

HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held
on Wednesday 28 September 2022 at 7.00 pm at in 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, 20/09/22

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 consider any applications received for co-option to fill vacancies resulting from insufficient candidates at election – Brian Coxall, 146 Main Street, Hardwick CB23 7QU
 - 4.2 (4.3) To consider and agree Terms of Reference for Community Engagement Working Group ^(JD, JA)
 - 4.3 (4.6) To consider price for annual bramble control within the maintenance contract if received ^(AG)
 - 4.4 (4.10) Memorial bench location – update report ^(CP)
 - 4.5 (9) Proposal that the Council writes to residents where hedges are overhanging ^(GM)
 - 4.6 Millers Way update report and to consider two staggered barriers design, size and costs and to authorise the contract with John Cobb and Sons to be signed
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
 - 5.2.1 To consider quotation for missing connectors on climber at Egremont Road play area ^(AG)
 - 5.3 To receive the financial report and approve the payment of bills
 - 5.4 To consider whether to seek quotations for carrying out a tree survey
 - 5.5 Email account renewal and arrangements
 - 5.6 Option to opt out of the SAAA central external auditor appointment arrangements
6. **To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications and appeals
 - 6.1.1 21/03438/NMA1 – Land at 147 St Neots Road – Non-material amendment of planning permission 21/03438/FUL (Erection of nine self-contained residential flats and associated infrastructure and works) – Change condition 29 wording from “No demolition/development” to “Prior to digging of foundations”
 - 6.1.2 21/01832/CONDU – Land south of St Neots Road – Submission of details required by condition 3 (Surface water) of planning permission 21/01832/FUL
 - 6.2 SCDC decision and appeal notices and correspondence
 - 6.3 Tree works applications
 - 6.3.1 22/0895/TTCA – 16 Main Street – To note response made between meetings – The Parish Council made no comments.
 - 6.3.2 22/0896/TTCA – 8 Main Street - To note response made between meetings – The Parish Council made no comments.
7. **Members reports and items for information only unless otherwise stated**
 - 7.1 New Housing Developments and Planning Obligations including invitation to members to attend a meeting with the HCCWG to update them on the Community Centre project ^(SR)

* 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/>

- 7.2 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 ^(GM)
- 7.3 Proposal that the Parish Council considers arrangements for the installation of the Jubilee notice board
- 7.4 Proposal that the Council considers possible changes to the bus service and the issue that stagecoach has decided to eliminate Hardwick from their existing stops

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

- 8.1 HSSC – Social Club exterior maintenance – request for tidying of rear area
- 8.2 NHS Cambridgeshire & Peterborough – Outreach Covid vaccination visit to Hardwick
- 8.3 Resident request that the Council’s broken fence is repaired

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.scamb.gov.uk/>

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 28 SEPTEMBER 2022

Type or copy website links into your browser for more information.

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 (4.1) To co-opt to fill any vacancies resulting from insufficient candidates at election – Brian Coxall, 146 Main Street, Hardwick CB23 7QU

Applications received will be sent to Cllrs and are available to the public on request to the Clerk
 - 4.2 (4.3) To consider Terms of Reference for Community Engagement Working Group

Cllr Rangadurai writes “I went through the village report that was circulated and the engagement was only 42%” and proposes the terms of reference as
The Community Engagement Working Group is appointed to bring the people of the village and the parish more closer. The Group will exclusively work to meet with our residents on a regular basis, conduct door to door campaigns on understanding current gaps and needs, have the Council participate often in social events (for example have stalls in Eco events, PTA events, village fairs) that will open up opportunities for residents to actively meet the Councillors and exchange ideas.
 - 4.3 (4.6) To consider price for annual bramble control within the maintenance contract if received

The Chairman to report. At the time of writing a quotation has not yet been received despite pursuing this. If received it will be brought to the meeting for consideration.
 - 4.4 (4.10) Memorial bench location update

Cllr Phillips to report.
 - 4.5 (9) Proposal that the Council writes to residents where hedges are overhanging^(GM)
 - 4.6 Millers Way update report and to consider staggered barriers design, size and costs and to authorise the contract to be signed

John Cobb and Sons references were all in order and he plans to start work in October. Although this was not part of the tender package requirements He will notify the households of the start date (“2 Houses on Worcester Ave, 2 on St Neots Rd and 10 in Millers Way that will be affected directly by the works”). Civilistix has already been contracted to draw up the contract.

