

**Hardwick Parish Council**  
**Minutes of the Meeting held on Tuesday 25 May 2021**  
**at the Pavilion, Egremont Road, at 7.00 pm**

Present: Councillors: A Gill (Chairman), P Joslin, S Rose, D Wellbelove, A Joolia and I Giddings

In attendance: 1 member of the public, County Cllr Michael Atkins and Mr Ben Stoehr (Minutes Secretary, LGS Services).

**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**

RESOLVED that Cllr Gill be elected Chairman. <sup>(Prop IG, 2nd SR, unanimous)</sup> Cllr Gill signed the Chairman's Declaration of Acceptance of Office.

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

RESOLVED that Cllr Joslin be elected Vice-Chairman. <sup>(Prop AG, 2nd IG, unanimous)</sup>

**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 confirmed: <sup>(Prop AG, 2nd SR, unanimous)</sup>

Planning Working Group – Cllrs Gill and Joslin.

Tree Working Group – Cllrs Gill and Joslin.

Play area inspections – Cllr Wellbelove: St Mary's play area; Worcester Avenue, Grenadier Walk; Skate Park and Egremont Road play area.

Notice boards – Cllr Wellbelove.

Website liaison and Webmaster – Cllr Joolia

Emergency Plan – Cllr Giddings

Fact finding in preparation for meetings – the Chairman.

Volunteer Maintenance Group – Cllr Giddings

Tree Planting – Cllrs Joslin and Giddings

Communications Working Group including Facebook and liaison with village groups and organisations – Cllr Joolia and Cllr Everitt

Terms of reference:

Review the means of internal and external communication, and see if there are ways these could be improved, or done more efficiently

Look at the information being shared out to the public and fill the gaps for anything missing, or which could be added, or could be formulated in better ways.

Research and investigate other modes of communication which would benefit the community – this might involve:

- Hearing about experiences from others
- Encouraging potential new ideas
- Finding out how other Parish Councils communicate and engage

Look into ways to improve engagement from the HPC to the village and vice versa

Instigate ways to get villagers interested in joining/working closely with the HPC

Work closely with the "Webmaster" to help improve the quality of the information from the HPC.

Review the data protection/security aspects of communication channels/data sharing and ensure it's all being done properly

The Working Group will report back to the HPC regularly, if/when there are recommendations to be made with respect to the above points. The WG would most likely also be liaising closely with the Councillors, and the Parish Clerk, for helping gather more information about matters concerning the above points.

Highways and Road Safety Working Group – Cllr Joslin and Cllr Everitt

Terms of reference:

Highways and Road Safety Working Group

Scope

All issues impacting on Hardwick CP Rights of Way and Highways (Public Transport, Road, Cycling and Pedestrians) and Road Safety

To pursue day to day activities in-Scope and to bring issues to Parish Council that require debate and Resolution

Issues include

All Highways Improvements (roads, cycle paths and Footpaths including Lighting)  
Highways issues presented by New Developments and impacting on Hardwick  
Management of MVAS display data including reporting to Highways per HPC MoU with Highways

Continuous review and update of issues raised in the Document, “Protecting our Village: Traffic Calming in Hardwick” initially presented to HPC by Pauline at the September 2018 PC meeting and reviewed by County Highways.

Liaison on Issues with Stakeholders

Provision of timely, monthly content for dissemination by Communications Working Group

Stakeholders include

Residents, Village Groups, County Highways, South Cambridge District Council, Local Parish Councils, The Coalition of Parish Councils, Local Liaison Forum, Police Community Speed Watch and elected representatives.

RESOLVED to remove the Newsletter and Neighbourhood Plan Working Group as these were covered elsewhere.

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

RESOLVED that the following appointments be made: (Prop AG, 2nd SR, unanimous)

RESOLVED that Cllr Everitt be added to the Village Plan Group and Cllrs Joslin and Giddings be added to Hardwick Climate Action Group.

RESOLVED to remove the Bourn Airfield Working Group from the list. (Prop AG, 2nd DW, unanimous)

Parish Paths Partnership – Cllr Joslin.

Coalition of Parish Councils – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin and Rose.

