

## HARDWICK PARISH COUNCIL

**I hereby give notice that the Meeting of the Parish Council will be held  
on Tuesday 22 March 2022 at 7.00 pm at The Cabin at St Mary's**

*The Public and Press are cordially invited to be present. The order of business may be varied.*

*Everyone should wear a face covering unless they are exempt and are encouraged to take a lateral flow test prior to attending.*

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.

LG Bow

Mrs Gail Stoehr, Clerk, 16/03/22

### AGENDA

#### Open Public Session including reports from the County & District Councillors

- 1 To receive 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 previous meeting**
- 4. Matters arising or deferred from the last or previous meetings for discussion/decision**
  - 4.1 (4.2) Allotments – update and report from meeting<sup>(IG)</sup>
  - 4.2 (4.3) Proposal that the Parish Council considers changes to the Standing Orders which includes proposal to clarify arrangements for communications with Councillors when the Clerk is unavailable<sup>(AE)</sup>
  - 4.3 (4.4) Maple trees in the spinney – to consider correspondence from tree surgeon
  - 4.4 (5.2) To consider response from cleaning company regarding the cleaning of play equipment
  - 4.5 (5.2) To consider quotations to remove grass/weeds from the tarmac at Worcester Avenue if received
  - 4.6 (7.4) Proposal The Clerk to ensure that copies of all current outstanding invoices and salary payments are emailed to ALL councillors at least one day before the meeting (by 5 pm the previous day) thus giving adequate notice for reviewing should there be a query. The Bacs payment process should only take place after approval of only those invoices/salary payments that have been sent within the adequate notice period, a show of hands at the monthly PC meeting or email approval by councillors. Invoices/salary payments that have not been sent with adequate notice as above would not be considered acceptable for approval.<sup>(PJ)</sup>
  - 4.7 (8.5 of 24.8.21) To review meeting venues
  - 4.8 (7.3.1) Update on St Marys Lighting proposal<sup>(AE)</sup>
- 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 set the date of the Annual Parish Meeting and also the First and Annual Meeting of the Hardwick Parish Council in May
- 6. To consider any planning applications and decision notices and tree works applications \***
  - 6.1 Planning applications and appeals
    - 6.1.1 20/04485/CONDA – 277 St Neots Road – Submission of details required by conditions 8 (Traffic management plan), 9 (surface water and foul water drainage) and 13 (Wi-fi and suitable ducting) of planning permission 20/04485/FUL
  - 6.2 SCDC and appeal decision notices - to note
  - 6.3 Tree works applications
    - 6.3.1 22/0268/TTPO – Land to rear of 46 Ashmead Drive
- 7. Members reports and items for information only unless otherwise stated**
  - 7.1 New Housing Developments and Planning Obligations<sup>(SR)</sup>
  - 7.2 Building site at 27 St Neots Road – Request an update from SCDC planning concerning the removal of the two very unsightly porta-cabins they have been on this site for at least five years for what purpose,

\* 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/>

will the planner confirm that they are not part of the granted planning permission for the redevelopment of this site. <sup>(PJ)</sup>

7.3 The Spinney, Egremont Road – concerning the Hills Biodiversity Project can we have a detailed up-date, what are Hills proposing on the ground and when will it happen. Is maintenance of The Spinney going to be undertaken by Hills? My proposal – ‘a general tidy up, planting areas of annual native plants and bulbs to support the recent tree planting efforts of the Hardwick Climate Action Group.’ <sup>(PJ)</sup>

7.4 Tree Policy: Tree needs assessment: Proposal that the Parish Council acts on a tree before it overwhelms the Pump and adjacent front gardens of 10 and 12 Pump Lane <sup>(AE)</sup>

7.5 Highways and Road Safety Working Group report <sup>(AE)</sup>

**8. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**

**9. Closure of meeting**

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## CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 22 MARCH 2022

### Open Public Session including reports from the County & District Councillors

1. To receive apologies for absence – will be reported to 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 previous – attached
4. Matters arising or deferred from the last or a previous meeting for discussion/decision
- 4.1 (4.2) Allotments – update and report from meeting

Steve Gaze has provided the following report from the meeting on 7 March

***“Decisions & Actions from the meeting on Monday, 7 March (as noted by Steve Gaze)***

*In addition to Councillor Ian Giddings and volunteer Steve Gaze, there were 5 people present at the meeting, of which 4 people were from the Meridian Fields development. One person had sent apologies in advance but wished to be considered for an allotment but not for the committee.*

*Given that the Parish Council had previously decided that priority for the allotments would go to people from Meridian Fields, and that the Council also wanted to lease the site to an Association to manage: those 4 people present from Meridian Fields said they would be willing to form the Committee for the Association, and that they would look at reconfiguring the site to make 5 allotments so (the fifth person) could be included.*

*Steve Gaze summarised the Lease from Hardwick Parish Council to the Association, which has been agreed in principle by the Council and is based largely on a proforma from the National Allotment Society (NAS). He also had a copy of the NAS proforma for an agreement between the Association and individual plot holders (tenant), which is a useful starting point. Electronic copies of both are attached with this email, along with the developers proposed site plan. One person volunteered to take the one printed copy of these that Steve had available on the evening.*

