

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 26 May 2020 at 7.00 pm

To join the Zoom Meeting
To join Zoom Meeting
<https://zoom.us/j/95707912916>

Meeting ID: 957 0791 2916

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
20/05/20

AGENDA

Open Public Session including reports from the County & District Councillors

Including a question to the District Councillor regarding the planning and decision-making process?

- 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 **Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 4.1 (6.1) Consideration of bollards to protect newly planted trees on the Recreation Ground ^(AG)
 - 4.2 (6.5) La Biga Mobile Pizzeria – to consider further information received from applicant and SCDC application for street trading consent
 - 4.3 (6.6) CCC Local Highways Improvement scheme 2021/2022 – Proposal for a permanent physical buffer with the objective of producing a reduction of speed on St Neots Road at the east village entrance and the approach to Cambridge Road ^(PJ)
 - 4.4 (February) To review the Emergency Plan ^(IG)
- 5 **Finance, risk assessment and procedural matters**
 - 5.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
 - 5.2 To receive play areas and skate park inspection reports and consider if any work is required
 - 5.3 To receive the financial report and approve the payment of bills
 - 5.4 To consider the RoSPA play inspection report
- 6 **To consider any correspondence/communications received requiring a decision of the Council**
 - 6.1 Resident – conifer trees between the skate park and Limes Road
 - 6.2 Cogwheel Trust – Request for financial support
- 7 **To consider any planning applications and decision notices and tree works applications ***
 - 7.1 Planning applications
 - 7.1.1 20/01630/CLUED – 159 Limes Road – Certificate of lawful development for a garage conversion
 - 7.1.2 20/01726/HFUL – 2A Laxton Avenue – Single storey side extension with lean-to roof
 - 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
- 9 **Closure of meeting and items for the next agenda**

* 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.

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 28 April 2020 (attached)
4. Matters arising and carried forward from the last or a previous meeting for discussion/decision
- 4.1 (6.1) Consideration of bollards to protect newly planted trees on the Recreation Ground ^(AG)
The Chairman to report.
- 4.2 (6.5) La Biga Mobile Pizzeria – to consider further information from applicant and SCDC application for street trading consent
The applicant has referred the Parish Council to the recently submitted street trading license

SCDC have written:

Please note that due to the lockdown the applicants have been unable to apply signage to the vehicle, please see picture 7 for proposed signage.

Name: Mr Guven Barlas

Trading Name: La Biga Pizza

Address: 23 Chestnut Grove, Chesterton, Cambridge, CB4 1BE

Location: Car Park of Hardwick Sports and Social Club, Egremont Road, Hardwick, Cambridgeshire, CB23 7XN

Days: Saturday

Times: 16:30 – 22:30

Selling: Pizza, Garlic Bread, Sandwiches, Soft Drinks and Coffee”

HSSC have been informed of the application.

- 4.3 (6.6) CCC Local Highways Improvement Scheme 2021/2022 – to consider any proposals received and correspondence from CCC
Joshua Rutherford of CCC has written:
“John (O’Donnell), copied in will be the engineer leading on your successful LHI scheme.

John will be in touch in due course with proposed locations for the features. As an informal process has already been undertaken by the parish, and support for the scheme was high amongst residents, if the parish council are happy with the proposed locations, the parish can then distribute to affected residents to review and comment, before the scheme gets submitted for safety auditing and formal advertisement.

Please bear in mind, with the current circumstances surrounding Covid-19, a lot of CCC staff in various areas have been redeployed, or are going to be redeployed shortly, which will likely have an impact on the delivery timescales of this year’s projects.”

- 4.3.1 Proposal for a permanent physical buffer with the objective of producing a reduction of speed on St Neots Road at the East Village entrance and the approach to Cambridge Road
Cllr Joslin has circulated her report to all members. She writes:
I attach the draft words for my proposal for the 2021/2 LHI. The proposal is for a permanent physical buffer with the objective of producing a reduction of speed on St Neots Road at the East Village entrance and the approach to Cambridge Road. Slow them before they get in the village. I would trust Highways to make a professional design which may include centre island, road narrowing before, white lining to give warning of the limit reducing from 60 to 40 and maybe even a simple SID Flasher

stating 40mph is our speed limit. This may also require lighting but from what I see in the Wallis Farm S106, Section VIII there is £15k for Lighting not yet allocated anywhere.

The draft proposal consists of text for the Application Form and three Attachments that are referred to in the text.”

May I also point out that when Highways produced the design for the 2020/21 LHI they did so following the £500 paid consultancy on the Document, Traffic Calming in Hardwick, and targeted the area they saw as requiring short term attention namely Speed on the stretch of Cambridge Road between Limes Road and Egremont Road and beyond.

The Document suggested that the area around the School namely the junctions with Limes Road and Egremont Road represented potential road safety issues and proposed a menu of options for consideration including signage and white lining, speed tables (like in Dry Drayton by the school and throughout Girton and Histon) or Speed Cushions to lower speeds on approach. See Page 13 of the Document. Speed Humps (or bumps as they are called in the Village Plan) were never suggested or considered as the village survey rejected them. Just to confirm that the Flasher at Kesters is still recording and is in silent mode for a month. I intend to bring to our meeting next week two weeks of recorded speeds taken at this point to keep you up to date concerning the traffic speeding problem that is occurring outside the school.

Highways recommendation was Speed Cushions on Cambridge Road south of the shop and to include the school 20 zone. This is the approach in Caldecote and several villages in the area. Highways made clear what other options they considered and why these were dismissed.

1. In their Proposal Page 1 Other Options Considered – *“Give way features and traffic islands are not as effective reducing speeds as speed cushions, and the width is too narrow for traffic islands”*.
2. In the email question/answer dialogue I provided to HPC members by email to the Clerk 23rd September 2020, Highways were asked why they did not recommend Speed Tables and the answer is clear from the Project Engineer in his email 10th September, *“I have not progressed the proposal for junction tables- although these work well they cost significantly more and are likely to be around £30k each. These tend to improve safety at the junctions but need additional features in between on a route (maximum 150m gap for signing purposes but closer to 100m for effectiveness)”*

So if we look back at how the 2020/21 LHI was resolved, it would seem a waste of resource and potentially expense to go back over the same ground again for 2021/22 when the Speed Cushions, in reducing speed on his section should help make the junctions safer”.

- 4.4 (February) To review the Emergency Plan
Quarterly review as proposed at the February meeting.
5. Finance and risk assessment and procedural matters
- 5.1 To consider any quotes for urgent work required because of risk and Clerk’s use of delegated powers
Delegated powers were used delegated powers to confirm to the Pre-school that the Parish Council has no objections its proposed design and location for its sign.
The Pre-school asked for the Egremont Road play park gate to be open to enable access when the children return to school in June. The Chairman has spoken with the Pre-School and indicated they must open, monitor and lock the gate as soon as the children have entered and ensure that no children play on the park.
- 5.2 To receive play areas and skate park inspection reports and to consider if any work is required
- 5.3 To receive the financial report and approve the payment of bills
- 5.4 To consider the RoSPA play inspection report
To download your report(s):Click on this link or copy and paste the link into your internet browser
<http://playbase.rosaplaysafety.co.uk/Inspections/index.php?ID=1094509E-E998-2848-8031-129B8E22C141>
6. To consider any correspondence/communications received

6.1 Resident – Conifer trees between the skate park and Limes Road

A resident has written:

“When the conifer trees were planted as a supposed sound buffer between the skate park and our property, we were promised they would not be allowed to grow tall enough to affect the light in our garden.

Unfortunately they have been allowed to grow unchecked for many years and are now now only as tall as the surrounding trees but also extremely wide to the point they are encroaching our garden. This is particularly upsetting as they are shading a number of trees and bushes planted in memory of our late daughter.

