

Hardwick Parish Council
Minutes of the Meeting held on Tuesday 28 July 2020 at 7.00 pm
Held remotely via Zoom due to the current pandemic

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

In attendance: 1 member of the public, District Cllr Grenville Chamberlain and Mrs A Griffiths (Minutes Secretary, LGS Services).

Open public session including reports from the County and District Councillors

District Cllr Chamberlain reported that shielding was now coming to an end and he had written to the data holders asking them to delete all personal data held and confirm this to him so that he could in turn confirm to SCDC that this had been done. He expressed concerns at the behaviour of a group of teenagers at the Egremont Road play park, and that the presence of too many people increased the risk of spreading the virus.

Cllr Chamberlain was asked whether there were any updates on the Cambourne to Cambridge busway. He has a meeting with the Mayor tomorrow and will let the Parish Council know if there is any news.

A resident raised the issue of broken glass and other rubbish at the rear of the Scout Hut, where a tree house with a roof had also been erected. He offered to clear the rubbish with the assistance of volunteers from the Church, leaving the tree house in place. The resident was advised to ensure that the participants took care and wore protective clothing, including gloves and hi-vis jackets, in case of hazards. It was suggested that he approach the litter picking group to borrow equipment and make arrangements with SCDC for collection of the bags. Cllr Rose offered to assist and undertook to abide by the litter pickers' risk assessment and use protective clothing, subject to which the resident's offer was gratefully accepted, and the Council will not involve SCDC for the time being.

It was observed that an old bin had been hidden in the undergrowth at the skate park and that if a container was placed inside people might use it. Cllr Rose offered to donate an old dustbin.

1. To approve apologies for absence

None. Cllr Giddings was not present.

2. Declaration of interests

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

None.

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

None.

3. To approve the minutes of the previous meeting on 23 June

RESOLVED that the minutes of the meeting on 23 June be approved and signed by the Chairman as a true record. (Prop DW, 2nd SR, unanimous)

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

4.0.1 Cllr Joolia suggested that the roles left vacant by the resignation of Cllr Ashton should be reallocated. This will be covered under item 4.11.

- 4.0.2 Cllr Joolia also raised the matter of signage on St Neots Road, which had not been discussed at the last meeting. RESOLVED this be an agenda item for the next meeting.
- 4.1 (4.4) Resident – offer to fundraise for CCTV cameras
No further information had been received. RESOLVED that the Parish Council believes that CCTV should be arranged and paid for by the Council and that any system should be installed as a whole rather than in a piecemeal way, but that the Council should consider the matter of CCTV again at a future meeting.
- 4.2 (4.5) Millers Way – to consider update on land transfer and quotations for scrub clearance and lighting if received
The Chairman reported on a site meeting with a lighting contractor who had advised that two lighting columns would be more effective than bollard lighting, which could be vulnerable to vandalism.
Quotations for the supply and installation of the columns and for their connection by UKPN were considered. RESOLVED, in the light of the cost of connection, to clarify whether there were possible alternatives to UKPN and if so to obtain more quotations. RESOLVED to approve the change of specification to two lighting columns with LED lamps instead of bollard style lighting. (Prop PJ, 2nd AG, unanimous)
RESOLVED to defer consideration of the quotations received for supply and installation, and for connection, until the position regarding UKPN is clarified and further quotations obtained. (Prop SR, 2nd AG, unanimous)
RESOLVED, as Persimmon had indicated that they wish to transfer the land to the Parish Council before the Council undertakes any work and was willing to give the Council funds so it can arrange the road works itself, that the Parish Council is willing to wait until the transfer has gone through and then to accept sufficient funds from Persimmon to cover the costs of installing the roadway following the transfer, to an agreed specification supplied by Persimmon, by appropriate contractors provided by Persimmon, as well as the cost of an approved engineer to ensure that the work is carried out in accordance with the specification. (Prop AG, 2nd AJ, unanimous)
- 4.3 (4.7) Transfer of allotments – report on discussions with Allotment Society
RESOLVED having considered the report from Cllr Giddings, formally to approach the Allotment Society and ask them whether they would be amenable to taking on the three new allotments that will become available towards the end of the build. RESOLVED, should this be unsuccessful, to wait until the allotments are available and to invite interested people to form a Meridian Fields allotments association. (Prop AG, 2nd SR, unanimous)
- 4.4 (5.5) 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 April 2019 and 31 March 2020) and consider the Internal Auditor’s report
RESOLVED to accept the Internal Auditor’s report. The system of internal control was reviewed and all appeared to be in order.
- 4.4.1 Proposal that the Council close the Lloyds Deposit Account
RESOLVED to close both the Lloyds Bank Business Instant Access and Treasurer’s accounts, which are no longer required, and to transfer the balance to Unity Trust Bank. (Prop SR, 2nd AG, unanimous)
- 4.4.2 Proposal that the Council reviews its reserves policy and considers changing it to between 1 to 2 times annual future expenditure

RESOLVED to amend the policy on General Reserves to the effect that they should be between 1.0 and 2.0 times annual future expenditure rather than being based on past expenditure. (Prop SR, 2nd DW, unanimous)

RESOLVED that expenditure on costed future projects should be considered at the budget setting meeting in January 2021. Suggestions for consideration included traffic calming and safety projects or CCTV.