*The new committee took each others contact details and will review the paperwork and work towards formally setting up the association to take on the management of the Meridian Fields Allotment site. They will liaise with Steve Gaze or the Parish Council as necessary going forward.*

*The actual allotment site is not yet completed or ready for handover but, hopefully, things will be in place for plot holders to start using the site as soon as possible after it is handed over.*

*Both Ian and Steve are happy to help with any practical advice or suggestions if needed.*

*Councillor Ian Giddings said that he would relay, by phone, the decisions and actions of the 7th March meeting to the Parish Clerk.”*

Steve Gaze wrote to another resident who was unable to attend but was keen to have an allotment:

“The 4 people from Meridian Fields present at the meeting agreed to set up a committee to form an association to manage the site. Going forward they will have the authority to allocate plots and manage a waiting list.”

- 4.2 (4.3) Proposal that the Parish Council considers changes to the Standing Orders which includes proposal to clarify arrangements for communications with Councillors when the Clerk is unavailable  
Deferred at the last meeting.

For proposals see page 25 of

<https://www.hardwick-cambs.org.uk/wp-content/uploads/2021/01/220125-hpc-agenda-and-supporting-papers-1.pdf> and proposed Standing Order 11



4.3 (4.4) Maple trees in the spinney – to consider correspondence from tree surgeon

Oakes & Watson have written:

“As per our quotation and subsequent work order we carried out the maintenance on the two newly planted trees throughout the agreed months last year and they were both fine.

Further to your email I have been to look at the trees today and one of them has been cut in half, please see photos below.

Currently the damaged tree still has buds for this coming year but has been seriously compromised. Both trees are still free of vegetation and have Woodchip around the base. I am not sure if you can shed any light on the damage?”

Photographs attached.



- 4.4 To consider response from cleaning company regarding the cleaning of play equipment  
The cleaning contractor from Histon has declined to quote as this has proved too expensive for him.
- 4.5 (5.2) To consider quotations to remove grass/weeds from the tarmac at Worcester Avenue if received  
Quotations have been sought and are awaited.
- 4.6 (7.4) Proposal The Clerk to ensure that copies of all current outstanding invoices and salary payments are emailed to ALL councillors at least one day before the meeting (by 5 pm the previous day) thus giving adequate notice for reviewing should there be a query. The Bacs payment process should only take place after approval of only those invoices/salary payments that have been sent within the adequate notice period, a show of hands at the monthly PC meeting or email approval by councillors. Invoices/salary payments that have not been sent with adequate notice as above would not be considered acceptable for approval. <sup>(PJ)</sup>
- 4.7 (8.5 of 24.8.21) To review meeting venues  
The Council decided to review this at its March 2022 meeting
- 4.8 (7.3.1) Update on St Marys Lighting proposal <sup>(AE)</sup>  
Cllr Everitt writes “I have signed this off to say they have done a design as required for the invoice to be paid”. And “We have received the design [from BB] and are now waiting for a quotation from BB for the implementation of their design”  
The quotation has now been received and passed to Cllr Everitt.

Other to for info only:

The HSSC Chairman has written:

“Many thanks for your correspondence regarding the ongoing rent suspension for HSSC.

The Officers, Committee and Members remain grateful for the support we have received during the pandemic crisis.”

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  
None at the time of writing.
- 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  
Attached. Invoices for payment have been circulated to all Cllrs.
- 5.4 To set the date of the Annual Parish Meeting and also the First and Annual Meeting of the Hardwick Parish Council in May  
The APM has to be held between 1<sup>st</sup> March and 1<sup>st</sup> June. The First and Annual meeting has to be held within 14 days of Councillors taking their seats i.e by 22<sup>nd</sup> May.
- 6.1 Planning applications and appeals  
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 and appeals on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 6.1.1 20/04485/CONDA – 277 St Neots Road – Submission of details required by conditions 8 (Traffic management plan), 9 (surface water and foul water drainage) and 13 (Wi-fi and suitable ducting) of planning permission 20/04485/FUL
- 6.2 SCDC and appeal decision notices - to note
- 6.2.1 21/04942/HFUL – 9 Sudeley Grove – Single storey side and rear extension – Permission granted.
- 6.2.2 21/04995/FUL – 181 St Neots Road – Erection of new dwelling at the rear of the existing bungalow including changes to existing access – Permission granted.
- 6.3 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>

6.3.1 22/0268/TTPO – Land to rear of 46 Ashmead Drive

7. Members' reports and items for information only unless otherwise stated

With the exception of New Housing Developments and Planning Obligations which is a standing item at all Council meetings the other proposals from members are included in the order received.