Local Liaison Forum – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin and Rose.

SCDC Planning Forum – to represent the Parish Council and report back to meetings - Cllrs Gill, Joslin and Rose.

Hardwick Community Centre Working Group – Cllr Rose.

New developments and S106 – Cllr Rose.

Chivers liaison – The Chairman.

Village Plan, Community Bus Scheme, and Healthcare campaign for healthcare in Hardwick – Mia Cassey and Alan Everitt

Hardwick Climate Action Group – Cllrs Joslin and Giddings.

### 3.3 Annual Review Standing Orders, Financial Regulations, Risk Assessment and other policies review

RESOLVED that the sections on Casual Vacancies and Planning Delegation, which were removed due to a previous oversight, be added back in to the Standing Orders.  
(Prop AG, 2nd PJ, unanimous)

RESOLVED, subject to the above changes, that there should be no other changes to the Policies at this time. (Prop SR, 2nd AG, unanimous)

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

Newly elected County Cllr Michael Atkins introduced himself and outlined his background. He reported on:

- The new joint administration running the County Council, involving a number of new positions including a new leader. The new Mayor was beginning to work with CCC.
- East West Rail was causing major issues at present. Cllr Atkins did not feel the northern route was sustainable in its present format and encouraged everyone to respond to the consultation.
- The Cambourne to Cambridge busway – Papers to be published next Friday were expected to include the audit report. Cllr Atkins hoped to cover this in his next monthly report.
- Highways had recommended refusal on the burnt out building at the junction of St Neots Road and Cambridge Road but this appeared to be a technicality.

Daniel Lee spoke on behalf of the Hardwick Climate Action Group, which had been set up before lockdown and was working to improve biodiversity by reducing mowing on Parish Council land. This would reduce maintenance and improve biodiversity. He believed Parish Council management of green space was often overdone and carried out when not necessary. He suggested that a review of the mowing schedule could have massive benefits to biodiversity and well being.

A question was asked about the logistics and implications of the proposal and the Group was asked to bring forward specific plans.

#### **4. To receive apologies for absence**

Apologies were received from Cllr Everitt. RESOLVED to approve Cllr Everitt's absence until he is well again. The Parish Council wished him a speedy recovery and hoped he would be back soon. (Prop AG, 2nd SR, unanimous)

Apologies were also received from District Cllr Grenville Chamberlain (another meeting).

#### **5. Declarations of interest**

##### 5.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held

None

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

None.

#### **6. To approve the minutes of the meetings on 27 April and 11 May**

RESOLVED that the minutes of the meeting on 27 April be approved and signed by the Chairman as a true record. (Prop PJ, 2nd IG, unanimous)

RESOLVED that the confidential minutes of the meeting on 27 April be approved and signed by the Chairman as a true record, after correcting “Moore” to “Oakes.”  
(Prop PJ, 2nd IG, unanimous)

RESOLVED that the minutes of the meeting on 11 May be approved and signed by the Chairman as a true record.  
(Prop DW, 2nd PJ, carried with 4 in favour and 2 abstentions)

**7. Matters arising or deferred from the last or previous meetings for discussion/decision**

**7.1 (6.1 of 27.4.21) East West Rail – to consider response to the consultation including proposal (Annual Parish Meeting) that the Parish Council liaises with Caldecote Parish Council regarding its response to the consultation**

RESOLVED that the Chairman should make contact with Caldecote Parish Council.

RESOLVED to delegate to the Clerk with input from Cllrs Gill, Joolia and other Councillors to submit the response if required.  
(Prop AG, 2nd AJ, unanimous)

County Cllr Atkins left the meeting at 8.05 pm.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 10.3 next.

**10.3 Resident/Climate Action Group – request that mowing of the green spaces is reduced so as to leave wild flowers for the benefit of bees and other insects**

RESOLVED that the Climate Action Group should draw up details of up to three trial areas for the proposed new system and seek feedback from residents with a view to commencement in Spring 2022.  
(Prop SR, 2nd IG, unanimous)

**7.2 (3.2 of 11.5.21) Millers Way improvements - to consider appointment of a consulting engineer**

RESOLVED to ask Civilistix to provide a specification and plans and to accept their quotation for £1625.00 plus VAT.  
(Prop DW, 2nd AG, unanimous)

**7.3 (3.3 of 11.5.21) Defibrillator proposal**

Nothing further to report.

