

HARDWICK PARISH COUNCIL


I hereby give notice that the Meeting of the Parish Council will be held remotely due to the current pandemic on
Tuesday 28 April 2020 at 7.00 pm

To join the Zoom Meeting
<https://zoom.us/j/93181154174>

Meeting ID: 931 8115 4174

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.


Mrs Gail Stoehr, Clerk
21/04/20

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**
- 4 **To consider co-option to fill casual vacancy (3 vacancies) – Ackbar Joolia, 57 St Neots Road**
- 5 **Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 5.1 (4.1) Planting of three free trees – update^(AG)
 - 5.2 (4.5) Maintenance of Miller's Way – update including report on meeting and recommendation^(AG, PJ)
 - 5.3 (9) To consider the length of meetings^(SR)
 - 5.4 Sale of old Speedwatch equipment – to note that Toft Parish Council have accepted the offer to purchase the old equipment and to consider correspondence from Hardwick Speedwatch
 - 5.5 To consider the unauthorised removal of trees in woodland behind Sudeley Grove^(AG)
 - 5.6 (4.3 of Jan meeting) LHI application 2020/21 new speed cushions along Cambridge Road successful
- 6 **To consider any correspondence/communications received requiring a decision of the Council**
 - 6.1 Resident – Consideration of bollards to protect newly planted trees on the Recreation Ground
 - 6.2 Resident request for signage at Egremont Road play area
 - 6.3 Hardwick Pre-school – request for signage
 - 6.4 Hardwick Sports and Social Club (HSSC) - request for rent reduction
 - 6.5 La Biga Mobile Pizzeria – request to operate wood fired pizza van in Hardwick
 - 6.6 CCC Local Highways Improvement Scheme 2021/2022 – invitation to bid
- 7 **To consider any planning applications and decision notices and tree works applications ***
 - 7.1 Planning applications
 - 7.1.1 20/01392/HFUL – 28 Main Street – Demolition of existing garage and the erection of a replacement oak framed timber garage with store in loft space – to note response made between meetings. The Parish Council was neutral.
 - 7.1.2 S/0119/20/PA – 8 Portway Road – Single storey rear extension – to note response made between meetings. The Parish Council was neutral.
 - 7.2 SCDC and appeal decision notices - to note
 - 7.3 Tree works applications
- 8 **Members reports and items for information only unless otherwise stated**
 - 8.1 New Housing Developments and Planning Obligations^(SR)
 - 8.2 Village Plan report and to consider any actions
 - 8.3 Zero Carbon grants for new community building. Proposal that the Parish Council seek an agreement in principle that the new centre be as zero carbon emitting as possible^(PJ)
- 9 **Finance, risk assessment and procedural matters**

* 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/>

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.

- 9.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
- 9.2 To receive play areas and skate park inspection reports and consider if any work is required
- 9.3 To receive the financial report and approve the payment of bills

10. Closure of meeting and items for the next agenda

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Mrs Gail Stoeher, Clerk to Hardwick Parish Council, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY
Tel: 01954 210241 Email: hardwickpc@lgs-services.co.uk

Open Public Session including reports from the County & District Councillors

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. If members have a pecuniary interest, having declared an interest they must not take part in the agenda item unless they have been granted a dispensation to do so.
3. To approve the minutes of the last meeting on 25 February 2020 (attached)
4. To consider co-option to fill casual vacancy – Ackbar Joolia, 57 St Neots Road, Hardwick, CB23 7QH
Attached.
5. Matters arising and carried forward from the last or a previous meeting for discussion/decision
- 5.1 (4.1) Planting of three free trees – update^(AG)
- 5.2 (4.5) Maintenance of Miller’s Way – update including report on meeting and recommendation
The Chairman to report.
- 5.3 (9) To consider the length of meetings
Proposed at the last meeting.
- 5.4 Sale of old Speedwatch equipment – to consider correspondence from Hardwick Speedwatch
Toft Parish Council has gratefully accepted the offer to purchase the equipment at the offered cost of £300.00. Correspondence from Alan Everitt has been circulated.
- 5.5 Unauthorised removal of trees in woodland behind Sudeley Grove
A resident has reported as follows:
“I notice that a resident (redacted) has taken out a number of trees bordering their property and has also heavily pruned other trees within that woodland adjacent to, but not overhanging, his property. Is this Parish Council land and if so has permission been granted by the PC for this?
I feel strongly that we should be protecting our green spaces in the village and the difference with these trees missing is stark.
While not wanting to cause problems, I thought that if not already, then the PC should be aware.”

