

HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held
on Tuesday 19 July 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 at the Chairman's discretion.

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, 13/07/22

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 (4.1) 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 (2 of 24.5.22) To appoint a Vice-Chairman
 - 4.3 (7 of 24.5.22) To consider whether any working groups are required
 - 4.4 (22 of 24.5.22) To set the dates, time and place of ordinary meetings
 - 4.5 (9 of 24.5.22) To consider request from Webmaster that a Councillor be appointed to the role
 - 4.6 (4.2) RoSPA reports – to consider quotations for the work if received
 - 4.7 (4.3) To consider revised quotation for repair of the broken swing at Egremont Road
 - 4.8 (4.6) Millers Way – to consider quotation from Civilistix to draw up a JCT Minor Works contract for Cobb and Sons ^(AG)
 - 4.9 (5.1) To consider quotation to cut back the tree at the corner of the Recreation Ground and to cut back brambles in Sudeley Grove and in Apple Orchard Close
 - 4.10 (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
 - 4.11 (8.3) Greater Cambridge Partnership – C2C Better Public transport and Active Travel Project – Report on meeting at the School on 15 June and to consider the Council's response to the Environmental Impact Assessment Public consultation
 - 4.12 (4.3 of 26.4.22) Jet washing of play equipment – to consider report and recommendation ^(SR)
 - 4.13 (7.9 of 26.4.22) Grant application from The Cabin at St Mary's – to consider advice from NALC
 - 4.14 (4.3 of 25.1.22) To consider the location for TJ's memorial bench
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 Internal Audit report and appointment of Internal Auditor
 - 5.5 To consider the purchase of additional email licences for new members
6. **To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications and appeals
 - 6.1.1 22/02705/CL2PD – 18 Hall Drive – Certificate of lawfulness under S192 for part conversion of integral garage to form additional accommodation
 - 6.1.2 20/04485/NMA1 – 277 St Neots Road – Non-material amendment of planning permission 20/04485/FUL (Change of use of outbuilding to single dwelling with associated alterations. Creation of second floor to original dwelling via raising of roof height, front and rear dormers, and Juliet balcony to side elevation). Minor changes to fenestration. Swapping of vehicular access from the north via a shared driveway to the south via a private accessway.

* 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/>

- 6.1.3 21/01832/CONDR – Land south of St Neots Road – Submission of details required by condition 24 (Conservation of habitats) of planning permission 21.01832.FUL
- 6.1.4 21/01832/CONDS – As above, Condition 24 (Recycling & Waste)
- 6.1.5 21/01832/CONDT – As above, Condition 6 (Drainage)
- 6.2 SCDC decision and appeal notices and correspondence for info only - to note
- 6.3 Tree works applications
 - 6.3.1 22/0657/TTCA – 28 Main Street
- 7. Members reports and items for information only unless otherwise stated**
 - 7.1 New Housing Developments and Planning Obligations ^(SR)
 - 7.2 To receive a verbal report on Greenways ^(SR)
 - 7.3 Proposal that the Council considers correspondence from a resident and reconsiders current speed calming measures in light of speeds continuing to go significantly over the limit based on speed check points. In addition to the proposal by the resident, other options should be considered as well - permanent radar, road signs indicating a radar (based on current speed checks in place) on entrance to the village / beginning of Cambridge Road from the north ^(JD)
 - 7.4 Proposal that the Council considers standard handover checks before Parish Council takes over land from developers - example - Meridian fields allotment / other areas ^(JD)
 - 7.5 Proposal that the Council considers poor engagement from GCP with Hardwick community re: C2C ^(JD)
- 8. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
 - 8.1 Hardwick Sports & Social Club – request that the rear fence be removed and disposed of
 - 8.2 Hardwick Football Club – condition of pitch and request for removal of football goals
 - 8.3 St John Ambulance Community Advocate Volunteer Role
- 9. Closure of meeting**