The picture in <https://www.broxap.com/hoop-barriers-bx14.html> (with the blue railings) is similar to those at the end of the path to the play area in Egremont Road. Staggered leaving space for a wheelchair/pushchair/pedestrian access. The Council to decide if it wants these barriers or alternative barriers and if so the design and size.
John Cobb and Sons has said suitable barriers will be installed and also quoted £875 excl VAT to install bollards.
Civilistix writes on 21st September “There are a few clarifications required to finalise the contract however, these are for John Cobb to confirm. I have now sent an email to John with the clarification items required
Once I get John’s responses, this will allow me to finalise the contract which I will subsequently send across to the Parish / John for your final review before commencement
I hope to be in a position to send across final contract by the end of the week

Other for information:

(4.7) Resident request for First Aid Sessions and a second defibrillator

The resident has responded that she is unable to help.

(4.14) Hardwick Football Club – condition of pitch and request for removal of football goals

“I am a little disappointed that the PC are not willing to renew the goals for the children and general community of Hardwick these goals provide a safe space for families to enjoy sport.

Whilst we appreciate all your help so far in cutting of the trees and kindly paying for the soil, I feel like hfc always seem to be negatively looked upon from the PC in terms of making the recreation ground suitable for all users not just football, as a football club we spent lots of time and our own money in the upkeep of the changing rooms, pitch and equipment. We want to make the club more connected to the Hardwick community but feel limited in doing this due to the lack of support.

This includes the 18 hours spent by us filling in the dangerous cracks on the recreation ground to make safe for the public.

In regards to Chris Fuller the same treatment program has been the same for years and as a football club we know what is required however for the last 2/3 years these have not been carried out to the full potential, the issue isn't the treatments required it is finding someone to carry these out.

I am currently the chairman of HFC and will speak to the treasurer in regards to paying the outstanding invoices.”

Following up on the outstanding pitch fees, he has added:

“We are having a meeting in the next week or 2 which I will bring to the attention of the treasurer the outstanding monies owed to the PC this is a very expensive time of year for the club due to registration fees and other costs occurring during the pre season and having to play away from Hardwick due to the condition of the pitch.”

As the Parish Council is aware Chris Fuller has been asked to draw up a three-year plan for pitch maintenance for consideration at the October/November meeting.

Report on the street lighting on the Village Green near St Mary's

The ex-Cllr appointed by the Council to oversee the project has written:

“Just to confirm that the Lights went live yesterday and so will be using electricity from 1st September 2022. Balfour Beatty confirm they need to just carry out final checks and then the paperwork and a Closed Out Completion form will be sent out.

BB provide a 12 month warranty on the works from date of the closed out completion form. ID labels are affixed to each light including a telephone number for reporting.

There is no maintenance agreement on the works though the original contract contains the Maintenance Tc and Cs and costs. I have offered to be on-site when the final checks are made.

[Redacted] has made a good job of removing the obstructive branches.”

He has subsequently written:

“For your records, just to say I have received the Balfour Beatty completion form to sign off but have told BB I would not be recommended the invoice for payment yet. Although the lights are certainly installed and lit at dusk, they are not yet switching off overnight. I have reported this to BB and they are investigating why. The specification was to install a timer so that the lights were automatically switched off at midnight to give the local wildlife some peace.

Otherwise the lights are much appreciated. Will forward a signed completion certificate once the timer has been sorted. “

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 together with the Chairman in relation to the Community Centre

- to confirm that the council has no objections to 2m trial pits being dug on the recreation Ground for the Community Centre. Quotes are being obtained by Andrew Firebrace. Cllrs Rose, Gill and the Clerk have delegated powers to put works in hand.

- To accept a quote for Building Control Charge: £2250.00 + VAT (£450.00) = £2700.00 from 3C Shared Services The quote is less than budget and we understand it is less than the quotes from independent contractors. The architect recommends this one because it is from the 3C shared services team and the architect believes they are the most appropriate supplier for this project being in the public sector.
- To respond to planning applications between meetings as detailed under item 6.