In January 2019 a letter was sent to a resident in Sudeley Grove which stated “It has come to the Parish Council’s attention that you have recently sought quotations for the removal of two field maple trees in the woodland area behind Sudeley Grove, which is Parish Council land. The Council wishes to inform you that you may not remove them, as the trees are owned by the Parish Council. Furthermore, the Council has been advised that there are no problems with the trees, which are healthy. If, however, the branches are overhanging your property, the Council’s policy is that residents may cut back overhanging branches to the boundary at their own expense.”
The Chairman reports that at the time the resident also telephoned him for an explanation and he told him he could cut back overhanging branches but not cut down the trees.



- 5.6 (4.3 of Jan meeting) LHI application 2020/21 – to note outcome and consider delegation
The Parish Council has been successful in its bid for the installation of new speed cushions along Cambridge Road.
CCC write:
"All successful applicants will be contacted directly by a project officer in the next few weeks to provide more information on how the projects will proceed. Again, given the evolving COVID-19 situation we appreciate that there may be some disruption to all local council activities, ourselves included. To help move through this situation, I understand some local councils are delegating selected responsibilities to the council clerk or another nominated person. If you would consider nominating an individual for us to communicate directly with who has delegated authority to make decisions on the LHI scheme this may help mitigate some of the disruption, but we are happy to work with the processes you have each put in place."

6. To consider any correspondence/communications received
6.1 Resident – Consideration of bollards to protect newly planted trees on the Recreation Ground

A resident has posted on the HPC Facebook page:

"In response to a few posts on other pages by concerned residents, I thought I'd share this with you directly. I noticed that some small trees had been planted around the recreation ground over the weekend. As much as this is a good idea I worry they might be vandalized by those who choose to drive on this area. I was sat with a few of my colleagues and discussing what could be done. We found these bollards that have easy fit spikes. We then roughly worked out it would need 40 to 50 bollards placed between the original tree line to stop any vehicle access to the area. They are also removable with some force for emergency vehicles. They would be easily fitted and I would be happy to price up the entire job. Any further questions please feel free to ask me."



- 6.2 Resident request for signage at Egremont Road play area
"As lovely as the play park now is for children of all ages, last year from end of may onwards throughout the summer, all the households in the cul-de-sac adjoining the school and the park were subjected to groups of teenagers playing loud music that could be heard over the other side of the road ! Swearing , all night sleepovers and kids urinating in the bushes onto our fence which adjoins the park. There were cans and bottles left on the ground which had to be cleared up before safe to play and therefore as a neighbourhood we obviously don't want a re-occurrence of this. I did take advice from a PCSO last year by phone who said this was not allowed and they would come out if required. We did put up with it last year knowing at the end of the summer hols it would end but I am dreading it maybe starting up again.
I hope you can understand the dilemma we are in and would appreciate therefore your response as soon as possible as to what a sign could say put up there as other open places of grass and the skate park have signs to protect the houses nearby."
The resident has been advised that anti-social behaviour is a police matter.
- 6.3 Hardwick Pre-School – request for signage

“Hardwick Pre-School would like to request permission from Hardwick Parish Council to erect a sign (similar to the sign outside Hardwick School) to direct residents to the location and entrance of our village pre-school and to make residents aware that we have a pre-school in our village.

We would ideally like to erect this in the village play park to the right of the Egremont Road school gate just in front of the bushes (but allowing room for the bushes to be trimmed).

Please could you let me know if I need to provide further information or perhaps a photo of the suggested location. “

6.4 HSSC – request for rent reduction

“I am contacting you in my capacity as Chairman of the HSSC in connection with the current coronavirus emergency.

The Club ceased trading on the day that the Government ordered all licensed premises to close (Friday 20th March). Since that date we have clearly had no income whatsoever, we expect this position to continue for the foreseeable future, possibly beyond the summer?

We are now in a situation whereby we still have significant outgoings such as staff wages, cancelled Artists contracts, rental payments on Sky/BT Sports, fixtures such as pool tables and fruit machines, utility bills (though clearly much reduced) to name but a few. All the stock in use at the time of closure has been disposed of as will all the stock that runs out of date before we will re open. A significant loss to a 'not for profit' organisation such as ours.