7.1 New Housing Developments and Planning Obligations including update from the HCCWG meeting<sup>(SR)</sup>

7.2 Building site at 27 St Neots Road – Request an update from SCDC planning concerning the removal of the two very unsightly porta-cabins they have been on this site for at least five years for what purpose, will the planner confirm that they are not part of the granted planning permission for the redevelopment of this site.<sup>(PJ)</sup>

7.3 The Spinney, Egremont Road – concerning the Hills Biodiversity Project can we have a detailed update, what are Hills proposing on the ground and when will it happen. Is maintenance of The Spinney going to be undertaken by Hills? My proposal – ‘a general tidy up, planting areas of annual native plants and bulbs to support the recent tree planting efforts of the Hardwick Climate Action Group.’<sup>(PJ)</sup>

7.4 Tree Policy: Tree needs assessment: Proposal that the Parish Council acts on a tree before it overwhelms the Pump and adjacent front gardens of 10 and 12 Pump Lane<sup>(AE)</sup>

Cllr Everitt writes:

“I met a resident on Friday complaining about a Footpath issue which I have taken up with the LHO. They also asked for PC to manage a tree which is encroaching on residents gardens. Photos attached. The tree in question sits in the corner of Pump Lane above the old Pump on PC land. The adjacent tree has been dealt with already at some stage.

We don't have much Grade 2 Listed in the village so I recommend we should act on this tree before it overwhelms the Pump - and adjacent front gardens of 10 and 12 Pump Lane.”

Photographs attached.

7.5 Highways and Road Safety Working Group report<sup>(AE)</sup>

8. To consider any correspondence/communications received

None at the time of writing.

9. Closure of Meeting

# HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Mar-22

## Summary of previous month

Balance brought forward

£932,622.31

## Adjustments and amendments

### Expenditure approved at last meeting/between meetings

ALLEN PYKE	COMMUNITY HALL	-1,938.36
A JOOLIA	EXPENSES - WEBSITE	-76.00
ICO	DPA REGISTRATION FEE	-35.00 DD

### Misc credits

SCDC	S106?	81871.35
RESIDENT	TREES	35.00
CABIN AT ST MARY'S	ROOM HIRE REFUND	30.00

Total Adjustments

79886.99

Balance revised after adjustments

£1,012,509.30

## Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	487,090.98	487060.98	30.00
Cambridge & Counties Bank	497,418.32	97,418.32	400,000.00
NS&I Income Bond	28,000.00	28,000.00	
Total	1,012,509.30	612,479.30	400,030.00

### Expenditure for approval

SALARIES & PENSIONS		£
ALGAR SIGNCRAFT	MILLENUM FOOTPATH SIGNS	1010.99
CIVILISTIX	MILLERS WAY	138.60
THE CABIN	ROOM HIRE	1015.00
RH LANDSCAPES	REC CLEARANCE WORKS	36.00
NBB RECYCLED FURNITURE	MEMORIAL BENCH	540.00
ALLEN PYKE	COMMUNITY HALL	510.00
ALLEN PYKE	COMMUNITY HALL	264.00
OPUS ENERGY	STREETLIGHT ELECTRICITY	360.00
LGS SERVICES	ADMIN SUPPORT FEB 2022	105.53
		1400.30

Total expenditure

5380.42

Balance c/f

£1,007,128.88

## Notes:

Late invoices will be brought to the meeting

\* Transfer from Current Account - statement o/s















## **March 2022 Highways and Road Safety Working Group Report 16<sup>th</sup> March 2022**

### **GCP C2C**

Nothing to report as no meeting arranged and no further details received. Layby fact-check acknowledged.

### **St Neots Road**

Mayer Brown (Bourn Airfield Surveyors are revisiting the traffic records around the area hence several counters around the road network. They are also surveying w/c 14<sup>th</sup> March 2022 for the Cyclepath. Remember that monitoring traffic and the Cyclepath and both in the draft S106 for Bourn Airfield which we were told at the A428 Cluster Forum was “years way”

### **Lighting by St Mary's**

Ongoing. Third quotation received and questions being checked. Progress report to be delivered at the March HPC Meeting, Note we are advised that we must ensure Planning, Conservation and Ecology stipulations are complied with – we shall receive a report on this shortly.

### **LHI 2020/21 – Cambridge Road Give Way scheme**

Complete

### **LHI 2021/22 and PFHI – St Neots Road scheme**

Highways Projects advised that HPC Agree to going forward with their detailed planning as on two pedestrian islands as agreed February 2022 Meeting

### **Active Travel**

Not debated in HPC – no appetite expressed for discussion or to come to a resolution. Details of 2021 survey results expected end March 2022. Nothing further from County Councillor and no further details from GCP. Further public Consultation in the Spring.

### **MVAS Traffic and Village Speed**

Ongoing duties

### **Additional Posts for MVAS signs**

News from LHO that posts will be installed on 31<sup>st</sup> March.

### **Roads and Pavements**

Recent repairs e.g. on Worcester Avenue not viewed by some residents as well done. Highways have announced a County-wide blitz on pot hole repairs and at County Transport and Highways Committee Meeting 7<sup>th</sup> March, committed to a review of current procedure which gets some complaints fixed, others in the same area “not yet at intervention level” and therefore subject to a later re-visit. County wide complaint.

Pauline Joslin and Alan Everitt

Highways and Road Safety Working Group