

**Hardwick Parish Council**  
**Meeting held on Tuesday 25 May 2010 in the School following the**  
**Annual Parish Meeting at 8.30 pm**

Present: Cllrs I Storr (Chairman), G Chamberlain, P Joslin, A Gill, N Atkinson and J Bowen.  
 In attendance: Mrs A Griffiths (Minutes Secretary, LGS Services).

**1. Annual Business**

**1.1 To elect a Chairman**

Cllr Storr was unanimously elected as Chairman <sup>(Prop GC, 2nd PJ)</sup>

**1.2 To receive the Chairman's declaration of acceptance of office**

The declaration of acceptance of office was signed by the Chairman in the presence of a member.

**1.3 To elect a Vice-Chairman**

Cllr Chamberlain was unanimously elected as Vice-Chairman <sup>(Prop IS, 2nd AG)</sup>

**1.4 To appoint committees or any other officers which the Council deems necessary**

No committees were appointed.

**1.5 To appoint representatives on any other organization or authority, which the Council deems necessary**

The following member responsibilities were agreed: <sup>(All prop IS, 2nd GC)</sup>

Planning Applications – Cllr Chamberlain and Cllr Gill

Parish Paths Partnership (P3) – Cllr Joslin

Trees Officer – Cllr Gill

Play area inspections – Cllr Bhachu, Cllr Freeman and Cllr Stewart

School Liaison representative – Cllr Joslin

In addition the following responsibilities were agreed <sup>(Prop IS, 2nd GC)</sup>

Webmaster – Cllr Bowen

Skatepark inspections – Cllr Bowen. To be carried out once monthly.

The Terms of Reference were unanimously agreed to remain the same, as follows:

“The members named above are asked to research and attend meetings relating to their area of representation and to report regularly to the Parish Council. Members are also asked to make clear recommendation for action to the Parish Council as and when appropriate. Members should have due regard for the Parish Council's Standing Orders at all times”.

**2. To consider resolutions, if any, arising from the Annual Parish Meeting**

None.

**3. Apologies for absence and declarations of interest**

Apologies were received from Cllrs Freeman and Stewart (out of parish), and from County Councillor Fiona Whelan.

Cllr Bowen declared a personal interest in item 5.1.3 as a member of the Cricket Club.

**4. To approve the minutes of the meetings held on 27 April 2010**

The minutes of the meeting on 27 April 2010 were approved as a true record and signed by the Chairman. <sup>(Prop AG, 2nd JB)</sup>

**5. Matters arising and carried forward from the last or previous meeting**

(3.12) Sycamores in Cambridge Road – Cllr Gill reported that the suppliers did not have any specimen sycamores for planting and they may not be available next year. The Parish Council decided to request ash trees instead. Cllr Gill will attend the Tree

Wardens' meeting on 29 May and ask for recommendations for trees to fill the three spaces lost over the years at the side of the recreation field on Limes Road. He will then contact the Clerk regarding placement of the orders.

(6.1) Tree at the corner of Limes Road and Ellison Lane – not yet completed. Ian Lawson's memorandum on this was noted.

(8.2) Resident request for yellow lines – Cllr Joslin has spoken to the resident.

(8.4) Shoots from tree on Egremont Road/Cambridge Road corner – removed.

## 5.1 Clerk Report

### 5.1.1 (3.7) Review of security at the Pavilion

The report from Briar Security following a check on the system was noted. Cllr Storr is to meet Quantumatic on 26 May for a second opinion on the system – carried forward. It was observed that if cabling is to be dug up a duct should be put in next time.

### 5.1.2 (3.3) Pond drainage

A contractor has made an initial inspection and a further visit will be made this week. If the blockage cannot be cleared quickly a detailed quote will be drawn up – carried forward.

### 5.1.3 (3.13) Recreation ground maintenance including requests from Football and Cricket Clubs

The replies from the Football Club regarding the fertilizer were noted.

The requests from the Cricket Club were considered and the quotation of £3788.20 for top dressing was noted. It was agreed to obtain two further quotes for top dressing – carried forward.

Requests for weed control (approximately £400) <sup>(Prop GC, 2nd AG, carried with 5 in favour and 1 abstention)</sup> and fertilizer (approximately £354) <sup>(Prop GC, 2nd PJ – carried with 5 in favour and 1 abstention)</sup>

were agreed. Mr Fuller is to be informed and asked who to contact to place the order.