Whilst we are in the process of negotiating with our suppliers and trying to take advantage of the support being offered by the Government I also wish to make the following request of support from the Parish Council.

Our next rental payment is due to be made next week, on the **31st March**, I have spoken to our Treasurer (Ms James) and agreed that this will take place.

- However, would the PC be willing to return to us the rent money paid for the period 20.03.20 - 31.03.20, I'm not sure how much this amounts to but I'm sure we could agree a mutually acceptable sum and every little will help at the moment.
- Additionally, will the PC agree to our next rental installments being cancelled until such time as we are able to re open and we can begin taking in money again? Hopefully this will only be the next payment that is due at the end of June.

I would be grateful if you could draw this request for assistance to the members of the Parish Council for their consideration.”

6.5 La Biga Mobile Pizzeria – request to operate wood fired pizza van in Hardwick

Attached.



They have been asked to provide further information on the proposed location of the van.

6.6 CCC Local Highways Improvement Scheme 2021/2022 – invitation to bid

“I am pleased to inform you that we are now accepting Local Highway Improvement (LHI) 2021/22 applications!

In the light of the current COVID-19 situation, and in relation to the Local Highway Improvement for 2021/22, the deadline of 31st May has been removed and we will be accepting applications until further notice. We will regularly review the situation and provide as much notice as possible of when the submission deadline will be. Once a submission deadline has been agreed, this will affect and have an impact on the Local Highway Improvement timescale throughout the year. We will keep each and every one updated with any amendment and changes throughout this process.

Following the submission date, you will be contacted by an officer to develop your Feasibility Study. They will work with you to ensure your project scope and budget are accurate and achievable. Your Feasibility Study will then be presented to the LHI Member Advisory Panel.

Please ensure you have read through the supporting LHI guidance available online before completing the application. Please complete the application form electronically, save and submit via email Local.Projects@cambridgeshire.gov.uk.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/local-highway-improvement-funding/>”

7.1 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.scamsb.gov.uk/swiftlg/apas/run/wchvarylogin.display>

- 7.1.1 20/01392/HFUL – 28 Main Street – Demolition of existing garage and the erection of a replacement oak framed timber garage with store in loft space – to note response made between meetings. Having sought the views of members as the Council was unable to meet the Clerk responded on the Council’s behalf that the Parish Council was neutral. (See item 9.1)
- 7.1.2 S/0119/20/PA – 8 Portway Road – Single storey rear extension – to note response made between meetings. The Clerk responded on the Council’s behalf that the Parish Council was neutral. (See item 9.1)

7.2 SCDC and appeal decision notices - to note

- 7.2.1 S/3206/19/COND3 – 339 St Neots Road – Discharge of condition 3 (Materials) – Condition discharged in full. The Parish Council made no response.
- 7.2.2 S/3206/19/COND4 – 339 St Neots Road – Discharge of condition 4 (Hard and soft landscaping) – Condition discharged in full. The Parish Council made no response.
- 7.2.3 S/0194/20/DC – 303 St Neots Road – Discharge of conditions 7 (Foul water drainage scheme) and 8 (Surface water drainage) pursuant to planning application S/0629/17/FL for new 3 bed dwelling to the rear of 303 St Neots Road to replace previously approved new dwelling – Condition discharged in full
- 7.2.4 S/4309/19/FL – 301 St Neots Road – First floor loft conversion including raising of roof level – Permission refused.
- 7.2.5 S/4388/19/DC – Land east of Highfields Road, Highfields Caldecote – Discharge of conditions 8 (Ecology enhancement) and 10 (Badger sett) – Conditions discharged in full
- 7.2.6 S/4074/19/DC – Land opposite 97 to 127 Highfields Road, Highfields Caldecote – Discharge of conditions 2 (External materials), 4 (Landscape and Ecological Management Plan (LEMP)) and 9 (Scheme to retain and improve the hedgerow) – Conditions discharged in full
- 7.2.7 20/01011/CL2PD – 159 Limes Road – Lawful development certificate for the conversion of an existing integral garage into a bedroom, removal of the garage door and new velux window – Withdrawn.

