

**Hardwick Parish Council**  
**Minutes of the Meeting held on Tuesday 23 May 2017**  
**in the School at 7.00 pm**

Present: Councillors: S Rose, J Humphries, B Skingle, P Joslin, C Cracknell and D Wellbelove.

In attendance: 4 members of the public, County Cllr Lina Joseph and Mrs G 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**

Cllr Rose invited nominations.

RESOLVED that Cllr Gill be elected Chairman in his absence. (Prop PJ, 2nd JH, carried with 1 abstention)

Cllr Gill is to sign the Chairman's Declaration of Acceptance of Office before the next meeting.

RESOLVED that Cllr Rose be appointed to chair the meeting until a Vice-Chairman is appointed. (Prop JH, 2nd PJ, unanimous)

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

RESOLVED that Cllr Skingle be elected as Vice-Chairman. (Prop CC, 2nd JH, carried with 1 abstention)

**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 agreed:

Planning Working Group – Cllr Gill (Convenor), (Prop PJ, 2nd JH, unanimous) and Cllr Joslin. (Prop BS, 2nd JH, unanimous)

Tree Working Group – Cllrs Humphries (Convenor) and Gill. (Prop SR, 2nd PJ, unanimous)

Play area inspections – (St Mary's play area – Vacancy, being covered by Cllr Humphries), Cllr Wellbelove (skate park), Cllr Bhachu (Worcester Avenue and Grenadier Walk play areas), and Cllr Humphries (Egremont Road play area). (Prop CC, 2nd PJ, unanimous)

Newsletter – Cllr Humphries and Cllr Gill in his capacity as Chairman. (Prop SR, 2nd PJ, unanimous)

Notice board – Cllr Wellbelove. (Prop BS, 2nd SR, unanimous)

Hardwick Happenings – RESOLVED that there is no longer a need to appoint members as it is now independent. (Prop SR, 2nd JH, unanimous)

Website liaison – Cllr Rose. (Prop JH, 2nd DW, unanimous) Cllr Rose indicated his willingness to relinquish this role if the Chairman wished to take it on.

Litter picker review – The Chairman. (Prop SR, 2nd PJ, unanimous)

Village Development Plan – Cllr Joslin to attend the meetings and report to the Parish Council. (Prop JH, 2nd BS, unanimous)

Proposed Church Hall – The Chairman was appointed to speak with Chivers about the request to widen the track on to Council land. (Prop SR, 2nd PJ, unanimous)

Fact finder – Cllr Gill was appointed to fact find and report to the Parish Council but not to make decisions. It was noted that the Chairman was on occasion contacted by people who wanted to ask him things and report to the Parish Council, and without this role it was difficult to do the job. (Prop SR, 2nd JH, unanimous)

Neighbourhood Plan Working Group – Cllrs Gill, Joslin and Bhachu

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

Parish Paths Partnership – Cllr Joslin. (Prop BS, 2nd SR, unanimous)

Coalition of Parish Councils – to represent the Parish Council and report back to meetings – Cllrs Rose, Gill and Joslin. (Prop BS, 2nd SR, unanimous)

Local liaison forum (Coton pressure group for busway) – to represent the Parish Council and report back to meetings - Cllrs Rose, Gill and Joslin. (Prop SR, 2nd PJ, unanimous)

SCDC Planning Forum - to represent the Parish Council and report back to meetings – Cllrs Rose, Gill and Joslin. (Prop BS, 2nd SR, unanimous)

New Community Hall Cllr Rose as the Parish Council’s representative.

RESOLVED to note that the Group being formed by Hills, who would build the facility, to develop plans for the proposed new community hall would also include a Village Hall and Social Club Trustee, a representative from the Community Association, the District Councillor, a representative from the Village Plan and also the Scouts.

New Developments – Cllr Rose to liaise with developers, Councils and others in connection with S106 money for any developments in the village. (Prop BS, 2nd PJ, unanimous)

On a proposition by the Chairman, the meeting was briefly suspended at 7.22 pm to allow Martin Cassey to speak. The meeting re-opened at 7.23 pm.