A copy of the letter regarding the fertilizer is to be sent to Mr Arber.

In response to a suggestion that the grass should be cut 2 or 3 times a week in summer, it was noted that funds were not available for this purpose and it was considered disproportionate for a community facility. It was decided not to proceed with hollow tining the field and Mr Fuller will be informed that it is already being spiked twice a year. The Parish Council decided to make formal provision in next year's budget for the maintenance of the recreation field.

### 5.1.4 (6.2) Hardwick FC Changing rooms – approval of plans

Cllrs Storr and Joslin reported on a meeting attended at the Social Club. The plans for the changing rooms are still being drawn up. The Club is investigating sources of funding.

### 5.1.5 (4.3) Request by resident to purchase strip of land to rear of 23 Cambridge Road

The location had been looked at and it was agreed unanimously <sup>(Prop AG, 2nd IS)</sup> not to grant permission for the purchase of the strip of land as it was felt the proposed new fence should follow the same line as the old and would otherwise be very close to the kerb, setting a precedent.

## 5.2 Members' items, reports and recommendations

### 5.2.1 Report on Rights of Way Course on 19 May

Cllr Joslin reported on an informative course including ROW legislation on responsibilities and duties and the role of the Parish Council in the creation and diversion of footpaths.

### 5.2.2 Shrub area near playing field/club car park

The area is very overgrown and needs clearing. It was agreed to contact Isaiah 58 to see if they can clear away the weeds etc. Cllr Gill offered to be present if informed of dates.

### 5.2.3 Litter bin near Egremont Road children's play area

Ian Lawson has stated that he would be removing the skeleton of the old bin at Egremont Road shortly. It was not felt necessary to pursue a litter bin near the play area at this time as the new bin by the car park, together with the dog bin, have been installed.

### 5.2.4 Freedom of Information Act Request

Cllr Chamberlain outlined the Freedom of Information request with which he was dealing as Vice-Chairman, as the Clerk was compromised. Receipt of a cheque for £2 is awaited before release of any information.

## 6. Correspondence/communications received

### 6.1 Request for permission to hold Fun Run on the Recreation Ground

The request from Mr Pudney on behalf of the Sports and Social Club to hold a sponsored fun run on the recreation ground on Sunday 3 October was approved.

### 6.2 CCC reply re Millers Way path

The letter from Camilla Haggett of CCC was noted. It was agreed to respond that that the landowners are the people who live in the houses on Millers Way and one or two of the householders asked some years ago if the Parish Council could arrange for the road to be adopted.

### 6.3 SCDC Standards Committee – vacancy for Parish Council representative

No members were interested.

### 6.4 SCDC re derelict site corner Cambridge Road and St Neots Road

The letter from Gareth Jones of SCDC was noted. It was agreed to write again to the owner of the site enquiring what his intentions are regarding the site, as not only is it an eyesore but the Parish Council is concerned about its structural condition.

### 6.5 Cambridgeshire Community Foundation

Cllr Atkinson drew the Parish Council's attention to the Cambridgeshire Community Foundation of which he is a trustee. This body distributes grant monies to local community groups from organizations as part of their corporate social responsibility obligations. Details will be sent to Cllr Bowen.

## 7. Planning applications and decision notices

### 7.1 Planning applications received since the last meeting

#### 7.1.1 S/0609/10/F – 345 St Neots Road – Erection of dwelling following demolition of existing dwelling and outbuildings

The Parish Council recommended approval <sup>(Prop PJ, 2nd GC)</sup> with the comment "this will be an improvement to the area and will have no detrimental impact on neighbouring properties".

#### 7.1.2 S/0584/10/F – Pet Paks, 175 St Neots Road – Extension

The Parish Council recommended approval <sup>(Prop AG, 2nd PJ)</sup>

#### 7.1.3 S/0716/10/F – Asplins Farm, Toft Road – Replacement of existing outbuilding to provide domestic leisure facilities and office for home working

The Parish Council recommended approval <sup>(Prop GC, 2nd PJ)</sup>

### 7.2 SCDC Decision Notices

#### 7.2.1 S/0325/10/F – 5 Pippin Walk – Extension – Refused by SCDC.

Noted.

- 7.2.2 S/0376/10/F – 35 Egremont Road – Extension – Approved by SCDC.

Noted.