On a proposition by the Chairman, it was agreed to vary the order of business to take item 12.6 next.

**12.6 Proposal that the Council decides who will do the telephone kiosk work**

RESOLVED to receive Cllr Joolia’s reported on communications with the village regarding the telephone kiosk usage. A number of ideas had been put forward and it would be beneficial if the kiosk could be multi use or changing use to keep it relevant. The defibrillator could also be located inside alongside other functions. Cllr Joolia recommended that it would be better to complete the refurbishment of the kiosk first. He had spoken to various companies regarding completion of the works and an electrician was needed to look at the power issues.

RESOLVED to seek quotations from the companies approached by Cllr Joolia, to be considered at the next meeting.

**7.4 (3.4 of 11.5.21) To consider request that the Parish Council supports the proposed LLF on-road priority bus route**

RESOLVED not to support the proposal at this time due to changes in local government departments.  
(Prop AG, 2nd IG, carried with 3 in favour and 3 abstentions)

**7.5 (3.6 of 11.5.21) Update and to consider feedback on the new website proposals**

RESOLVED to receive Cllr Joolia’s verbal report that the content was currently being transferred to the new site, which was almost ready to go live. Photographs of Hardwick were needed.

- 7.6 (3.7 of 11.5.21) Proposal that the Council sets up Minor Works Working Groups to progress matters  
RESOLVED, to delegate to the Clerk in conjunction with the Chairman the power to authorise small works carried out by Cllr Giddings at a minimal cost of up to £100 rather than being brought to the Council. (Prop PJ, 2nd DW, unanimous)
- 7.7 (3.15 of 11.5.21) Proposal that the Parish Council considers the Highway and Road Safety Working Group report regarding Hills S.278 £15,000 S106 funds for maintenance of one street light on Main Street by the Blue Lion  
RESOLVED to await receipt of the £15,000 funds that were to have been for improvements to lighting between the Church and Cahills Corner, and to consider then exactly how the funds should be used, and to check when SCDC received the funds from the developer. (Prop SR, 2nd DW, unanimous)
- 8. To consider resolutions from the Annual Parish Meeting if any**
- 8.1 Suggestion that the Parish Council uses the Cabin at St Mary's for some Council meetings  
RESOLVED to add the Cabin at St Mary's to the list of venues for meetings and to book it for the June meeting if possible. (Prop SR, 2nd DW, unanimous)
- 8.2 Hardwick Play Parks – to consider what to do with residual funds from the project  
RESOLVED to hold the residual funds in reserve to use for play park maintenance. (Prop SR, 2nd DW, unanimous)
- 8.3 To consider whether additional litter picking equipment is required – Proposal that the Parish Council purchase heavy duty rubbish sacks and High Viz vests for the village volunteer litter pickers  
RESOLVED to order 250 black refuse sacks and a hi-viz winter jacket and other items as necessary up to a total cost of £200.00 subject to Cllr Joslin checking what and if this is required, (Prop AG, 2nd PJ, unanimous)
- 9. Finance, procedure and risk assessment**
- 9.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers  
RESOLVED to note that the Clerk used delegated powers to contract Oakes and Watson urgently to remove a damaged branch from a tree in Sudeley Grove.
- Given the lateness of the hour on a proposition by the Chairman the next two items were taken together.
- 9.2 To receive play areas and skate park inspection reports and consider if any work is required and
- 9.3 To consider the RoSPA report  
RESOLVED to put works in hand to replace missing rivets on the fun box at the skate park and to seek quotes for items on the list prepared by Cllr Wellbelove.
- 9.4 To receive the financial report and approve the payment of bills  
Cllr Giddings declared a pecuniary interest in this item  
RESOLVED that the payments as listed in the finance report, plus Ian Giddings (Cable ties) £13.20, RH Landscapes (Grass cutting) £624.00, and Prolectric (Proforma invoice) £3741.60, should be paid. (Prop DW, 2nd PJ, 1 abstention)
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|--------------------------------------|---------|
| Salaries and Pensions                | £543.16 |
| RPM (Egremont Road metal removal)    | £96.00  |
| RPM (Egremont Road Zip line tension) | £300.00 |
| M Pooley (Rec vertidrain)            | £500.00 |
| CAPALC (Affiliation fee)             | £611.30 |

