notice boards refurbishment – to consider quotes received – quotes will be brought to the meeting.
5. Correspondence
 - 5.1 Resident – trees at the Recreation Ground

“We write to draw your attention to the overgrown state of the trees in a number of locations around the recreation ground.

- It is virtually impossible to leave the ‘small’ rec on the south-eastern edge on Egremont Rd near Sudeley Grove because of over-hanging trees (as well as a private property owner’s leylandii hedge, which is again taking over the pavement)
- The foliage beneath the trees on the western edge of the recreation ground is very overgrown and unkempt and the old dog walk is now completely inaccessible to people. It has been made to look much worse due to the impressive clearing of a small area undertaken by Chris Fuller, the cricket groundsman.
- The trees on the eastern edge of the recreation ground where they bound our property both alongside the path and behind the skate ramp are now not only huge and impacting on the light, but are also over-hanging our fence in a number of places. In addition the leylandii hedge – which was an ill-fated attempt to deaden the noise from the wrongly-placed skate ramp – are now as tall as the trees which surround them (although they are obviously on a mound). When we agreed to the planting of these trees as a last resort, we expressed serious concern about how tall they would grow and were assured by the then chairman and vice-chairman they would be kept to a level where we were not impacted. To our knowledge they have not now been cut back for several years.

We would appreciate if you could arrange for some serious pruning to take place as soon as possible at all the locations I have mentioned, but particularly on the western and southern perimeters of our property where we are directly affected.

We are also writing to Hardwick School to again ask them to cut back the trees which affect us and our neighbours on that side.”

Sharon Maloney at the County Council (CCC) has taken this up with the resident in Egremont Road who has agreed to cut back his conifer hedge from overhanging the pavement. However there is some vegetation on the recreation area south of the school which is also overhanging the footway which Sharon Maloney believes belongs to the Parish Council. She requests that the Parish Council cuts this back.

5.2 Resident suggestion that the verges are sown by SCDC with a wild flower mix

A resident has written “I regularly cycle through Gamlingay. At the end of Manor Road are 2 verges that have been sown with a wildflower mix by South Cambs council on a green initiative. This should be happening in our village too. It would be good for our environment and well being. It might stop the awful ‘mowing’ that happens sporadically. The obvious verges would be in front of the school, the large green on the corner of Limes Road and Ellisons Lane and pockets sown around the recreation field.”

Photos will be brought to the meeting.

5.3 Peter Oakes – request for permission to submit a tree works application for works to Parish Council trees on Parish land to the right hand side of The Old School House, Main Street

Oakes Tree Surgery has written “We have been asked to carry out the following work on the above land by Peter Cornwell (The Old School House) and are seeking Parish Council permission prior to submitting a Tree Works Application to South Cambs District Council.

Item 1 Maple tree cut back to fence line branches encroaching over garden of The Old School House.

Item 2 Ash tree cut to ground level and remove this slender tree.

Item 3 Ash tree reduce crown of tree by approximately 3 metres and shape, also remove back to trunk the two branches extending into the garden.

All arisings will be removed from site.”

5.4 Local Government Boundary Commission – electoral review of South Cambridgeshire consultation

The Local Government Boundary Commission for England has published draft recommendations on the future electoral arrangements for South Cambridgeshire District Council.

The Local Government Boundary Commission for England has published draft recommendations on the future electoral arrangements for South Cambridgeshire District Council. Today is the start of an 8 week public consultation on the Commission's draft recommendations on new ward boundaries across South Cambridgeshire District Council. The consultation closes on 25 July 2016.

[View the draft recommendations](#)

You can view the Commission's draft recommendations at <https://consultation.lgbce.org.uk/node/6215> where you can find interactive maps, a report and guidance on how to have your say. The Commission has not finalised its conclusions and now invites representations on the draft recommendations.

An interactive map of the Commission's recommendations for South Cambridgeshire, a summary outlining the Commission's draft recommendations, electorate figures and guidance on how to propose new wards is available on the consultation area at:

<https://consultation.lgbce.org.uk/node/6215>. Further information about the review is published on our website at: <http://www.lgbce.org.uk/current-reviews/eastern/cambridgeshire/south-cambridgeshire>.

Have your say

We encourage everyone who has a view on the draft recommendations to contact us whether you support them or whether you wish to propose alternative arrangements.

Before finalising the recommendations, the Commission will consider every representation received during consultation whether it is submitted by an individual, a local group or an organisation. We will weigh each submission against the criteria the Commission must follow when drawing up electoral arrangements:

- To deliver electoral equality where each district councillor represents roughly the same number of electors as others across the district.
- That the pattern of wards should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

It is important that you take account of the criteria if you are suggesting an alternative pattern of wards. You can find additional guidance and information about previous electoral reviews on our website to help you or your organisation make a submission.

Get in touch

The Commission welcomes comments on the recommendations report by 25 July 2016.

Representations should be made:

- Through our interactive consultation portal where you can explore the maps of the recommendations, draw your own boundaries and supply comments at: www.consultation.lgbce.org.uk.
- By email to: reviews@lgbce.org.uk.
- Or in writing to:
Review Officer (South Cambridgeshire)
Local Government Boundary Commission for England
14th Floor
Millbank Tower
Millbank
London
SW1P 4QP

The Commission aims to publish every response it receives during phases of consultation. If you do not want all or any part of your response or name to be made public, you must state this clearly in the response. Any such request should explain why confidentiality is necessary. All responses may be subject to publication or disclosure as required by law (in particular under the Freedom of Information Act 2000).

This is the last opportunity to influence the Commission's recommendations before they are finalised. We therefore encourage local people to get in touch with us and have their say.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Emily Starkie

Review Officer

reviews@lgbce.org.uk

0330 500 1280

- 5.5 Resident request that the Parish Council arranges a recycling collection as happens in Toft
 “Periodically Toft Parish Council arranges for its Parishioners a collection of unwanted electrical items. This has been arranged twice in the last three years.
 I have a large working electrical item which the District Council requires some £45 to collect but no specific time for collection. I could of course place the item on my frontage and allow the item to be taken by passing traffic. This would not be responsible recycling but would save me some £45 and given no collection appointment, would probably result in the item being stolen anyway.
 The attached pdf file makes all the right arrangement including the time for items to be put out for collection.
 Could not Hardwick Parish Council make similar arrangements for its Parishioners.”
- 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.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 6.1.1 S/1438/16/FL – 3 Sudeley Grove – Two storey side extension replacing garage, rear single storey extension and alteration to porch
- 6.1.2 S/1082/16/FL – 8 Pippin Walk – Single storey front extension
- 6.2 SCDC decision notices
- 6.2.1 S/0958/16/FL – 5 Lark Rise – Single storey double garage with workshop/tool store to rear – Permission granted.
- 6.2.2 S/0199/16/FL – 15 Pippin Walk – Two storey side extension and single storey extension to ft and rear – Permission granted.
- 6.2.3 S/0701/16/FL – 119 Cambridge Road – Demolish the existing conservatory, garage conversion, single storey rear extension. Replace the flat roof over the existing garage and kitchen area with a pitched roof with ridge height to match existing ridge line – Permission granted.
- 6.3 Tree works applications
 None at the time of writing.
7. Members reports and items for information only unless otherwise stated
- 7.1 Proposal that the Council considers its terms of reference when making appointments so as to comply with best practice ^(SR) – Cllr Rose to report
- 7.2 27 St Neots Road – planning issues ^(PJ)
 Cllr Joslin writes “I have been approached by more than one person concerning this new build. The questions asked are
- When will the obscure glazing be installed, first floor - West and East elevations?
 - Will the final obscure glazing be permanent? - Not temporary.
 - Near neighbours have lost their privacy, over looked from No27's balcony
 - Are the 2 containers stacked in the front garden approved by this application, if so when will they be removed as they are any eyesore for residents and passing traffic.
 - Has permission been granted for the mobile home plus extensive static conservatory? Will this be removed after the build is completed.”
- 7.3 St Neots Road lay-bys surfaces – to consider what if any action should be taken ^(PJ)
 Cllr Joslin has written. This relates to the surfaces of the lay-bys, particularly outside 65-67, near Petpacks, near Millers Way. (I see that one or two have been resurfaced why not all). I now noticed that there are more lay-by's which need resurfacing. Could they be considered as unsafe.
8. Finance and risk
- 8.1 To consider any quotes for urgent work required because of risk
 None at the time of writing.