RESOLVED to appoint Mr Martin Cassey progress the Community Bus Scheme and report to the Parish Council. (Prop PJ, 2nd SR, unanimous)

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

RESOLVED to change the dispensation policy to not extended the provisions of paragraph 4 to apply in the same way in the case of a “non-disclosable pecuniary interest” or a “non-pecuniary interest”, as defined in the Code of Conduct. (Prop SR, 2nd JH, unanimous)

Standing Orders – RESOLVED to delete Clause 1m given the requirements of the Openness of Local Government Regulations 2014. (Prop BS, 2nd SR, unanimous)

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

Clare McGowan spoke to items 9.1 and 9.1.1 and requested that the Parish Council support the applications and either sign or co-sign the small grants whenever the funding body required it..

On a proposition by the Chairman, the order of business was varied to take item 9.1.1 at this point.

9.1.1 Request that the Parish Council assist with grant applications to other funding bodies either by submitting a joint or a sole application

RESOLVED to approve the request subject to checking that there were no onerous requirements such as undertaking repairs, or erosion of the Parish Council’s rights. Cllr Skingle and the Clerk were appointed to do this and report to the Council if and when issues arise (Prop SR, 2nd CC, carried with 1 abstention)

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

Martin Cassey queried that there were no meeting papers on the website. The Clerk apologised and explained that this was due to lack of time.

County Cllr Lina Joseph arrived during this item.

Jeff Jones outlined the application for financial support for Hardwick Happenings and indicated his willingness to answer questions. The magazine is seeking to be financially secure. The advertising income was over £4000.00 and printing costs were £5866.00 per year.

County Cllr Lina Joseph reported on the first full council meeting chaired by Cllr Mandy Smith; community and partnership and the need to find ways of raising revenue and reviewing assets to maintain services; and her membership of the Environment Committee and Children's Committee. Cllr Joseph noted that health was a major concern in the village and will try to give support where she is able. She asked that the Parish Council appoint a representative or two to attend a working group of her parish councils.

Cllr Joseph was asked to support the Parish Council's position on the Cambourne to Cambridge busway. Cllr Joslin declared an interest in this matter as a resident of St Neots Road.)

**4. To approve apologies for absence**

Apologies were received from Cllr Gill (out of parish) and District Cllr Grenville Chamberlain. Cllr Bhachu was absent.

**5. Declaration of interests**

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

Cllr Skingle declared an interest in item 9.4 as a member of Hardwick Sports and Social Club, and the existence of his dispensation enabling him to speak and vote.

Cllr Skingle declared a non-pecuniary interest in item 10.1 as he lives within 400 yards of the proposed mast.

Cllr Humphries declared an interest as Scout Leader in item 9.3, and also the existence of her dispensation.

Cllrs Wellbelove, Rose and Cracknell declared a no pecuniary interest in item 9.4 as members of Hardwick Sports and Social Club.

Cllr Rose declared a non-pecuniary interest in item 10.1 as he lives within 400 yards of the proposed mast.

**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**

RESOLVED that the minutes of the meeting on 25 April be approved and signed by the Chairman as a true record. (Prop SR, 2nd JH, unanimous)

**7. To consider any applications to fill the casual vacancy**

None.

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

**8.1 Resolution that "The meeting calls for Hardwick residents and their elected representatives to press candidates in the forthcoming general election to articulate their support for, and pledge to promote the delivery of, a GP surgery together with supporting primary healthcare services in Hardwick within the lifetime of the next parliament."**

The Clerk advised on Purdah.

RESOLVED that whilst the Parish Council supports the sentiment, it cannot press candidates as requested.