Tees Law (St Mary's POS easement)	£900.00
RH Landscapes (Grass cutting)	£726.00
LGS Services (Admin support April)	£1403.59

Credits, including a resident's contribution towards trees, the S106 contribution for the community bus, and receipt of the precept, were noted.

- 9.5 To review and appoint bank signatories – Cambridge and Counties Bank  
RESOLVED to remove Jim Stewart and Tejinder Bhachu as signatories and to replace them with Cllrs Gill and Joslin. (Prop SR, 2nd IG, unanimous)

**10. Correspondence/communications received**

- 10.1 SCDC and CCC – Support for Community Flood Plans and groups in South Cambridgeshire

RESOLVED to note that Hardwick is not at high risk generally, but rain can cause issues near Weatherheads, which appears to be due to poor drain maintenance; and that there is a Zoom meeting on flooding plans and groups on 2 June at 6.20 pm.

- 10.2 S106 Parish Indemnity agreement – Land at Grace Crescent, Hardwick – Community Facilities contribution No 2 and No 3 – to appoint two councillors to sign the agreement

RESOLVED that Cllrs Rose and Gill be appointed to sign the agreement. (Prop SR, 2nd AG, unanimous)

- 10.3 Resident/Climate Action Group – request that mowing of the green spaces is reduced so as to leave wild flowers for the benefit of bees and other insects

Taken earlier.

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

- 11.1 Planning applications received since the last meeting

On a proposition by the Chairman, the order of business was varied.

- 11.0.6 21/01832/FUL – Land south of St Neots Road – Erection of 23 dwellings including access, associated infrastructure, and landscaping

RESOLVED to support the application subject to a suitable S106 contribution pro-rata to the previous application. (Prop AG, 2nd PJ, unanimous)

- 11.1.1 21/01677/HFUL – 143 Bramley Way – Single storey rear, two storey front and side extension

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

- 11.1.2 S/3064/16/CONDO – Land S of 279 St Neots Road – Submission of details required by Condition 8 (Contamination) of permission S/3064/16/OL

Noted.

- 11.1.3 20/02728/CONDA – Land S of 279 St Neots Road – Submission of details required by Condition 6 (Street management and maintenance) of permission 20/02728/REM

Noted.

- 11.1.4 21/01578/HFUL – 2 Quince Road – Two storey side extension

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

- 11.1.5 21/01345/FUL – Newton House, 147 St Neots Road, Redevelopment to form 2 no. 1 bedroom and 3 no. 2 bedroom apartments with associated car parking, cycle storage and bin storage

RESOLVED that the Parish Council is neutral and makes no comments. (Prop AG 2nd PJ carried with 4 in favour, 1 against and 1 abstention)

The order of business was again varied.

**12. Members reports and items for information only**

12.5 Update and proposal that the Council decides on new Parish board artwork and who will install the notice board

RESOLVED to opt for the white option and to obtain quotes to remove the map and the existing boards and install the new one. (Prop AJ, 2nd AG, unanimous)

12.4 Communications Working Group report

RESOLVED to note Cllr Joolia’s report and to grant permission to the group to use land subject to the sports clubs being aware and the litter being cleared, and a risk assessment being undertaken. (Prop SR, 2nd PJ, unanimous)

12.2 Proposal that the Parish Council considers the removal of the boat parked on Council land off Egremont Road

RESOLVED to write to the resident giving them one month to remove the boat and reinstate the land. (Prop AG, 2nd PJ, unanimous)

12.6 Proposal that the Council decides who will do the telephone kiosk work

Taken earlier.

RESOLVED that the remaining items 11.2, 11.3, 12.1, and 12.3 be adjourned to the beginning of the next meeting.

**13. Closure of meeting**

There was no further business and the meeting closed at 9.33 pm.

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

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