

HARDWICK PARISH COUNCIL

**I hereby give notice that the Meeting of the Parish Council will be held
on Tuesday 14 June 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.

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, 08/06/22

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 (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
 - 4.2 (29.1) RoSPA reports – to consider quotations for the work if received
 - 4.3 (29.1) To consider quotations for repair of the broken swing at Egremont Road if received
 - 4.4 (34.2) CCC – Transport Strategy Stakeholder Engagement Survey (deadline 19 June)
 - 4.5 (8.1 of 26.4.22) Resident - request that their Christmas tree be planted in the green space adjacent to the “cut through” pathway between Limes Road and Laxton Avenue, or perhaps near or in the church yard – to consider proposal for location near the new Village Hall
 - 4.6 (4.6 of 26/04/22) The Millers Way project
- 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 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 2021 and 31 March 2022)
 - 5.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
 - 5.6 To approve the Annual Governance Statement by resolution
 - 5.7 To consider the Accounting Statements (Section 2 of the Annual Return)
 - 5.8 To approve the Accounting Statements by resolution
 - 5.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 6. To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications and appeals
 - 6.1.1 21/01832/CONDN – Land south of St Neots Road - Submission of details required by Condition 14 (Construction ecological management plan) of planning permission 21/01832/FUL
 - 6.1.2 21/01832/CONDO – As above, Condition 13 (Biodiversity enhancement strategy)
 - 6.1.3 21/01832/CONDP – As above, Condition 17 (Landscape and ecological management plan)
 - 6.1.4 21/01832/CONDQ – As above, Condition 15 (Conservation of habitats)
 - 6.2 SCDC decision and appeal notices and correspondence for info only - to note
 - 6.3 Tree works applications
- 7. Members reports and items for information only unless otherwise stated**
 - 7.1 New Housing Developments and Planning Obligations ^(SR)
- 8. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
 - 8.1 Hardwick Climate Action Group – Request for support for Community e-bike project and permission to install a bike locker at a convenient location on Parish Council land

* 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/>

- 8.2 Resident - request that the Parish Council considers arranging 1) defibrillator training sessions and 2) a basic first aid course for residents, and request that the Parish Council considers installing another defibrillator near the Church/Cabin
- 8.3 Greater Cambridge Partnership - C2C Better Public Transport and Active Travel Project - Environmental Impact Assessment Public Consultation (Deadline 11 July)
- 8.4 CCC St Neots Road PHFI Scheme & start date

9. Closure of meeting

* 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/>

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 14 JUNE 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 meeting – attached
4. Matters arising or deferred from the last or a previous meeting for discussion/decision
- 4.1 (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
Applications will be sent to Cllrs and are available to the public on request to the Clerk
- 4.2 (29.1) RoSPA reports – to consider quotations for the work if received
Quotations will be obtained when the specification for the quote has been received.
- 4.3 (29.1) To consider quotations for repair of the broken swing at Egremont Road if received
Quotations will be brought to the meeting if received.
- 4.4 (34.2) CCC – Transport Strategy Stakeholder Engagement Survey (deadline 19 June)
“The Transport Strategy team at Cambridgeshire County Council is developing three transport strategies that will set the County Council’s transport policy approach for the districts of Fenland and Huntingdonshire, and for active travel across the whole county. We would welcome key stakeholder input in to the following draft strategies:
 - Draft Fenland Transport Strategy
 - Draft Huntingdonshire Transport Strategy
 - Draft Cambridgeshire’s Active Travel Strategy

The stakeholder engagement survey is now live, and will close on Sunday 19th June. We welcome your response for any combination of the three strategies dependent on your interest and you will be able to select which ones you’d like to fill out at the start of the survey.

You can access the survey here: [CCC Transport Strategy Stakeholder Engagement Survey](#)

We understand some parish councils will not meet until after the deadline and will accept late responses for parish councils this will affect. Please do let us know if you plan to send a late response.

Please note, this is a discreet stakeholder exercise to allow input from key stakeholders at this stage of the drafting process so comments and ideas can be considered in a final review of the draft strategies. Formal public consultation will take place later in the year when the opportunity for a formal consultation response will be possible for the wider public.

If you have any questions please do get in touch at transport.plan@cambridgeshire.gov.uk.”