4.4.3 Appointment of Internal Auditor for FYE 2021

RESOLVED to re-appoint William Lewis at an approximate cost of £340.00. (Prop SR, 2nd AG, unanimous)

4.5 (5.6) To prepare the Annual Governance Statement (Section 1 of the Annual Return)

RESOLVED that statements 1-8 in the Annual Governance Statement be all answered "Yes," apart from Question 9 (Trusts) which was not applicable. (Prop SR, 2nd AG, unanimous)

4.6 (5.7) To approve the Annual Governance Statement by resolution

RESOLVED that the Annual Governance Statement be approved and signed by the Chairman on the Council's behalf. (Prop AG, 2nd SR, unanimous)

4.7 (5.8) To consider the Accounting Statements (Section 2 of the Annual Return)

The Accounting Statements were considered.

4.8 (5.9) To approve the Accounting Statements by resolution

RESOLVED that the Accounting Statements be approved. (Prop SR, 2nd DW, unanimous)

4.9 (5.10) To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

RESOLVED that the Accounting Statements be signed and dated by the Chairman on the Council's behalf. (Prop SR, 2nd DW, unanimous)

4.10 (6.3) Sudeley Grove unauthorised tree removal – proposal that the Council considers setting up a working group to review and consider improvements

RESOLVED that the Parish Council is agreeable to the new trees being planted at a distance of 1-1.5 metres from the resident's fence.

RESOLVED, given that the Parish Council cannot advance funds to a resident, to accept the resident's proposed payment plan of 50% at the outset and payment of the remainder in instalments spread over a period of three years, to be paid in advance of the future maintenance expenditure becoming due, subject to the payments being made by standing order and, should the resident fail to meet the payment plan, that all amounts should become immediately due. (Prop SR, 2nd DW, unanimous)

4.11 (9) Communication and engagement – proposal that the Council considers setting up a working group to review and consider improvements

Cllr Joolia expanded on his proposal for a Communications Group, involving both members and representatives from the village, to review internal and external communication and see if there are ways of improving engagement with the residents. He also proposed to ensure all policies were in place and look into whether any matters required enforcement or discussion.

RESOLVED, subject to the proviso that Councillors should not discuss issues with residents outside meetings, and that Cllr Joolia should place an item on the website and bring a report and recommendation on membership and ideas for discussion to the next or a future meeting. (Prop AG, 2nd PJ, unanimous)

Cllr Rose left the meeting briefly during this item and returned a few minutes later.

4.12 To consider quotation and two specifications for installation of bollards at Recreation Ground

RESOLVED, having considered a quotation with two installation options for posts either on spikes or concreted in, to seek two more quotations.

RESOLVED that Cllr Gill should ensure that the installation allowed adequate access for the grass cutters and emergency services and that the positioning of the bollards was satisfactory. (Prop SR, 2nd AG, unanimous)

Other

(8.5) Hill street lighting and CCC pavement widening

RESOLVED to note that work had commenced on the footpath improvement between the Blue Lion and the Church as requested by the Parish Council of the Meridian Field developers. Cllr Rose is to thank Hill for their efforts when the work is completed.

Transfer of land to the Parish Council

RESOLVED to note that the outstanding parcels of land at Blenheim Way, Pippin Walk, Worcester Avenue and between Worcester Avenue and Ellison Lane have been transferred to the Parish Council by Persimmon and had finally been registered at the Land Registry.

5. Finance, procedure and risk assessment

5.1 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 as follows:

- RoSPA play inspection repairs – Having reviewed the two quotations received the Clerk accepted the quotation from ARD Playgrounds at a cost of £1509.10 as it was almost £300.00 cheaper.
- Accepted a quotation of £80.00 for the removal of piles of garden waste left at Bramley Way grass area (November meeting)
- Put work in hand for Oakes & Watson to remove a tree branch from St Mary's Play area which was overhanging an adjacent property's garage in Main Street.

5.2 To receive play areas and skate park inspection reports and consider if any work is required

RESOLVED to arrange for repairs for the concrete at the bottom of two slopes at the skate park, which was wearing away.

5.2.1 Play area Coronavirus risk assessment – to review and consider resident's request that the restriction on the number of users is removed

RESOLVED to note that a significant number of people were not complying with the precautions and not social distancing, and that groups of youngsters were gathering and staying for longer periods, making it difficult for new arrivals to enter with the restricted numbers.

RESOLVED, given that it was not possible to “police” the play areas, that the existing restriction signs at all the play areas should be taken down and replaced with signage with alternative wording which emphasises that users should be considerate to other people and that the Parish Council is relying on users to be sensible and aware of others. (Prop DW, 2nd AG, unanimous)

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

RESOLVED that the payments as listed in the finance report should be paid, plus Kompan (Play equipment parts) £632.40 and CAPALC (Training) £75.00. RESOLVED also to approve the payment to James Wakeling (Green waste removal) for £80 on receipt of his invoice. (Prop DW, 2nd AG, unanimous)

Cllr Joolia asked that in future the invoices be sent out to all members rather than just to the signatories, and that they should be sent on the day before the meeting.