- 8.2 Resolution that the Parish Council grants funding to the following -  
RESOLVED that the Parish Council approves the grants as follows subject to receipt of the completed application forms and checking by the Parish Council at a meeting:
- 8.2.1 Hardwick Brownies £250 (Prop SR, 2nd JH, unanimous)
- 8.2.2 Hardwick Play Parks £250 (Prop SR, 2nd JH, unanimous)
- 8.2.3 Hardwick Mother and Toddler Group £250 (Prop SR, 2nd JH, unanimous)
- 8.2.4 Hardwick Pre-school £250 (Prop SR, 2nd JH, unanimous)

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

9.1 (5.1) Hardwick Play Parks

- 9.1.1 Request that the Parish Council assist with grant applications to other funding bodies either by submitting a joint or a sole application  
Taken earlier.

- 9.1.2 Query as to what does the Council want doing with the extra fencing panels left on site by Kompan

RESOLVED to consider the Handyman's report and as an employee was to be discussed to close the meeting to the public temporarily. The public left the meeting at 8.02pm.

RESOLVED that the spare fencing panels were currently being stored by Cllr Cracknell.

RESOLVED that as the Parish Council had been under the impression that the old fencing panels would be removed by the Handyman and that others could make use of them as firewood that the Handyman should remove them without further delay.

RESOLVED to order a skip at an approximate cost of £80.00 to dispose of the fencing if the Handyman could not dispose of the old fencing panels free of charge.

RESOLVED that the remaining fencing foundations were not considered to pose any risk and therefore could be left.

Members of the public re-joined the meeting at 8.10 pm.

- 9.2 (5.3) St Neots Road development application – update on application and outcome of discussions about healthcare in the village

RESOLVED to receive Cllr Rose's verbal report that the Parish Council had agreed to support the application subject to reasonable healthcare being provided. Martin Cassey and Cllr Rose had met with the Bourn and Comberton surgeries and both had been receptive to introducing an outreach facility in Hardwick. There will be further follow up meetings. SCDC had assured Cllr Rose that it would assist the Parish Council by arranging and attending meetings. No guarantees had been given but progress had been made, so the Parish Council had supported the application.

On a proposition by the Chairman, the meeting was suspended at 8.14 pm to enable Martin Cassey to speak. Mr Cassey and Mrs Anne Jones were looking at options such as using the school community room with a waiting room outside. It would be necessary to escort the patient when it was time for their appointment.

RESOLVED that Cllr Rose report back to the Parish Council each month.

- 9.3 (5.4) New Community Centre – to consider setting up a working group and its membership and terms of reference

Cllr Rose spoke to his previously circulated Trustees position which included the Trustees wish that the Parish Council to take on ownership of the new community centre subject to assurances

9.4 (5.6) HSSC Guttering – to consider quotations if received

RESOLVED as only one quote had been received and two were outstanding, given the pressing need to replace all the fascias to suspend financial regulations and accept the quotation from Coulsons for the guttering cleaning and repair and to delegate to the Clerk and the Chairman together to get Coulsons to also do the fascias resolving the matter expeditiously.

9.5 (6.2) Resident – use of hard courts and equipment by School club and children for practice

RESOLVED that Cllr Humphries should purchase a combination lock to secure the equipment against the fence. (Prop PJ, 2nd BS, unanimous)

9.6 (Jan 2017) Agency services options enquiry – consider advice received from CAPALC

Noted.

**10. Correspondence/communications received**

10.1 Norman Gillan consulting – proposed communications mast near Hardwick

RESOLVED to respond that the Parish Council would be interested to hear their plans for access to the site, as the land on either side of the concrete access is the Parish Council's. (Prop PJ, 2nd SR, unanimous)

10.2 Hardwick Happenings request for financial support

RESOLVED that in the event of the cessation of Hardwick Happenings any remaining funds be paid to the Parish Council, given that the Parish Council is making funds available to Hardwick Happenings. (Prop SR, 2nd JH, carried with 1 abstention)

RESOLVED that the Parish Council is not underwriting the magazine but considering the application for funding in the same way as it would for any other village group's application..

On a proposition by the Chairman, at 8.42 pm the meeting was briefly suspended and re-opened at 8.44 pm.