Kind regards,

Transport Strategy Team

Transport Strategy & Funding

Cambridgeshire County Council

- 4.5 (8.1 of 26.4.22) Resident - request that their Christmas tree be planted in the green space adjacent to the “cut through” pathway between Limes Road and Laxton Avenue, or perhaps near or in the church yard – to consider proposal for location near the new Village Hall

Ian Giddings has written:

“Just a suggestion regarding the offer of a Christmas tree, may I suggest planting near the new village hall?

It could be a focal point for Christmas, possibly lit up,
Distinguish it from pavilion for people visiting the village "entrance by Christmas Tree" given in directions
Away from houses therefore no objections?
Flood lit for special events (too late for HM Jubilee)
The exact location could be decided at a later date to enhance/complement new village hall.

I have spoken to some other village residents who think that this is a good idea and I cannot at present of a better location."

4.6 (4.6 of 26/04/22) The Millers Way project

Other to note

The three benches around the village for people to sit and rest have been installed.

(29.3 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

The request was sent to CAPALC the day after the last meeting. At the time of writing no response except an acknowledgement has been received due possibly to personal reasons.

To receive a report from the Chairman on his discussion with Civilistix and to agree the next steps.

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

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 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 2021 and 31 March 2022)

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

5.6 To approve the Annual Governance Statement by resolution

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

5.8 To approve the Accounting Statements by resolution

5.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

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 21/01832/CONDN – Land south of St Neots Road - Submission of details required by Condition 14 (Construction ecological management plan) of planning permission 21/01832/FUL

6.1.2 21/01832/CONDO – As above, Condition 13 (Biodiversity enhancement strategy)

6.1.3 21/01832/CONDP – As above, Condition 17 (Landscape and ecological management plan)

6.1.4 21/01832/CONDQ – As above, Condition 15 (Conservation of habitats)

6.2 SCDC decision and appeal notices and correspondence for info only - to note

6.2.1 S/1719/18/COND15 – Plot of land behind St Mary's Church off Main Street and adjacent to The Rectory and The Old School House (48) – Refuse to discharge condition

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

None at the time of writing.

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^(SR)
8. To consider any correspondence/communications received
- 8.1 Hardwick Climate Action Group – Request for support for Community e-bike project and permission to install a bike locker at a convenient location on Parish Council land
“The PC will be aware that a large fraction of the Hardwick's carbon footprint is due to commuter journeys to Cambridge and Cambourne, hence a low cost scheme that replaces carbon-based transport with electric transport will make a significant impact on that footprint.

Cambridge Electric Transport (CET) is a local company partnering with South Cambs District Council to provide e-bikes to rent in various village locations and the Hardwick Climate Action Group would like to encourage them to do the same in Hardwick via a 12 month subsidy funded by a Zero Carbon grant from South Cambs District Council. We would like the PC to support this application and if it is successful to commit to supporting the scheme by allowing a bike locker to be installed at a convenient location on PC land.

To get it started for the first 12 months the ZCCF grant will need to cover the costs of £2530 + VAT as detailed in the attached document from CET.

Any subsidy required after the first 12 months should be decided at a subsequent PC meeting, and will depend on the demand for the service and any other grants that may be available at that time, but our goal is that it should be self-funding in the long term from the rental charges.

As the bike locker would need to be installed on PC land, the ZCCF application should probably be submitted by the PC, but I am happy to fill in the form and submit it on behalf of the PC.

Note that the deadline for ZCCF applications is 17 June so a decision from the PC is needed in the next few weeks.”

Shaun Hughes

Chair Hardwick Climate Action Group

Cambridge Electric Transport BizBike Community E-bike Rental Service for South Cambs Zero

- 8.2 Resident - request that the Parish Council considers arranging 1) defibrillator training sessions and 2) a basic first aid course for residents, and request that the Parish Council considers installing another defibrillator near the Church/cabin
“My daughter was recently at an event where a defibrillator was needed, and it made me realise that I wouldn't have a clue how to use one.
I know that the machine talks you through the process, but I feel it would be beneficial if the Parish Council was to arrange some defibrillator sessions for the villagers.
The session could cover location of the defibrillator. Training would raise awareness and give people confidence to use the equipment if necessary.
I also wondered if it would be possible to consider having another defibrillator near the church/cabin?
Another consideration might be to run a basic first aid course in the village?”
- 8.3 3C Shared Services – Naming of streets – 23 New Dwellings at Howells Way, Hardwick
“Please find attached a site layout plan for the above development.
Could you please provide one proposed street names for the development, plus two additional street names as fall backs in order of preference?”
- 8.4 Greater Cambridge Partnership - C2C Better Public Transport and Active Travel Project - Environmental Impact Assessment Public Consultation (Deadline 11 July)