SSE (Street light electricity)	£82.75
AMA (Architect fee)	£2832.00
SCDC (Litter and bin emptying)	£156.00
Chris Fuller (Reimburse weed killer and moss treatment)	£52.74
Salaries	£395.42
LGS Services (Admin support)	£1366.40

RESOLVED at 9.00 pm, in accordance with Standing Orders, in view of the amount of business remaining, that the meeting should continue for a further half hour. (Prop AG, 2nd DW, unanimous)

6. Correspondence/communications received

6.1 Resident – complaint about trees in Blenheim Way and offer to undertake works at their own cost

It was noted that the resident was prepared to contribute to the costs rather than pay for the entire works. RESOLVED to seek professional opinion and advice on the Right to Light legislation referred to by the resident. (Prop SR, 2nd AG, unanimous)

6.2 Resident – request that the pump be refurbished

RESOLVED to obtain quotations to reinstate the wood around the base.

6.3 NALC – new model Code of Conduct consultation

RESOLVED that members may respond individually should they so wish. (Prop AG, 2nd SR, unanimous)

6.4 Greater Cambridge Planning – Green Infrastructure Opportunity Mapping Project survey

RESOLVED that members may respond on an individual basis should they so wish. (Prop SR, 2nd AG, unanimous)

6.5 SCDC – update on SCDC’s Planning Committee Scheme of Delegation

Noted.

7. Planning Applications and Decision notices and tree works applications

7.1 Planning applications received since the last meeting

7.1.1 20/02822/HFUL – 35 Egremont Road – Single storey front extension

RESOLVED to support the application. (Prop AG, 2nd PJ, carried with 3 in favour and 2 abstentions)

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

7.1.3 20/02643/CL2PD – 85 Ellison Lane – Certificate of lawfulness for a rear roof dormer and front facing velux – for information only

Noted.

7.1.4 20/02573/HFUL – 2 Sudeley Grove – Two storey, part single storey extension

RESOLVED to support the application. (Prop AG, 2nd PJ, carried with 3 in favour and 2 abstentions)

7.1.5 20/02323/HFUL – 98 Main Street – Proposed new single storey extension to the rear of the property

RESOLVED to support the application. (Prop AG, 2nd PJ, carried with 3 in favour and 2 abstentions)

7.1.2 20/02728/REM – Land South of 279 St Neots Road – Approval of matters reserved for appearance, landscaping, layout and scale following outline planning permission S/3064/16/OL for 155 dwellings following demolition of 2 existing dwellings

RESOLVED to make no recommendation. (Prop AG, 2nd PJ, unanimous) It was noted that the developers had responded to the concerns of residents who wished the attenuation

pond fenced, and that affordable houses were now located amongst the market housing. Barton Wilmore had confirmed that an apparent increase in the area being developed was an error.

7.2 SCDC Decision Notices

7.2.1 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 – Permission granted.

7.2.2 20/01726/HFUL – 2A Laxton Avenue – Single storey side extension with lean-to roof – Permission granted.

7.3 Tree Works Applications

7.3.1 20/1578/TTCA – 16 Main Street (considered between meetings) and consider procedure for approval of tree works applications

RESOLVED to note the response made between meetings. The Parish Council made no comments.

8. Members reports and items for information only

8.1 New Housing Developments and Planning Obligations

RESOLVED to note Cllr Rose's verbal report that the Hardwick Community Centre Working Group was coming to the conclusion that it might after all not be possible to retain any significant part of the MUGA, and that this would be discussed further at a meeting on Thursday.

8.2 Village Plan report and to consider any actions

It was observed that one of the objectives would be addressed via the new Communications Group.

8.3 Proposed cycle scheme for Hardwick and to consider correspondence from residents

An apparent proposal by CCC, reported on Facebook, to close parts of St Neots Road to traffic and keep it only as a bus and cycle way, had upset a number of residents. The Parish Council had not been informed of any such proposal. The County Councillor had subsequently posted on Facebook to say the road would not be closed to traffic but the County Council was looking at ways to have a cycle lane.

RESOLVED, given that the County Councillor had not replied to the Chairman's request for information, to write to her seeking full details of the proposals so that the Parish Council is properly informed; to ask how the proposed cycleway differs from the cycleway which is proposed as part of the Cambourne to Cambridge busway; and to express the Parish Council's disappointment at how the matter has been handled by the County Council.

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

Items for the next agenda are to include:

- Speedwatch signs and the signage at the entrance to the village
- Potential problems with the structure of the Pavilion. RESOLVED that the Chairman should meet the HSSC Chairman before the next meeting to take a look at the problems.
- Zero Carbon grants. Cllr Joolia will ask the environment group if it has any items to put forward in this connection.

There was no further business and the meeting closed at 9.40 pm.

SignedChairmandate