As tree surgeons are still working during the pandemic, may I request that the parish council uses the time while the village is quiet to undergo some major tree works. Not only are the conifers overgrown but the trees alongside our property between the skate park and Limes Rd are now huge. A conservative estimate is in excess of 15 metres growth in recent years and this is also impacting our light.”

Cllr Gill proposes the Council considers quotations for works to these trees as they were not included in the recent tree survey.

6.2 Cogwheel Trust – request for financial support

“Supporting affordable local mental health counselling for your village residents

The Cogwheel Trust is a Cambridge-based charity that has provided affordable mental health support to many thousands of people over its 32-year existence

The current Covid-19 emergency situation is having a huge detrimental impact on Cogwheel’s finances and the charity is likely to run out of money by the early Autumn, when we expect there to be a huge increase in the need for counselling help. We really do need some help now please so that we are not forced to close down. Cogwheel receives no NHS funding.

The charity provides over 5000 sessions annually to about 500 people. In 2019 this included four people living in Hardwick, so over the past 30+ years a significant number of village residents will have benefited from the service that Cogwheel provides.

Before the start of the crisis Cogwheel was providing 120 weekly face-to-face sessions at its Cambridge premises and in satellite services in Sawston and Ely. Our service has since totally moved to online counselling and about 50 sessions per week are now being provided. Not all counsellors can provide online counselling and for some clients it is not suitable. We currently have over 100 on our waiting list and we are expecting many more will want counselling after the end of the lockdown period.

Clients receiving counselling make affordable contributions based on their income - the minimum contribution is £10 per session (private counselling sessions cost £50/ £60).

The net cost of Counselling at Cogwheel is about £20 per session and each person receives on average 11 sessions, costing the organisation £220. If Hardwick Parish Council could consider helping us to meet this cost for the four village residents who received counselling in 2019 it would be hugely appreciated.

Application form attached.

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.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>

7.1.1 20/01630/CLUED – 159 Limes Road – Certificate of lawful development for a garage conversion

7.1.2 20/01726/HFUL – 2A Laxton Avenue – Single storey side extension with lean-to roof

7.2 SCDC and appeal decision notices - to note

7.2.1 S/0119/20/PA – 8 Portway Road – Single storey rear extension – Prior approval given

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 <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

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
9. Closure of Meeting and items for the next agenda

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

May-20

Summary of previous month**Balance brought forward** **£322,173.42****Adjustments and amendments****Expenditure approved at last meeting/between meetings**

EASTERN TREE SURGERY	TREE SURVEY	-1,500.00
RH LANDSCAPES	GRASSCUTTING	-936.00

Misc credits

FCC	PLAY PARK P3 GRANT	47329.18
LLOYDS	INTEREST	0.02

<i>Total Adjustments</i>	<u>44893.20</u>
Balance revised after adjustments	<u><u>£367,066.62</u></u>

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Acc	242,885.09	247987.94	-5,102.85
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	367,066.62	372,169.47	-5,102.85

Expenditure for approval

£

SALARIES	395.22	
LGS SERVICES	PAYROLL	144.00
PLAYSAFETY LTD	ROSPA INSPECTION	415.20
LGS SERVICES	ADMIN SUPPORT - APRIL	1370.47
SSE	STREETLIGHT ELECTRICITY	80.24 DD