- 7.3 Tree works 7 Sudeley Grove

It was unanimously agreed <sup>(Prop GC, 2nd AG)</sup> to accept the quotation from Town and Country Tree Surgery for removal of two dead elm trees.

## **8. Finance, risk assessment and procedural matters**

- 8.1 To receive the financial report and approve the payment of bills

The financial report was received and considered and invoices and bank statements were checked. The payments as listed in the report, plus Ian Lawson £185.00 and £200.00, and Reids Playground Maintenance £190.00 (safety surface repairs) were approved and signed. <sup>(Prop GC, 2nd PJ)</sup> It was agreed to carry forward payment of the invoice to Polarglaze until members had seen the work completed today.

Grounds By Rounds (Grounds maintenance)	£274.17
ESPO (Dog bin)	£72.85
LGS Services (Admin support)	£1244.99
Caxton Consulting (Internal Audit)	£50.00
SCDC (Trade Waste)	£81.18
LG Stoehr (Salary)	£183.66
J Dyer (Salary)	£110.24

Credits received between meetings were noted.

- 8.2 Annual Reviews

- 8.2.1 Standing Orders, Financial Regulations and Risk Assessment review, including a review of handling planning applications received between meetings

The new model Standing Orders from NALC were considered and adopted <sup>(Prop PJ, 2nd GC – unanimous)</sup> with the addition of the following amendments and details:

Length of meetings – maximum 3 hours. To start at 7.45 pm on the last Tuesday of every month in school term time, or the Pavilion outside term time.

Time for public comment (including councillors) – 15 minutes

Time for individual speakers – maximum 3 minutes

Rescission of previous decision – 3 members to request

Extraordinary meeting – If Chairman has not called in 7 days, then request signed by 2 members.

Existing standing orders on contracts to be integrated.

Matters affecting employees – review by Chairman as line manager who will report to Council with a recommendation.

7 days for agenda items and questions to Clerk

FOIA Data Controller – Clerk as Proper Officer and Chairman or Vice-Chairman when Clerk is compromised.

Current levels of spending and delegation identified in the existing standing orders to remain along with the additional clauses permitting a minutes secretary to attend the meetings and also the special clause regarding S12(2) of the Code of Conduct.

Other policies including the Financial Regulations, Code of Conduct, Complaints Policy, Freedom of Information and Data Protection, Child Protection, Equal Opportunities and Race Relations, Health and Safety (for employees) were reviewed and no changes were required at this time. <sup>(Prop PJ, 2nd GC – unanimous)</sup>

- 8.2.2 Insurance Policy and Fidelity Guarantee Review

The quotation from Aviva provided by Came and Company was considered. It was

- agreed <sup>(Prop IS, 2nd GC)</sup> to accept the proposal for £2,020.13 on a one-year renewal basis.
- 8.3 To approve the accounts for the FYE 2010, complete the annual return and the statement of assurance  
The accounts for the financial year 2010 were approved by resolution of the Parish Council and signed by the Chairman <sup>(Prop GC, 2nd AG)</sup> The questions in the statement of assurance were considered and questions 1-8 answered “Yes” and question 9 answered “Not applicable” before being signed by the Chairman.
- 8.4 Appointment of Internal Auditor  
It was noted that the current Internal Auditor was moving house and would be unable to undertake this task next year – appointment for next year carried forward. The comment in the report that “In all aspect transparency of detail evidences good record keeping and a clear audit trail” was noted.
- 8.5 Training/Councillor Development  
The benefits of training through CPALC were emphasised and members were encouraged to take advantage of this. Budget provision is to be made for training for the next financial year.
- 8.6 Play Inspection Reports  
Cllr Stewart’s report was noted. The streetlight by the Church has not been connected and has been chased again.
9. **Members items for the next agenda and for the Clerk’s information and Closure of meeting**
- 9.1 The pizza vendor wishes to relocate to the car park on Egremont Road – agenda item next meeting.
- 9.2 A resident had reported a sewage smell in Cambridge Road and it had been suggested that he report it to the Water Company.
- 9.3 Cllr Bowen referred to a request made by someone from the School to hold a 5 a side football tournament on the Recreation Ground. The Chairman suggested that he should liaise with Gary Arber. Carried forward to the next meeting.
- There was no further business and the Chairman declared the meeting closed at 10.25 pm.

Signed \_\_\_\_\_ (Chairman) \_\_\_\_\_ (Date)