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CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 19 JULY 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 received will be sent to Cllrs and are available to the public on request to the Clerk
- 4.2 (2 of 24.5.22) To appoint a Vice-Chairman
Deferred at the May meeting pending an increase in the number of members.
- 4.3 (7 of 24.5.22) To consider whether any working groups are required
Deferred at the May meeting pending an increase in the number of members.
- 4.4 (22 of 24.5.22) To set the dates, time and place of ordinary meetings
Deferred at the May meeting.
- 4.5 (9 of 24.5.22) To consider request from Webmaster that a Councillor be appointed to the role
The Webmaster has written:
“Since there seems to be new councillors that have joined, can you please kindly request the council to appoint someone (out of the councillor pool) to manage the website, and subsequently email management as well please?
There isn't an admin email for the website else I would have sent you. Once appointed, I will transfer the admin details.
Can you please get this decided in the next meeting?”
- 4.6 (4.2) RoSPA reports – to consider quotations for the work if received
Quotations for both the play repairs and signage will be circulated.
- 4.7 (4.3) To consider revised quotation for repair of the broken swing at Egremont Road
The Parish Council accepted a quotation for £280 from RPM for the repair of the swing. When they attended it was found that some parts were missing, so they have invoiced £198 to make the swing safe and quoted £240 for the new parts.
- 4.8 (4.6) Millers Way – to consider quotation from Civilistix to draw up a JCT Minor Works contract for Cobb and Sons
Civilistix have written
“We would suggest the JCT Minor work contract is used- see below;
<https://www.jctltd.co.uk/product/minor-works-building-contract>

We suggest the below items would be required to enable us to sufficiently administer the above;

- Acquire the relevant contract from the JCT website and complete all fields ready for construction to commence (we assume John Cobb & Sons are in a position to provide the information required from them to enable the contract)
- Undertake general contract administration
- Review / approve contractor payment requests
- Respond to contractor queries on our design drawings whilst onsite

We could carry out the above for an additional £900+VAT”

- 4.9 (5.1) To consider quotation to cut back the tree at the corner of the Recreation Ground and to cut back brambles in Sudeley Grove and in Apple Orchard Close
A quotation for the brambles at Applr Orchard Close has been received and will be circulated to members. RH Landscapes are meeting with the Chairman on 20th July for the other quotes.
- 4.10 (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
Deferred at the last meeting.
- 4.11 (8.3) Greater Cambridge Partnership – C2C Better Public transport and Active Travel Project – Report on meeting at the School on 15 June and to consider the Council’s response to the Environmental Impact Assessment Public consultation
Deferred at the last meeting pending meeting with Greater Cambridge Partnership.
- 4.12 (4.3 of 26.4.22) Jet Washing of play equipment – to consider report and recommendation
Cllr Rose to report on the test wash of the equipment at the Church play area. The Council has already agreed that if this method is suitable then James Wakeling be contracted to clean the equipment.
- 4.13 (7.9 of 26.4.22) Grant application from the Cabin at St Mary’s – to consider advice from NALC
This has been circulated to members. The Parish Council has previously been advised that advice from NALC/CAPALC is not for the public.
- 4.14 (4.3 of 25.1.22) To consider the installation of the Tejinder Bhachu’s memorial bench
The memorial bench has been installed on the recreation ground rather than in the play area behind the shop. The Chairman to report.
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
The Clerk used delegated powers as a matter of urgency to contract Critters Pest Control to attend to the bees which had set up home at the play area and to call out Dynorod to attend to a blocked drain at the pavilion.
- 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 members.
- 5.4 To consider the Internal Auditor report and appointment of Internal Auditor for 2023
At the time of writing the report is awaited and will be circulated when received. It has been promised in time for the meeting.
- 5.5 To consider the purchase of additional email licences for all members
The Webmaster has advised that there are not enough email addresses for Cllrs Arminsen and Dabrowski. At present dedicated email addresses are held by four Cllrs, The Clerk, Alan Everitt (until 24th August) and the Webmaster.
The webmaster has written
“We have a situation, whereby we have ran out of users for which we pay, so we need to add some more users to the account.
Who can do this? It will require a credit card - I did also send you an email previously to say that the credit card information on the email account would need to be added else this will not be renewed next time needed.
For info, we have 3 accounts which are non-councillor related - so they make up the slots. We would need to add 2 more users to be able to create emails for these 2 councillors.”
”
- As previously advised the Council does not have a credit card and Cllr Gill has kindly paid for the website renewal in the past and reclaimed via out of pocket expenses.
- 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.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>