RESOLVED to grant the sum of £2400.00 to Hardwick Happenings by way of financial support. (Prop SR, 2nd JH, unanimous)

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

11.1 Planning applications received since the last meeting

11.1.1 S/1648/17/PN – 50 Hall Drive – Single storey side extension, two storey rear extension and conversion of garage to residential with minor internal alterations

RESOLVED that the Parish Council supports the application. (Prop PJ, 2nd JH, carried with 2 abstentions)

11.1.2 S/1704/17/FL – 23 Laxton Avenue – Two storey side extension and single storey rear extension to dwelling

RESOLVED that the Parish Council supports the application. (Prop PJ, 2nd JH, carried with 1 abstention)

11.1.3 S/1692/17/FL – 8 Grace Crescent – Proposed single storey front infill and internal alterations

RESOLVED that the Parish Council makes no recommendation. (Prop PJ, 2nd JH, unanimous)

11.2 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/>.

11.2.1 S/0078/17/OL – Land to the north of 3 Worcester Avenue – Application for outline planning permission for a two storey detached dwelling with all matters reserved – Permission granted.

Noted.

11.2.2 S/0629/17/FL – 303 St Neots Road – New three bedroom dwelling to rear of 303 St Neots Road to replace previously approved new dwelling – Permission granted.

Noted.

11.2.3 S/1088/17/PN – The Hey, Main Street – Prior notification for proposed grain store – Prior approval not required.

Noted.

### 11.3 Tree Works

11.3.1 S/1438/17/TC - 44 Main Street

No comment.

### 11.4. Members reports and items for information only

RESOLVED to receive Cllr Cracknell's verbal report on his and Mr Martin Cassey's meeting with Histon and Impington Parish Council. The background to their community bus was outlined. A charity owns the minibus. Copies of their annual accounts had been provided and were available at the meeting.

RESOLVED that the Parish Council should wait until SCDC offers money and the Parish Council will then look at the operation of the scheme, eg via a charity, or the paid manager, if appointed, could take this role on also.

At 8.57 pm on a proposition by the Chairman, the meeting was suspended to enable Martin Cassey to comment. Histon and Impington Parish Council operates under S19. S22 could be used. There are funds from Grace Crescent of £45,000 and from St Neots Road of £30,000 for this project.

This will be an agenda item for the next meeting.

### 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

None.

12.2 To receive play areas and skate park inspection reports

RESOLVED to note that the skate park rivets are now becoming loose and to await the RoSPA reports.

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

RESOLVED that the payments as listed in the finance report should be paid. (Prop PJ, 2nd JH, unanimous)

Kompan (Play area fence)	£7697.38
Playsafety Ltd (RoSPA inspection)	£399.00
Herts and Cambs Grounds Maintenance (Grass cutting)	£336.00
Cambs Cricket Ltd (Vertidrain)	£400.00
Canalbs Ltd (Internal audit)	£273.85
Ridgeons (Bench stain)	£19.31
Salary	£170.10
Salary	£90.36
LGS Services (Admin support)	£1293.85
NEST (Pension) (DD)	£162.23

Credits, including the precept and bank interest, were noted.

12.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1<sup>st</sup> April 2016 and 31 March 2017)

RESOLVED given that there had been no changes during the year and their acceptance last year, that the Parish Council considers that it has adequate systems of financial control. (Prop SR, 2nd PJ, unanimous)

12.5 To consider the Internal Auditor’s report

12.6 To prepare the Annual Governance Statement (Section 1 of the Annual Return)

12.7 To approve the Annual Governance Statement by resolution

12.8 To consider the Accounting Statements (Section 2 of the Annual Return)

12.9 To approve the Accounting Statements by resolution

12.10 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

RESOLVED to defer items 12.5 to 12.10 inclusive to the next meeting to enable Cllr Rose to review the items. The Clerk advised that it would be necessary to change the dates of electors’ rights and seek a time extension from Littlejohn the external auditors. (Prop SR, 2nd BS, unanimous)

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

RESOLVED that consideration whether any items could be delegated to the Clerk and possibly a member to expedite Parish Council business is to be an agenda item for the next meeting.

There was no further business and the meeting closed at 9.22 pm.

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

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