

Hardwick Parish Council
Minutes of the Meeting held on Tuesday 27 September 2016
in the School at 7.45 pm

Present: Councillors: S Rose (Chairman), J Stewart, B Skingle, A Gill, P Joslin, J Humphries and C Cracknell.

In attendance: 9 members of the public including Mrs Gail Stoehr (Clerk).

Open public session including reports from the County and District Councillors

Davina Frost on behalf of Pat Portlock raised concerns at the level of litter in the village and expressed the need to educate people.

Anne Jones, President of the Community Association, suggested a new building as a replacement for the School community room which could be located adjacent to the Scout and Guide building if the skate park was relocated so that the buildings could be used together if required.

Tim Tack on behalf of the Scouts felt that the proposal was worthy of further consideration, subject to the approval of the Scout and Guide community locally and in the wider area. The Scouts and Guides were looking to replace the building prior to the receipt of any S106 money from new developments.

Martin Cassey reported the Village Plan Steering Group had been put on hold pending clarification of the Neighbourhood Plan remit and the key issues of its governance and scope, following which the Village Plan would then be resumed. The pilot village survey was on items which were outside the Neighbourhood Plan remit. The Chairman clarified the area of the Neighbourhood Plan as the parish boundary.

On a proposition by the Chairman, it was agreed that items 4.6 and 7.1 would be taken together.

1. To approve apologies for absence

Apologies had been received from Cllr Worland (out of parish).

2. Declaration of interests

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

Cllr Cracknell declared an interest in item 5.1 relating to the area around the sports and social club, as he was a member, and declared the existence of his dispensation.

Cllr Humphries declared an interest in item 7.1 as a scout leader.

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

None at this time.

3. To approve the minutes of the previous meeting on 23 August 2016

RESOLVED that the minutes of the meeting on 23 August 2016 be approved and signed by the Chairman as a true record. (Prop CC, 2nd JS, unanimous)

RESOLVED that the confidential minutes of the meeting on 23 August 2016 be approved and signed by the Chairman as a true record. (Prop AG, 2nd JH, unanimous)

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

4.1 (4.2) Perimeter vegetation at the Recreation Ground – to consider quotation

RESOLVED to accept the quotation from Buchans for all works (items 1-6) at a total of £1414.50 with a 10% discount as quoted, as one job.

RESOLVED to ask Buchans to carry out the work before the October meeting so that the Parish Council can consider the standard of the work when considering tenders, and to seek references.

- 4.2 (4.3) Suggestion that verges are sown with a wild flower mix – to consider quotations
Three quotations had been requested. Two quotations were received and considered. RESOLVED given that the area at Cahills Corner had been tidied and re-seeded by a resident, to thank the resident for kindly carrying this out.

RESOLVED to defer this matter to the next meeting pending an order to rescind the decision taken at the previous meeting.

- 4.3 (4.5) To consider the grass cutting and village maintenance tenders fro 2017 to 2019 – to consider tenders received

RESOLVED to shortlist the tender applications to Buchans, Herts and Cambs Grounds Maintenance and CGM and to seek references from the three contractors.

- 4.4 (4.5) To consider quotations for cutting the Millennium footpath
Deferred to the next meeting as quotations were awaited.

- 4.5 (4.5) Footpaths between Main Street and Long Road – to consider response from CCC if received

RESOLVED, given that CCC had stated that these would be cut on 21 September, that Cllr Joslin should take a look.

- 4.6 (7.1) Further consideration of projects to be progressed in the village for possible S106 funding and

- 7.1 Grace Crescent development – report on meeting with Carter Jonas, SCDC, CCC and others and to consider the proposals for the community rooms at the School should the Grace Crescent application receive approval

The Council considered correspondence between Carter Jonas and the Chairman outlining the proposal by the developer to offer community facilities to replace the existing provision at the school.

RESOLVED, given that the Trustees of the Village Hall and Social Club consisted of the Parish Council Chairman, the President of the Community Association and the Vicar, that the meeting be briefly adjourned at 8.46 pm to enable the Chairman to apply for a dispensation. The meeting re-opened at 8.49 pm. The Clerk reported that a dispensation had been granted to the Cllr Rose to speak and vote on matters relating to the Village Hall and Social Club.

The Clerk advised that the Parish Council should consider whether it has a power to find an architect or professional to advise on the design and provision of a community building which will be owned and is the responsibility of a third party, ie the Trust.