- 6.1.1 22/02705/CL2PD – 18 Hall Drive – Certificate of lawfulness under S192 for part conversion of integral garage to form additional accommodation
- 6.1.2 20/04485/NMA1 – 277 St Neots Road – Non-material amendment of planning permission 20/04485/FUL (Change of use of outbuilding to single dwelling with associated alterations. Creation of second floor to original dwelling via raising of roof height, front and rear dormers, and Juliet balcony to side elevation). Minor changes to fenestration. Swapping of vehicular access from the north via a shared driveway to the south via a private accessway.
- 6.1.3 21/01832/CONDR – Land south of St Neots Road – Submission of details required by condition 24 (Conservation of habitats) of planning permission 21.01832.FUL
- 6.1.4 21/01832/CONDS – As above, Condition 24 (Recycling & Waste)
- 6.1.5 21/01832/CONDT – As above, Condition 6 (Drainage)
- 6.2 SCDC decision and appeal notices and correspondence for info only - to note
- 6.2.1 22/01725/HFUL – 86 Main Street – Replacement front entrance porch, replacement cladding and render (to include insulation) and cart lodge – Permission granted by SCDC.
- 6.2.2 21/01832/CONDN – Land south of 277 St Neots Road – Submission of details required by condition 14 (Construction ecological management plan) – Condition discharged in full
- 6.2.3 21/01832/CONDO – As above, Condition 13 (Biodiversity enhancement strategy – Condition discharged in full
- 6.2.4 21/01832/CONDP – As above, Condition 17 (Landscape and ecological management plan) – Condition discharged in full
- 6.2.5 21/01832/CONDQ – As above, Condition 15 (Conservation of habitats) – Condition discharged in full.
- 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.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>
- 6.3.1 22/0657/TTCA – 28 Main Street
- 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)
- 7.2 To receive a verbal report on Greenways
Cllr Rose to report.
- 7.3 Proposal that the Council considers correspondence from a resident and reconsiders current speed calming measures in light of speeds continuing to go significantly over the limit based on speed check points. In addition to the proposal by the resident, other options should be considered as well - permanent radar, road signs indicating a radar (based on current speed checks in place) on entrance to the village / beginning of Cambridge Road from the north^(JD)
The resident has written “We drive through Babraham a couple of weeks ago and they have very effective speed ramps through their village, just wondered if we could have something similar near us. It wouldn’t stop the farm vehicles from coming through but it would certainly stop the speeding vans and cars which come up from Toft doing about 60 and they don’t slow down going past our property this is anytime from 5.30 in the morning.”
- 7.4 Proposal that the Council considers standard handover checks before Parish Council takes over land from developers - example - Meridian fields allotment / other areas^(JD)
- 7.5 Proposal that the Council considers poor engagement from GCP with Hardwick community re: C2C^(JD)
- 8. To consider any correspondence/communications received
- 8.1 Hardwick Sports & Social Club – request that the rear fence be removed and disposed of

“I am writing to you in my capacity as President of the above village group.

Can you please arrange for the following item to be included for discussion at the forthcoming Parish Council meeting?

The PC will be aware of the existence of a wooden picket fence, located to the rear of its premises, between the Club and MUGA. I believe the fence was originally put in place many years ago as it was a requirement of the village Pre School in order to comply with their Ofsted inspection.

The fence is now in quite a state of disrepair, some slats are missing, at least one of the supporting posts is broken/insecure and neither gate close properly. Basically it is not fit for purpose and becoming quite an eyesore. Several village residents (non members) have commented upon its shoddy appearance.

I met, on site, with Cllr Rose recently to discuss the issue and we both agreed that it would not be a wise use of the PC's money to either repair or replace it, bearing in mind the anticipated arrival of the new Community Hub, when the whole area will be developed and the fence disposed of anyway. My request is that the HSSC be allowed to remove, and dispose of, the fence in order to make the area more attractive. The fence is rarely used by our Members, or members of the public, due all the reasons outlined above.

The HSSC will cover all the costs of the work involved.”

8.2 Hardwick Football Club – condition of pitch and request for removal of football goals

“I am emailing yourself today regarding the condition of the football pitch and general area at Hardwick rec, the condition of it is very poor and not currently fit for purpose there are some large cracks appearing that could become dangerous for players and the general public. We have tried to contact Mel pooly and Chris fuller but with no luck. Can I suggest we change or look into changing the personnel of who upkeep the football pitch or have a written schedule of the works being done as I fear after the last 2 treatments that were due to be done have not been completed, resulting in poor condition of the field I am sure you can appreciate this costs ourselves money to upkeep and would like the pitch and recreation ground to be in a safe condition for all users and general public.

We are currently playing our pre season games away from the recreation ground due to the condition of the pitch at a cost to Hardwick FC each time we play away.

My other concern is the football goals that have been provided by HFC to the general public to use are becoming also dangerous to use and would be devastated to hear of injury caused to the public, I am happy to look into the removal of these however would the PC provide new alternatives for the community use?