7.3 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

- 8. Members' reports and items for information only unless otherwise stated
- 8.1 New Housing Developments and Planning Obligations including St Neots Road development update
- 8.2 Village Plan report and to consider any actions
- 8.3 Zero Carbon grants for new community building. Proposal that the Parish Council reach an agreement in principle that the new centre be as zero carbon emitting as possible.
Cllr Joslin to report.
- 9. Finance and risk assessment and procedural matters
- 9.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers
The Clerk used delegated powers to contract Oakes and Watson to remove a tree near 17 Ashmead Drive which was dead & unsafe, at a cost of £680 plus VAT.

(4.3) Following advice from NALC that the Council could fund the easement as it was for its benefit Irena Spence of Tees Law has been contracted to draft the Deed of Easement for the drainage pipe under Parish Council land at a cost of £750 plus VAT and is working on the easement which will be considered by the Council when drafted.

Whilst Mia Cassey updated the Parish Council's standing orders in 2018 and provisions for continuity of business when the Council was either inquorate or unable to meet were dropped in the current circumstances the Clerk has had to invoke the Council's previous policy for how it could handle planning applications between meetings. Which was:

"The importance of making decisions in public is noted, however if an application arrives requiring a decision between the meeting without convening a formal meeting, members will be invited to make individual comments to the Clerk, to whom in such circumstances the Parish Council lawfully delegates authority to submit comments on the Council's behalf (S101, LGA 1972). Should an application arrive which requires determination before the next scheduled meeting the Clerk will firstly seek a time extension. If this is refused every attempt will be made to convene an extra-ordinary meeting of the Council to consider only the application/s. If this is not possible then the Council delegates authority to the Clerk to submit comments on the Council's behalf. If this policy is applied all decisions taken will be reported to the next meeting. (*Advice in a government publication written by Paul Clayden*)"

- 9.2 To receive play areas and skate park inspection reports and to consider if any work is required
- 9.3 To receive the financial report and approve the payment of bills
Attached. Following the Government's directive that suppliers should be paid promptly, on receipt of invoice wherever possible the Finance Report details payments made between meetings.
- 10. Closure of Meeting and items for the next agenda

Do you hold any paid office or employment under this authority	Yes	<u>No</u>
Have you been a person adjudged bankrupt	Yes	<u>No</u>
Have you, within five years before the day of co-option, been convicted of any offence or had passed on you a sentence of imprisonment for a period of not less than 3 months (whether suspended or not) without option of a fine	Yes	<u>No</u>

Background Information

Continue on a separate sheet if required

Please detail any experience you have that may be relevant to the Parish Council:

I have always been someone who is eager to give a hand to the local village/town that I live in, may it be in the form of actively being part of the school community or the village/town/parish community. It's the same at work, where I try to be part of groups to help with improving conditions for everyone working together e.g. be part of the staff liaison group.

In terms of experience directly relevant to the Parish council, I would say that I had been working closely on projects directly with the Willingham Parish Council, which is where I used to live previously. I was an active member/board member of the Willingham Action Group (WAG), which is a group of eager volunteers involved in projects and initiatives to help the village improve and get better, and therefore, constant interaction with the Parish Council was part of what was involved. I know how the Parish of Willingham used to work, through being in meetings with them for certain projects. My role within WAG also exposed me to how the village worked and what are the necessary amenities involved and needed taken care of. I have done it for around 4-5 years.

Please state why you wish to be a Parish Councillor:

I wish to be a Parish Councillor to bring my knowledge, determination and willingness to contribute towards making our village a better place to live for all of us. It's always about bringing my own contribution, enthusiasm and professionalism in the mix, and working together within the Parish, to constantly gear the village in the right direction for everyone.

We are very much family orientated, and we have 2 children currently in the primary school, with a third one joining in the future, so automatically, I would also like to ensure that our young children growing in the village are proud of it, and can benefit from everything good the village has to offer. I am someone dynamic and friendly who cares about the village, and I have the passion and dedication which I believe would also benefit the Parish.

I have been to one of the meetings of the Parish council, and as expected, found it interesting, eventful and purposeful - all of which spurred me even more to aim being part of the council.

Together with my wife, we have been working in Cambridge for the past 10 years and therefore know the area quite well. We aim to get involved in community related work and contribute as much as we can towards making our village as inviting and attractive as it can be.