RESOLVED that the Parish Council recommends that the proposed replacement community room be re-located to the recreation ground, pending further discussions with SCDC as to the location.

RESOLVED that the facility should be extendable and adaptable, properly designed and eco-efficient.

RESOLVED to adopt the attached “Schedule of village needs requiring funding especially in the event of additional housing” as a working document. (Prop CC, 2nd PJ, unanimous)

- 4.7 (7.3) Memorial bench cleaning – to consider quotation

RESOLVED to accept the quotation from AH Callus for £355 plus VAT subject to the proviso that the bench is treated. (Prop PJ, 2nd JS, unanimous)

4.8 (8.2) Work required at Grenadier Walk play area – to consider quotations
RESOLVED to accept the quotation from Peter Oakes for £80.00 to deal with the self-set sapling and the quotation from RPM for £200.00 to repair the swing seats.

4.9 (5.4 of 26.7.16) To consider CCC response on Miller’s Way
RESOLVED, having considered correspondence from CCC in order to establish a public right of way that the Parish Council will ask the residents who completed the survey in 2009 and any who would have used the path for the required 20+ years to complete the new form and plan and then submit it to the County Council. (Prop PJ, 2nd JS, unanimous)

5. Correspondence/communications received

5.1 Resident complaint about litter and request that some extra funding be put into a proactive campaign of educating people

RESOLVED, as it was expected that someone would shortly apply for the position to delegate to the Chairman and the Clerk to interview and appoint a suitable candidate.

RESOLVED that the resident could write an article for Hardwick Happenings and pass this to the Chairman.

RESOLVED that Cllr Humphries should place an article in Hardwick Happenings highlighting that the litter problem is increasing and expressing appreciation for the people that do pick up litter.

RESOLVED that this be an agenda item at the next meeting.

5.2 Oakington and Westwick – Youth provision sharing services

RESOLVED as the Parish Council already supports Steve Gaze financially with his youth group to respond commiserating but indicating that the parish Council does not wish to join the scheme at this time. (Prop JH, 2nd PJ, unanimous)

5.3 Highway Improvement Scheme invitation to bid

RESOLVED that Cllr Stewart should write the application for the widening and resurfacing of the footpath between the Blue Lion and the Church and that as the project is estimated to cost £15,000 the Parish Council would contribute £3,000. (Prop SR, 2nd PJ, unanimous)

5.4 CCC Community Volunteering Scheme

RESOLVED to place the litter picking group under the CCC Volunteering Scheme. (Prop SR, 2nd PJ, unanimous)

5.5 Cambridgeshire Network Rail level crossing 2nd round consultation

RESOLVED that the Parish Council had no comments.

6. Planning Applications and Decision notices and tree works applications

Cllr Gill was still not receiving planning applications.

6.1 Planning applications received since the last meeting

6.1.1 S/2237/16/FL – 111 Limes Road – Proposed single storey front and rear extensions and two storey rear extension

RESOLVED to support the application. (Prop PJ, 2nd AG, unanimous)

6.1.2 S/2205/16/FL – 277 St Neots Road – Proposed loft conversion with dormer windows

RESOLVED to support the application. (Prop PJ, 2nd AG, unanimous)

6.1.3 S/2088/16/FL – 32 Meridian Close – Orangery extension at rear

RESOLVED to support the application. (Prop PJ, 2nd AG, unanimous)

6.1.4 S/1884/16/FL – 105 Bramley Way – Garage extension, single storey rear extension and first floor side extension over garage

RESOLVED to support the application. (Prop PJ, 2nd AG, unanimous)

6.1.5 S/2439/16/DC – New Haven, Hall Drive – Discharge of condition 4 (boundary), 5 (surface water drainage), 6 (traffic management plan), and 8 (noise) of planning permission S/2246/14/FL
Noted. (Prop AG, 2nd PJ, unanimous)

6.1.6 S/1847/16/FL – Land adj to Casa Di Foseta, St Neots Road – erection of 4 dwellings (revised details of planning permission S/0255/13/FL)
RESOLVED that the Parish Council had no comment.

6.2 SCDC Decision Notices

Details of planning permissions granted by SCDC or refusal notices since the last meeting can be viewed on the SCDC Planning Portal at <http://plan.scams.gov.uk/>.
None.

6.3 Tree Works

6.3.1 26 Main Street

RESOLVED that the Parish Council had no comments.

RESOLVED that the Parish Council supports its own application when received.

The Clerk advised on procedure relating to revisiting a previous decision with regard to the willow tree at the rear of 86 Limes Road.