5.2 To receive play areas and skate park inspection reports and to consider if any work is required
Awaited at the time of writing.

5.2.1 To consider quotation for missing connectors on climber at Egremont Road play area
A quotation has been received and will be brought to the meeting. One contractor declined to quote, another is trying to source spares but has not, at the time of writing, sent a quotation.

5.3 To receive the financial report and approve the payment of bills
Attached.

Invoices for payment have been circulated to members. An out of pocket expenses claim from Cllr Moffett for the additional email addresses is awaited.

5.4 To consider whether to seek quotations for carrying out a Tree Survey
This was postponed from January until later in the year.

5.5 Email account renewal and arrangements

The Zoho email addresses are due for renewal at the beginning of October. Arrangements of payment to be discussed and agreed.

5.6 Option to opt out of the SAAA central external auditor appointment arrangements

“Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

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

- 6.1.1 21/03438/NMA1 – Land at 147 St Neots Road – Non-material amendment of planning permission 21/03438/FUL (Erection of nine self-contained residential flats and associated infrastructure and works) – Change condition 29 wording from “No demolition/development” to “Prior to digging of foundations”
- 6.1.2 21/01832/CONDU – Land south of St Neots Road – Submission of details required by condition 3 (Surface water) of planning permission 21/01832/FUL

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

- 6.2.1 22/03347/S73 – 277 St Neots Road – S73 to vary condition 2 (drawings) of ref 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) to allow access to the proposed dwelling via the adjacent development on Howells Way rather than via St Neots Road. Response made between meetings under delegated powers – The Parish Council made no comment. Permission granted by SCDC.
- 6.2.2 21/03438/FUL – Land at 147 St Neots Road – Erection of nine self-contained residential flats and associated infrastructure and works – Permission granted by SCDC.
- 6.2.3 22/01502/FUL – Recreation Ground, Egremont Road – Creation of new Community Centre and associated facilities for Hardwick village – Permission granted by SCDC.
- 6.2.4 22/01640/HFUL – 37 Cambridge Road – Single storey rear extension, alteration to front element’s roof pitch, application of external insulation with render finish, replacement fenestration, installation of solar panels, and extension to existing dropped kerb – Permission granted by SCDC.
- 6.2.5 20/02728/NMA2 – Land south of 279 St Neots Road – Non-material amendment on planning permission 20/02728/REM for the inclusion of private access to the rear of 277 St Neots Road – Permission granted by SCDC.

- 6.2.6 21/01832/CONDS – Land south of St Neots Road – Submission of details required by condition 24 (Recycling and waste) of planning permission 21/01832/FUL – Condition discharged in full.
- 6.2.7 21/01832/CONDT – Land south of 279 St Neots Road – Submission of details required by condition 6 (Drainage) of permission 21/01832/FUL – Condition discharged in full.
- 6.2.8 21/01832/CONDA – Land south of 279 St Neots Road – Submission of details required by condition 4 (Long term drainage maintenance) – Condition discharged in full.
- 6.2.9 21/01832/CONDH – Land south of 279 St Neots Road – Submission of details required by condition 22 (Street furniture/boundary treatment/landscape management) – Condition discharged in full.
- 6.2.10 20/04485/CONDA – 277 St Neots Road – Submission of details required by condition 8 (Traffic management plan), 9 (Surface water and foul water drainage) and 13 (Wifi and suitable ducting) of planning permission 20/04485/FUL – 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 22/0895/TTCA – 16 Main Street – To note response made between meetings – The Parish Council made no comments
- 6.3.2 22/0896/TTCA – 8 Main Street - To note response made between meetings – The Parish Council made no comments

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 invitation to members to attend a meeting with the HCCWG to update them on the Community Centre project
Cllr Rose writes:

“The HCCWG wishes to invite parish councillors to a meeting to update them on the community centre project and wishes to know how many would be interested in attending so that they can arrange a place and time for such a meeting.”

- 7.2 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
Cllr Moffett to report.