A. M.J. Rolls Services, Fox Road, Bourn Cambridgeshire CB23 2TY
T. 07438 2071 45
E. contact@labiga.co.uk
W. www.labiga.co.uk



La Biga Mobile Pizzeria

Parish council of Hardwick

Dear Sir/Madam,

I am writing to you to ask for a permission to open up a pizza van in your village on one day of the week from 17:00 pm till 21:00 pm.

To introduce ourselves we are two people that have a passion for healthy, organic and delicious food. Our pizza truck is called La Biga Pizza and we will be operating in designated villages in Cambridgeshire to serve our home-made sourdough pizza. As our community and neighbourhood around Cambridge is developing further, we believe that there is more need for healthy and organic food especially considering that there are number of local schools and colleges which accommodates many young people in need of healthy nutrition after school. At the moment there are about 1.040 amount of families (approximately 2.700 people) living in Hardwick. It is estimated that the number of people will be living in the neighbourhood in the near future will be around 3.000.

We have spent many hours on researching and developing our pizza truck to be one of its kind. Buying specifically designed oven that came from France, which can accommodate the traditional woodfire pizza, getting the licence and providing healthy organic ingredients from our local suppliers has been our priority.

We additionally believe that cooking food is an essential part of creating long lasting memories, pleasure, nutrition and laughter with extraordinary taste. As young people and children are very much interested in fast food, we think that there is a great opportunity to tap into this interest and combine it with healthy eating habits. Our previous work experience in a hospital's child and adolescent diabetics unit in which we worked with health professionals in developing child and adolescent healthy nutrition habits enables her with the perspectives and knowledge of crafty healthy and nutritious menus for young people. We believe that traditional Italian pizza can be used as a vehicle for combining various healthy ingredients including vegetables, proteins (cheese, meat), healthy carbohydrates and sourdough is known to increase the good bacteria in our microbiota. As families in this developing neighbourhood are in search of healthy and delicious food alternatives for their children, we believe that our food truck will be a one stop solution for delivering wholesome, authentic, and practical homemade meals.

We hope that this short description of what we envision our food to bring to the table adds to your vision as the parish council. Thank you for your time and consideration. We look forward to further discussing our potential contribution to your village. Please feel free to contact us with any questions you may have.

Best wishes,

Mrs. Nurten Akkaya Barlas
23 Chestnut Grove
CB4 1BE
Cambridge



HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Apr-20

Summary of previous month**Balance brought forward** **£367,768.11****Adjustments and amendments**

SALARIES MARCH 2020 ADJUSTMENT -178.40

Expenditure approved at last meeting/between meetings

M POOLEY	REC VERTIDRAINING	-500.00
KOMPAN	INSPECTION FEE	-505.71
KOMPAN	PLAY EQUIPMENT PHASE 3	-56,795.01
RH LANDSCAPES	PAVILION ARCHITECT FEES	-492.00
RH LANDSCAPES	STREETLIGHT VEGETATION	-450.00
UNITY TRUST	SERVICE CHARGE	-18.00

Misc credits

LLOYDS	INTEREST	0.02
HSSC	RENT	1000.00
SCDC	PRECEPT	15091.50

Total Adjustments -42847.60Balance revised after adjustments £324,920.51**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	200,738.98	185833.49	14,905.49
Lloyds Current Account	0.00	0.00	
Lloyds Business Account	546.44	546.44	
Cambridge Counties Bank	95,635.09	95,635.09	
NS&I Bonds	28,000.00	28,000.00	
Total	324,920.51	310,015.02	14,905.49

Expenditure for approval

£

SALARIES	395.42
HARDWICK SCHOOL	ROOM HIRE 80.62
LGS SERVICES	ADMIN SUPPORT - MARCH 1370.41
SSE	STREETLIGHT ELECTRICITY 80.24 DD
I GIDDINGS	EXPENSES - TREE PLANTING 4.40
OAKES AND WATSON	TREE REMOVAL 816.00

Total expenditure 2747.09Balance c/f £322,173.42**Notes:***Late invoices will be brought to the meeting*

THE GRANT FROM FCC HAS BEEN APPROVED AND WILL BE PAID ON THEIR NEXT PAY RUN.

SCDC HAVE STATED THAT THE PRECEPT WILL BE PAID 25% IN APRIL, 25% IN JUNE AND ARE ANTICIPATING THE REMAINDER IN SEPTEMBER.