7. Members reports and items for information only

7.1 Grace Crescent development – report on meeting with Carter Jonas, SCDC, CCC and others and to consider the proposals for the community rooms at the School should the Grace Crescent application receive approval
Taken earlier.

7.2 Proposal for tree outside 13 Laxton Avenue

RESOLVED that Peter Oakes should be asked to cut back the tree clear of the highway and make it safe. (Prop AG, 2nd PJ, unanimous)

7.3 Neighbourhood Plan

RESOLVED to receive Cllr Gill's verbal report on a meeting with District Cllr Chamberlain and answered the questions relating to the area of designation. They had been looking at the Rendlesham Neighbourhood Plan. As regards governance, the Parish Council had discussed the next steps with SCDC, including completion of an application to designate, the requirement for the Parish Council to consult with the public, and to provide evidence of this.

RESOLVED that the Parish Council should advertise the proposed area of designation and seek quotations for professional assistance.

RESOLVED to allocate a budget of £250.00 for incidental expenses to the Neighbourhood Plan Working Group. (Prop SR, 2nd JH, unanimous)

Cllr Cracknell left the meeting at 10.50 pm.

8. Finance, procedure and risk assessment

RESOLVED to note completion of the audit.

8.1 To consider any quotes for urgent work required because of risk

None.

8.2 To receive play areas and skate park inspection reports

RESOLVED to ask Ian Giddings to repair another damaged fence panel at Egremont Road play area.

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

RESOLVED to note the completion of the annual audit by Littlejohn and their one comment.

RESOLVED to receive the financial report and that the invoices and bank statements be checked before the cheques are signed.

RESOLVED that the payments as listed in the finance report should be paid, noting that the payment Shelter Solutions (bus shelter repair) should be £288.00 (not £48.00 as stated in the finance report), plus Grounds by Rounds (grass cutting) £1041.53 and PKF Littlejohn LLP (audit) £360.00. (Pro PJ, 2nd JS, unanimous)

Zurich (Insurance)	£1863.50
Shelter Solutions (bus shelter repair)	£288.00
Salary	£134.24
NEST (pension)	£160.64
LGS Services (admin support)	£1283.26

Credits including bank interest, a wayleave payment and a VAT reclaim, were noted.

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

A report on the meeting with Hardwick Happenings will be an agenda item for the next meeting.

There was no further business and the meeting closed at 10.55 pm.

SignedChairmandate.

Indoor community facilities	Existing facilities at Hardwick Primary School might be required in future for school use. In any event those facilities compare unfavourably with village halls and community centres nearby. Currently very little opportunity for people in the village to meet to collaborate on their various interests. Facilities could be as small as an extra meeting room to a multi use community centre available for events and communal indoor activities over four or five different rooms of varying sizes and uses.	c£250,000 to £1,250,000	High/Medium/Low/zero
Scout and Guide building	The scouts and guides have plans to replace their existing hut with a permanent building. Their intention is to make the building available to the community as well as to the scouts and guides	Total costs c £250,000 currently being raised by the Scouts and guides	High/Medium/Low/zero
Church Hall	St Mary's Church has plans to replace their existing portacabin with a permanent church hall. Their intention is to make the building available to the community as well as the church members.	Total costs c £250,000 currently being raised by the church.	High/Medium/Low/zero
Highways	Footpath improvements from Cahill's corner through to the Blue Lion including additional lighting	£50,000 to £100,000	High/Medium/Low/zero
Transport - public transport	Improved public transport links for the south of the village and from the north of the village to Toft and Comberton	Major costs that need the County Council's involvement but which the Council may wish to support	High/Medium/Low/zero
Transport - cycleways	Dedicated cycleways to Comberton and Cambridge	Major costs that need the County Council's involvement but which the Council may wish to support	High/Medium/Low/zero
Traffic	Road improvements to prevent regular congestion on Cambridge Road outside the village store.	c£250,000 to £1,250,000	High/Medium/Low/zero
Allotments	Existing allotments are fully used	Land would need to be identified	High/Medium/Low/zero
Library	Additional mobile library route stop; additional books etc.	c£6,500	High/Medium/Low/zero
Community transport	17 seater community minibus for youth groups, doctors run, etc.	c £30,000	High/Medium/Low/zero
Parking	Only if there is a development at Grace Crescent additional parking is required to move on street parking at the Pastures off the road.	c£100,000	High/Medium/Low/zero