“Proposal that the council consider the information provided by a previous councillor regarding amendments to Standing Orders and where necessary adopt. Supporting documentation attached.”

- 7.3 Proposal that the Parish Council considers arrangements for the installation of the Jubilee notice board^(AG)

- 7.4 Proposal that the Council considers possible changes to the bus service and the issue that stagecoach has decided to eliminate Hardwick from their existing stops^(PR)

Cllr Rangadurai writes:

“It came to my attention that Bus number 4 could be potentially be cancelled since 30th October. This is the only available public transport to Cambridge. Is there a way we can investigate this and prevent?”

<https://chnq.it/ChDsSkepSXb>

Some members of the village have also written to me about this and would like to participate in the meeting”

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

- 8.1 HSSC – Social Club exterior maintenance – request for tidying of rear area
The Club Chairman has written:

“May I begin by thanking the Parish Council for the permission given recently to allow the removal of the rear fence around the patio area. The work has been completed and, with the installation of brand-new benches and umbrellas, the area now looks so much smarter and has been the subject of favourable comment from both Members and the passing public. Clearly this area is available for all village residents to use at times when the Club is not open to Members.

However, the downside of this work is that it has served to highlight how overgrown and untidy the remainder of the rear area is! Specifically, the area around the table tennis table, changing rooms and Football Club storage area. The Committee are aware that this area is beyond the terms covered by our current lease and wish the Parish Council to consider the following options as the way to improve the area.

1. The Parish Council instruct their 'handyman' to include the tidying of this area in addition to his/her usual duties.
2. That the 'handyman' we employ, to do odd jobs in and around the Club, also includes this area as part of his weekly duties. He is of the view that it only needs an hour or so a week to keep on top of the problem.

In the event that the PC opt for option 2, are the PC happy for the Club to reimburse him for the work and then invoice the PC on either a monthly or quarterly basis?

8.2 NHS Cambridgeshire & Peterborough – Outreach Covid vaccination visit to Hardwick

“I work with Cambridgeshire & Peterborough Integrated Care System, currently supporting the COVID-19 Vaccination Programme Rollout. We are now planning our outreach model for the period of 1st October to 18th December and our Outreach Covid team would like to visit the parishes of South Cambs every Friday during this period.

We previously visited South Cambs parishes with our vaccination bus, but this time the clinic would need to be held indoors - due to both the timing of the Autumn Booster campaign and the time of the year. For example, a community centre or village hall, or anywhere that ideally, has the below specifications:

A well-ventilated room with wipeable floors/surfaces for the vaccination area

We would aim to have 2 vaccination stations, therefore would need 2 table with chairs available for use

Access to power sockets (and ideally wifi)

Access to bathroom/handwashing facilities for staff

We will be able to offer the evergreen offer of first and second doses, plus the autumn booster to anyone eligible. (12 years plus). We are looking to cover two parishes a day with an AM session of vaccinating 9am – 12pm with access to the site 8:30am – 12:30pm, and then a PM session at another parish vaccinating 1pm – 4pm with access to the site 12:30pm – 4:30pm.

If you would like for our Covid Outreach team to assist your community, then please do let me know. I am happy to discuss any queries so please do not hesitate to contact me if I can be of any assistance.

I would be grateful if I could receive any expressions of interest by Thursday 22nd September, please.”

Lucy Thompson

Project Support Manager - Mass Vaccination Programme

Cambridgeshire & Peterborough Integrated Care System (ICS)

Ms Thompson has been notified the Parish Council will consider this at its meeting on 28th September.

8.3 Resident request that the Council's broken fence is repaired

A resident has written thanking the Council for arranging for the brambles by his property to be cleared. “Unfortunately, this has half pulled down the council fence and my own. The workers did

mention at the time that they would report the broken council fence, I just wondered if this was on the radar? As the fences are joined, it's probably best if the council side is fixed before mine.”