<i>Total expenditure</i>	<u>2405.13</u>
Balance c/f	<u><u>£364,661.49</u></u>

Notes:*Late invoices will be brought to the meeting*

THE GRANT FROM FCC HAS BEEN RECEIVED

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	To provide affordable counselling for the people of Cambridgeshire – including those from the Parish of Hardwick, enabling them to lead happier, more fulfilled lives.
2	Who will benefit from the work or activity?	Families and individuals in the Parish of Hardwick who are looking for emotional support and seeking new ways of dealing with their difficulties. Counselling is about change.
3	How much is required to pay for this?	Counselling sessions cost Cogwheel £40 each to provide. We ask service users to contribute on an affordable scale, starting at £10 per session. The average contribution is £20, leaving a £20 deficit for each session. On average people have seven sessions at Cogwheel, resulting in a deficit to Cogwheel of £140 per person. In both 2018 and 2019 four people from the parish contacted Cogwheel. We understand that you do not fund retrospective costs, so this example is only given as an indication of the costs incurred each year by our support of people from the Parish of Hardwick. ie 4 x £140 =£560
4	How much would you like the Council to provide?	£560
5	If there is a difference - if so how will you raise the difference?	£560, on average, received from service users.
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	The Cogwheel Trust CIO
7	Are you a new group in the process of being formed? Yes or No	no
8	If No - when was the group or organisation established?	1988
9	If No - is the group or organisation a Registered Charity? Yes or No	yes
10	If yes please tell us the registration number	1157141
11	Do you have a bank account? Yes or No	yes
12	If Yes - please provide the name of the Bank where you have an account	CAF Bank
13	If Yes - please provide the Account Name	The Cogwheel Trust CIO
14	If Yes - please supply a copy of your latest bank statement	Attached/enclosed
15	Do you have published accounts? Yes or No	yes
16	If you have - please supply a copy of your latest accounts	Attached/enclosed
17	Do you have a constitution? Yes or No	yes
18	If you have - please supply a copy of your constitution	Attached/enclosed
19	What are the objectives of the group or organisation?	To provide affordable counselling and psychotherapy to people of all ages in Cambridgeshire. Enabling people who are financially disadvantaged to access this vital service.

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Council of any changes in the Organisation's circumstances that would affect this application.
We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed.....

Signed.....

Position.....

Position.....

Date.....

Date.....

The signing and submission of the Grant Aid form constitutes acceptance of the above by the group or organisation applying for a grant
Terms and Conditions of Grant

1. Grants **can be awarded to** voluntary groups, societies, clubs, not-for-profit organisations or charities operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Grants **will not be awarded to** individuals. (minimum 2 or more unrelated individuals)
3. Grants to regional or national charities **will only be considered** where a specific project will deliver obvious benefits to residents in the Parish area.
4. The amount of any grant award will be at the discretion of the Council
5. All applications will be considered on their merits, but in general grants can be awarded for:
 - o Capital Projects such as purchase of equipment, works to buildings, improvements to premises, improvement to the local environment
 - o Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
6. The purpose for which any grant is made must be in the interest of the Parish area or any part of it or all or some of the inhabitants of the Parish area which is defined by the boundaries of the Parish Council.
7. The amount of expenditure must be commensurate with the benefit to the inhabitants of the area.
8. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply for a grant.
9. The Council may take into account any previous grant made to an organisation or group when considering a new application
10. No grant will be awarded to or for any commercial venture for private gain.
11. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
12. All grants will be conditional upon submission of a Small Grant Application Form.
13. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the purchase of the capital equipment or completion of the project.
14. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
15. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
16. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.

How will a grant application be assessed?

- o Does the Council have the powers to provide a grant for the project outlined?
- o How well does the grant meet the needs of the community in providing positive benefit to residents?
- o How effectively will the group use the grant?
- o Is the cost of the project appropriate?
- o Are the expected outcomes realistic?
- o What level of contributions has been, or will be, raised locally?
- o Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- o How is the organisation or group managed and does it have a constitution?

The grant application form should be returned to the Parish Clerk

FOR COUNCIL USE ONLY

<i>Application Number</i>	
<i>Date Received</i>	
<i>Delete as appropriate</i>	<i>Approved or Declined</i>
<i>Date</i>	
<i>Amount Approved</i>	
<i>Date Funds Issued to Group</i>	
<i>Transaction Reference</i>	