

**HARDWICK PARISH COUNCIL**  
**The First and Annual Meeting of the Parish Council**  
**will continue on Monday 23 May 2022 at the Cabin at St Mary's at 7.00 pm**

All members of the Council are hereby summoned to attend for the purpose of concluding the business undecided from  
17<sup>th</sup> May 2022 for convenience as set out below.

Gail Stoehr, Clerk 18/05/22

- ~~1. Election of Chairman and to receive the declaration of acceptance of office~~
2. To elect a Vice-Chairman
3. Delivery by councillors of their declarations of acceptance of office
4. To approve the minutes of the last meeting
5. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled
6. Review of delegation arrangements to committees, working groups, employees and other local authorities
7. Review of the terms of references for committees and working groups
8. Receipt of nominations to existing committees and working groups
9. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
10. Review and adoption of standing orders, financial regulations, risk assessment arrangements and other policies
  - 10.1 To consider the adoption of the revised LGA Model Code of Conduct 2022 and revised Register of Interests form
11. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
12. Review of representation on or work with external bodies and arrangements for reporting back
13. Review of arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
14. Review of inventory of land and assets
15. Review and confirmation of arrangements for insurance cover in respect of all insured risks
16. Review of the Council's and/or employees' memberships of other bodies
17. Review of the Council's complaints procedure
18. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
19. Review of the Council's policy for dealing with the press/media
20. Review of the Council's employment policies and procedures
21. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence
22. Setting the dates, times and place of ordinary meetings of the full Council
23. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
24. Review of banking arrangements and appointment of any bank signatories
25. Member training arrangements

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

26. To approve apologies for absence
27. Declaration of interests
  - 27.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
  - 27.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
28. To approve the minutes of the last meeting
29. Matters arising and carried forward from the last or previous meetings for discussion/decision
  - 29.1 (5.5) RoSPA reports – to appoint someone to review the reports and make recommendations

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\* 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/swiftlg/apas/run/wchvarylogin.display>

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.

Mrs Gail Stoehr, Clerk to Hardwick Parish Council, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY  
Tel: 01954 210241 Email: [hardwickpc@lgs-services.co.uk](mailto:hardwickpc@lgs-services.co.uk)

- 29.2 (7.3) To consider the location for the Jubilee notice board<sup>(AG)</sup>
- 29.3 (7.9) Proposal that the Parish Council considers a grant application from The Cabin at St Mary's/St Mary's Church for funds to extend the patio area to the west of The Cabin
- 30. To consider any resolutions from the Annual Parish Meeting**
- 31. Finance, risk assessment and procedural matters**
- 31.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
- 31.2 To receive play areas and skate park inspection reports
- 31.3 To receive the financial report and approve the payment of bills
- 32. To consider any planning applications and decision notices and tree works applications \***
- 32.1 Planning applications
- 32.1.1 21/01832/CONDM – Land south of 279 St Neots Road – Submission of details required by condition 3 (Surface water drainage scheme) of permission 21/01832/FUL
- 32.1.2 22/01640/HFUL 37 Cambridge Rd – single storey rear extension, alteration to front element's roof pitch, external insulation, render finish, replacement fenestration, installation of solar panels and extension to existing dropped kerb
- 32.2 SCDC and appeal decision notices - to note
- 32.3 Tree works applications
- 33. Members reports and items for information only unless otherwise stated**
- 33.1 New Housing Developments and Planning Obligations<sup>(SR.)</sup>
- 33.2 Proposal that the Council consider the offer from Hill to transfer Capstone Fields Phase 2 Open Space<sup>(AG)</sup>
- 34. To consider any correspondence / communications received**
- 34.1 CCC – No Mow May
- 34.2 CCC – Transport Strategy Stakeholder Engagement Survey 2022
- 34.3 Greater Cambridge Partnership – Cambourne to Cambridge Better Public Transport and Active Travel – request to attend meeting
- 35. Closure of meeting and items for the next agenda**

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