I am also on the Hardwick social club committee and will be bringing these concerns up to the committee, as a committee member we have just sponsored the football team a lot of money to play on the rec and would be upset if the teams have to play away from Hardwick due to the condition of the pitch as the football teams bring a lot of revenue to the social club before and after games.

I am happy to attend a PC to discuss further.”

And

“We are not looking for financial help from the parish council. The parish council should maintain the recreation ground to a reasonable standard to allow sports and public use. We are aware that the normal yearly treatments and maintenance has not been undertaken in the last year and due to this the recreation ground and in particular the football pitch are now in badly need of rectifying.

Due to the above, the football club has had to move all the friendly matches to Harston and Comberton as the recreation ground is in such poor condition.

We would like to know what the parish council is going to do to alleviate the issues seen on the recreation ground and when this work is going to be done.

The second point was regarding the football posts and nets that we have out on the recreation ground for public use. These are now in need of desperate attention and either need to be repaired or removed. As these goals are used consistently by the public would the Parish Council be interested in repairing these and maintaining them going forward? Failing that, we as a club can remove them.

This though would leave the recreation ground with no public football posts to use and I can assure you they are in constant use throughout the week by the Hardwick public.”

8.3 St John Ambulance Community Advocate Volunteer Role

“My name is Becca Haberfield and I am a Community Development Officer for St John Ambulance.

I am heading up an exciting national volunteering programme where we recruit volunteers over the age of 18 years old across the country to deliver Free First Aid Awareness sessions within their community.

As a charity we were wondering if you would be able to help us with volunteers and something you would be able to help promote.

I would be more than happy to arrange a meeting with yourselves to talk through the programme more and see if we can work with you.”

9. Closure of Meeting

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jul-22

Summary of previous month

Balance brought forward **£1,140,716.53**

Adjustments and amendments

Expenditure approved at last meeting/between meetings

| | | |
|-------------------------|---------------------------|------------|
| OPUS ENERGY | STREETLIGHT ELECTRICITY | -186.46 DD |
| UNITY TRUST | SERVICE CHARGE | -25.50 DD |
| HARDWICK PRIMARY SCHOOL | ROOM HIRE | -38.00 |
| NOTICEBOARD COMPANY | NOTICEBOARD KEYS | -12.60 |
| A EVERITT | PICNIC TABLE PLAQUES | -30.66 |
| J WAKELING | PICNIC TABLE INSTALLATION | -150.00 |

Misc credits

| | |
|-----------------------------------|-----------------------------|
| <i>Total Adjustments</i> | <i>-443.22</i> |
| Balance revised after adjustments | <u><u>£1,140,273.31</u></u> |

Bank Reconciliation to last statement

| Account | Funds | Statement | Outstanding |
|-----------------------------|----------------------------|----------------------------|--------------------------|
| Unity Trust Current Account | 73,210.44 | 73562.24 | -351.80 |
| Cambridge & Counties Bank | 499,062.87 | 499,062.87 | |
| NS&I Income Bond | 568,000.00 | 428,000.00 | 140,000.00 |
| Total | <u><u>1,140,273.31</u></u> | <u><u>1,000,625.11</u></u> | <u><u>139,648.20</u></u> |

Expenditure for approval

| | | £ |
|-----------------------|--------------------------------|---------|
| SALARIES & PENSIONS | | 559.47 |
| DYNO ROD | PAVILION DRAIN CLEARANCE | 276.00 |
| CRITTERS PEST CONTROL | EGREMONT PLAY AREA - BEES NEST | 60.00 |
| RH LANDSCAPES | GRASSCUTTING | 1140.00 |
| RPM | SWING REPAIR | 198.00 |
| LGS SERVICES | ADMIN SUPPORT JUNE 2022 | 1391.32 |
| RH LANDSCAPES | GRASSCUTTING | 780.00 |

| | |
|--------------------------|-----------------------------|
| <i>Total expenditure</i> | <i>4404.79</i> |
| Balance c/f | <u><u>£1,135,868.52</u></u> |

Notes:

RPM WERE CONTRACTED TO RE-ATTACH THE EXISTING SWING SEAT FOR £280+VAT. THEY SAY THEY WERE UNABLE TO DO SO AS THERE WERE PARTS MISSING. THEY HAVE INVOICED £165+VAT TO MAKE THE SWING SAFE AND HAVE QUOTED £240+VAT TO COMPLETE THE REPAIR.