9. Closure of Meeting

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Sep-22

Summary of previous month**Balance brought forward** £1,139,317.75**Adjustments and amendments****GREENBARNES** ADJUSTMENT -53.50**Expenditure approved at last meeting/between meetings**

J WAKELING JUBILEE FLOWERS -35.00

OPUS ENERGY STREETLIGHT ELECTRICITY -179.41

Misc credits*Total Adjustments* -267.91Balance revised after adjustments £1,139,049.84**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Account	71,986.97	72227.31	-240.34
Cambridge & Counties Bank	499,062.87	499,062.87	
NS&I Income Bond	568,000.00	568,000.00	
Total	1,139,049.84	1,139,290.18	-240.34

Expenditure for approval

£

SALARIES 799.27

G MOFFETT EXPENSES - WEBSITE BOOK 9.87

LGS SERVICES ADMIN SUPPORT 1397.16

I GIDDINGS NOTICEBOARD INSTAL MATERI 65.56

CABIN AT ST MARY'S ROOM HIRE 28.50

BALFOUR BEATTY ST MARYS STREETLIGHT INST, 8814.35

MADINGLEY MULCH PITCH REPAIR MATERIALS 77.40

Total expenditure 11192.11Balance c/f £1,127,857.73**Notes:**

Standing Orders

At the suggestion of the Clerk, I have taken a look at our current Standing Orders and I have some proposed changes for debate. I have included here December Agenda Point 7.4 under Order 11 Management of information but realise there may be a more appropriate place to put it. Working Groups There are 80 references to Committees and Sub-committees in Standing Orders and 1 reference to Working Groups yet this Parish Council has no Committees or Sub-Committees but operates with Working Groups. I propose Working Groups be added as follows

4. Committees, Sub-Committees and Working Groups All Working Groups, Committees and Subcommittees should have published well defined Terms of Reference. We can refer to responsibilities in Councillor;s pen picture on Parish web site Working Groups shall then be added in text within Standing Orders as appropriate. With a Working Group, there need be no formal Meetings, chairman or Minutes so the term lead member might be more appropriate term.

6 a Extraordinary Meetings. To add, The Chairman shall consult the Parish Council Committees, Sub₇ Committees and Working Groups appropriate to the subject matter before calling or cancelling an Extraordinary Meeting. This is to ensure good communications with all involved. To replace the word “or” with the word “and” (to avoid the doubt as to whether the Chairman is available or not).

11. Management of Information Proposal that issues that arise when Information is received when the Clerk is unavailable. Two recent examples, both relating to Active Travel concern how urgent information addressed to the Clerk does not always get dealt with when the Clerk is on a non-working day. Proposal that requests to cancel imminent meetings, should be immediately flagged to the Chairman by Clerks Support Staff. The Clerk to ensure such arrangements are in place. On receipt of such information, the Chairman should then immediately share that issue with a minimum of 3 Councillors or members of a Working Group if there is one appropriate for discussion on what action requires to be taken. This should be added to Standing Orders. This will ensure timely notice to potential attendees and opportunity to create alternative action eg preparation of presentations etc

15 a When unavailable, the Clerk being the Proper Officer should nominate a replacement acceptable to the Council who will deal, as a minimum, with correspondence in their absence.

19. HANDLING STAFF MATTERS I propose that in the interests of transparency and to avoid any public criticism of a one to one relationship, HR matters should be handled through an HR Committee of more than one but no more than 3 members. Matters affecting all staff are to be reviewed by the HR Committee who will report to Council with a recommendation. b Subject to the Council’s policy regarding absences from work, the Council’s most senior member of staff shall notify the chairman of the HR Committee or, if he is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence at the next meeting. c The HR Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of employees. The reviews and appraisal shall be reported in writing and are subject to approval by resolution at a Meeting. d Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most

senior member of staff shall contact the chairman of the HR Committee or in their absence, the vice⁷ chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution at a meeting.

26 e The definition regards a minutes secretary as exceptional. How often should we have a minutes secretary instead of Clerk at Parish Council Meetings? Propose to add, Once a year would be exceptional and any more than this shall be reviewed by the HR Committee. When a minutes secretary is to be used, Councillors should be advised before the meeting.

26 g The definition of Presentation should be included and should relate to duration and expectations. There have been many short presentations at PC Meetings since April 2020 by non-PC participants. Proposed wording for 26 g is, If the duration of a proposed presentation is likely to exceed 30 minutes, this is to be held at a separate meeting and not at the beginning of a PC meeting.