For info

Giove Builders have been asked to return to the pavilion and fix the roof they recently repaired as following the heavy rains it leaks. They have said that they would return but at the time of writing the HSSC Manager has indicated that it has not been done and he is chasing Giove.

- 8.3 To consider quotation for annual CCTV maintenance
Alarm Maintenance has quoted £187 plus VAT.
- 8.4 To receive the financial report and approve the payment of bills - attached

Electrical Waste Kerbside Collection on behalf of Toft Parish Council

Do you have electrical items that you no longer use or want?
WISER Recycling can help You.....

WISER Recycling are a local recycling company based in St Ives and will be conducting a collection of household Waste Electrical and Electronic Equipment (WEEE) on Wednesday 13th July 2016.

Electrical items will be collected in the morning by WISER vehicles. We will collect any electrical item (including non-working) from hairdryers, videos, microwaves, to televisions and fridge/freezers - basically, anything with a plug on. WISER Recycling will collect from right outside your house! All items will be taken to our fully licensed treatment facility in St Ives for Reuse, Refurbishment or Recycling.

PLEASE PLACE YOUR ITEMS 'KERBSIDE' BY 10:00 – IF POSSIBLE, PLEASE AVOID PLACING OUTSIDE THE EVENING BEFORE.

Wiser Recycling vehicles are clearly identifiable - If you see unauthorised vehicles stealing the material, please call 999 and report 'theft in progress' and supply the vehicle registration details.

WISER has partnerships with many local and regional charities including Emmaus, Lighthouse, i-Trust and Eco-Computer Systems through which it sells working items back to social groups and low income families. We are full permitted and authorised by the Environment Agency and operate to international standards; ISO 9001 (Quality), ISO 14001 (Environmental) and OHSAS 18001 (Health & Safety), ensuring a professional recycling and recovery service, second to none.

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jun-16

Summary of previous month

Balance brought forward **£194,267.17**

Adjusts/transfs/inc during period

CHQ 458 ADJUSTMENT 50.00

Expenditure approved at last meeting/between meetings

CAMBS CRICKET LTD	REC VERTIDRAIN	-400.00
PLAY PARKS GROUP	S137	-250.00
HARDWICK BROWNIES	S137	-250.00
EVANGELICAL CHURCH	S137	-595.00

Misc credits

HARDWICK CRICKET CLUB	LOAN REPAYMENT	200.00
HARDWICK CRICKET CLUB	PITCH HIRE 15/16	250.00
NS&I	INTEREST	28.77
HARDWICK FC	PITCH HIRE 15/16	250.00

Total Adjustments

-716.23

Balance revised after adjustments

£193,550.94

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	74,545.44	82,911.30	-8,365.86
Business Account	546.44	546.44	
Cambridge Counties Bank	90,459.06	90,459.06	
Bonds	28,000.00	28,000.00	
Total	193,550.94	201,916.80	-8,365.86

Expenditure for approval

£

GROUNDS BY ROUNDS R CASSEY VICTOIRE PRESS CAMBS CRICKET LTD LGS SERVICES ALARM MAINTENANCE	GRASS CUTTING SALARY SALARY WEBMASTER HARDWICK HAPPENINGS REC FERTILISER ADMIN SUPPORT CCTV SERVICE	675.30 121.33 223.73 25.00 759.00 150.00 1287.63 224.40
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Total expenditure

3466.39

Balance c/f

£190,084.55

Notes:

Late invoices will be brought to the meeting