Environmental Impact Assessment Public Consultation 16 May to 11 July

“Following three public consultations and extensive technical work to determine a preferred Cambourne to Cambridge (C2C) Public Transport and Active Travel route, we’re now in the process of undertaking an Environmental Impact Assessment (EIA). An EIA is required as part of a portfolio of evidence to be submitted to the Department for Transport in the application to build the scheme. It includes information from a host of surveys and assessments looking at, for example, ecology, landscape and cultural heritage, along with feedback from stakeholders to help inform design, including residents and landowners, as well as organisations such as Natural England and the Environment Agency.

During consultation, starting today, we’re seeking your views on how we can best manage and mitigate impacts of the scheme on the landscape and environment.

Visit our consultation page for more information and to have your say
www.greatercambridge.org.uk/c2c-eia

To request a printed copy, a print copy in large print, Braille, in another language or on audio tape, please call 01223 699906.

We’re also running webinars and public events, and coming to community meetings, including local parish council meetings, to share and discuss proposals. Find out more online -
www.greatercambridge.org.uk/c2c-eia

Consultation closes at midday on Monday 11 July 2022.

About the scheme

The Cambourne to Cambridge (C2C) project is a new public transport route from the Greater Cambridge Partnership (GCP), proposed to link Cambourne to Cambridge via the new Bourn Airfield development, a new Travel Hub at Scotland Farm, Hardwick and West Cambridge campus. The project is one of four corridor schemes which, together with measures to free up the congested city centre, a network of cycling and walking Greenways, and other infrastructure improvements, aim to create more sustainable, accessible and reliable ways to travel in and around Cambridge.

All the latest updates and planning documentation for the C2C scheme can be viewed at the project web pages www.greatercambridge.org.uk/CambournetoCambridge.

More about the Making Connections, aiming to free up the congested city centre and improve public transport – www.greatercambridge.org.uk/making-connections-2021

More about Greenways - <https://www.greatercambridge.org.uk/transport/transport-projects/greenways>”

8.4 CCC St Neots Road PHFI scheme (uncontrolled crossings) and start date

9. Closure of Meeting

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jun-22

Summary of previous month

Balance brought forward **£1,021,762.29**

Adjustments and amendments

CAMBS & COUNTIES BANK	INTEREST FY22	1338.33
CAMBS AND COUNTIES BANK	INTEREST	306.22

Expenditure approved at last meeting/between meetings

OPUS ENERGY	STREETLIGHT ELECTRICITY	-185.21	DD
SCDC	ELLISON LANE BIN EMPTYING	-187.20	
SCRUBS FOR CAMBRIDGESHIRE	S137	-200.00	

Misc credits

SCDC	COMMUNITY CHEST - JUBILEE NOTICEBOA	700.00
SCDC	CAPSTONE FIELDS - COMMUNITY FACILITII	121614.73

Total Adjustments

123386.87

Balance revised after adjustments

£1,145,149.16

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	198,086.29	198713.06	-626.77
Cambridge & Counties Bank	499,062.87	499,062.87	
NS&I Income Bond	448,000.00	428,000.00	20,000.00
Total	1,145,149.16	1,125,775.93	19,373.23

Expenditure for approval

£

SALARIES & PENSIONS		776.27	
CORIDO	JUBILEE PLAQUE	50.00	
NBB RECYCLED FURNITURE	BENCHES	1152.00	
JAF GRAPHICS	WILDLIFE CROSSING SIGN	63.00	
LGS SERVICES	ADMIN SUPPORT	1476.36	
SCDC	ELECTION FEES	135.00	DD
RH LANDSCAPES	GRASSCUTTING	780.00	

Total expenditure

4432.63

Balance c/f

£1,140,716.53

Notes:

Late invoices will be brought to the meeting

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

HARDWICK PARISH COUNCIL
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes	No*	Yes' means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.					prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.					made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.					has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.					during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.					considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.					arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.					responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.					disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://hardwick-cambs.org.uk/>

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

HARDWICK PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	366188	381989	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	60366	60366	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	32033	631388	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	7796	8330	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	68802	74629	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	381989	990784	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	384405	1013484	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	697235	705013	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

07/06/22

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED