

HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held
on Wednesday 16 November 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 LG Stoehr, Clerk, 09/11/22

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 (8.1) Hardwick Community Centre Funding – Information and next steps ^(AG)
 - 4.2 (3.7) Street lighting on the Village Green near St Mary's - to note that the project has been completed and consider if any future maintenance arrangements are required 4.2 (3.5) Resident request for First Aid Sessions and a second defibrillator – to consider if there has been any response from the Facebook article and if any other action is necessary
 - 4.3 (5.2) Proposal that the Council writes to residents where hedges are overhanging ^(GM)
 - 4.4 (8.2) Several parents in from Hardwick Pre School and Primary school have expressed their concerns about an absence of a painted zebra crossing in Egremont Road & in front of the school. I would like to bring this to the attention of the council to help find a solution ^(PR)
 - 4.5 (9.1) CCC – Transport Strategies 2022 Public consultation including Active Travel – Deadline 7 November – to receive a report from the Highways and Road Safety Working Group on its deliberations
 - 4.6 (4.14 of 17.8.22) Recreation Ground maintenance from 2023- to consider recommendation from Chris Fuller
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
6. **To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications and appeals
 - 6.1.1 22/04613/HFUL – 11 Russet Walk – New box dormer to the rear elevation, internal alterations, new windows and doors to the front and rear elevations
 - 6.1.2 22/04298/HFUL – 15 Quince Road – Single storey extension and garage conversion to side
 - 6.1.3 21/03438/NMA2 – Land at 147 St Neots Road – Non-material amendment on application 21/03438/FUL for minor adjustments to internal layouts and communal areas, minor changes to opening positions and reduction in glazing and minor changes in position and thickness of external envelope
 - 6.1.4 21/03438/CONDA – Land at 147 St Neots Road – Submission of details required by Conditions 3 (Traffic Management plan), 4 (CEMP), 5 (Balcony details), 7 (Roof terrace mitigation), 8 (Contaminated land), 13 (BNG), 14 (Biodiversity mitigation), 15 (Energy statement) and 16 (Water efficiency) of planning permission 21/03438/FUL
 - 6.1.5 21/01832/NMA1 – Land south of St Neots Road – Non-material amendment on permission 21/01832/FUL for alterations to bin storage and removal of hanging tiles to gable fronted garages
 - 6.2 SCDC decision and appeal notices and correspondence
 - 6.3 Tree works applications

* 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/>

- 6.3.1 22/1294/TTCA – The Rectory, 50 Main Street
- 6.3.2 22/1247/TTCA – 16 Main Street

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

- 7.1 New Housing Developments and Planning Obligations ^(SR)
- 7.2 Proposal that the Parish Council considers the road works and unnecessary closures to the village ^(CP)
- 7.3 HSSC lease 2023 - valuation and negotiation of the pavilion lease ^(AG)
- 7.4 Proposal that the Parish Council considers a way to reduce parking on the main road especially near the Church and shop ^(SK)
- 7.5 Proposal to set-up digitalization of the current contracts : having documents in physical folders is not practical. We should explore setting up a working group to handle digitalization. Create dropbox access and organize all files for the availability of council members ^(PR)
- 7.6 Community engagement - engagement activities proposed including Parish Council Quiz team, representation during Pippins cake and coffee, HPC surgery - discussion and potential commitment from other Parish councillors ^(JD)
- 7.7 S106 Deed of Variation ^(JD)

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

- 8.1 Hardwick Happenings – Request for financial support
- 8.2 Resident – request to purchase Parish Council land in Blenheim Way
- 8.3 CCC LHI scheme 2023-2024 – Invitation to bid
- 8.4 HSSC – notification of ongoing Pavilion drain problems
- 9.5 CCC - PHFI 2021/22 St Neots Road to consider costs and future recommendations

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.scams.gov.uk/>

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 19 OCTOBER 2022

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

Where I have supporting information this may be found below or in the attached supporting papers..

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
- 4.2 (3.7) Street lighting on the Village Green near St Mary's - to note that the project has been completed and consider if any future maintenance arrangements are required 4.2(3.5) Resident request for First Aid Sessions and a second defibrillator – to consider if there has been any response from the Facebook article and if any other action is necessary
Mr Everitt is satisfied that the streetlighting now meets SCDC Ecological requirements so h has signed the completion form and payment has been raised between meetings as previously agreed. Now that street lights project has been completed, Mr Everitt suggest PC might like to consider future maintenance arrangements
- 4.5 (4.14 of 17.8.22) Recreation Ground maintenance from 2023- to consider recommendation from Chris Fuller
Mr Fuller writes “I have now had info back from Mel Pooley who has decided to retire from doing this type of work. However, he has passed his work onto Wayne Hardy, who is an ECB pitch adviser, but runs his own groundscare business. I attach his costs for your reference which is the same work that Mel did. I can put forward a plan for the PC to discuss. I do not expect the full cost each year as not all of this is necessary.
Please note that he has labelled the attachment Caldecote, but it applies for HARDWICK.”
Schedule and prices have been circulated to members..
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 follows:
 - External Auditor - The Clerk with Cllr Rose used delegated powers to stay with the existing SAAA arrangements as the only quote received was double the SAAA arranged costs (£2500 minimum vs £1628 SAAA arrangements.
 - Millers Way works. The contract has been passed to the Chairman for two members to sign. The works are to start in November.
 - The RFO together with Cllrs Rose and Gill used delegated powers to contract Cornerstone Projects for underground utilities searches £350 and ground investigations by Ryte Construction at between £2,500 to £3,000 plus VAT.
 - To upload to bank the £2,000 to the Hardwick Happenings in line with the Council's decision approve a grant from the Parish Council's budget when the money held by Hardwick Happenings falls below £3000, ie at which point the funds cover the printing costs for three further issues. The Council's budget was for £2,000. NB agenda item 8.1.
 - 5.3 To receive the financial report and approve the payment of bills
Attached.
Council will note that the grant received from SCDC for the electric bike projet is higher than the net invoice received from Cambridge Electric Bike.
 - 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 22/04613/HFUL – 11 Russet Walk – New box dormer to the rear elevation, internal alterations, new windows and doors to the front and rear elevations
- 6.1.2 22/04298/HFUL – 15 Quince Road – Single storey extension and garage conversion to side
- 6.1.3 21/03438/NMA2 – Land at 147 St Neots Road – Non-material amendment on application 21/03438/FUL for minor adjustments to internal layouts and communal areas, minor changes to opening positions and reduction in glazing and minor changes in position and thickness of external envelope
- 6.1.4 21/03438/CONDA – Land at 147 St Neots Road – Submission of details required by Conditions 3 (Traffic Management plan), 4 (CEMP), 5 (Balcony details), 7 (Roof terrace mitigation), 8 (Contaminated land), 13 (BNG), 14 (Biodiversity mitigation), 15 (Energy statement) and 16 (Water efficiency) of planning permission 21/03438/FUL
- 6.1.5 21/01832/NMA1 – Land south of St Neots Road – Non-material amendment on permission 21/01832/FUL for alterations to bin storage and removal of hanging tiles to gable fronted garages

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

- 6.2.1 21/03438/NMA1 – Land at 147 St Neots Road – Non-material amendment of planning permission 21/03438/FUL (Erection of 9 self-contained residential flats and associated infrastructure and works) – Change condition 29 wording from “No demolition/development” to “prior to development, other than demolition” – Permission granted by SCDC.

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 22/1294/TTCA – The Rectory, 50 Main Street

- 6.3.2 22/1247/TTCA – 16 Main Street

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

9.1 Hardwick Happenings – Request for financial support

“At the Budget meeting of Hardwick Parish Council on 18 January 2022, a sum of £2000 was set aside to provide financial support to Hardwick Happenings for the year 2022/2023. I further understand that it was subsequently proposed by Steve Rose, that this support should be made available when the Hardwick Happenings reserve fell below £3000.

Although advertising revenue has been maintained, printing costs have continued to increase and I have just paid £926 for the printing of the current August/September issue. The consequence of this is that our balance at the bank has now fallen below £3000 (£2699). Additionally, we will very soon have to increase the print run to provide copies of the magazine for the increasing number of occupants at Capstone Fields. I would therefore be most grateful if HPC would now consider providing this financial support to Hardwick Happenings.”

And subsequently:

“I have attached a signed copy of the financial statement for the year 2021-2022. Please note that due to the rapidly rising cost of printing, the size of the magazine was reduced from 72 to 64 pages from the February issue, but unfortunately printing costs have continued to increase. Consequently, expenditure for printing 1200 copies of each issue exceeded income by £1357.

Looking ahead, printing costs are continuing to rise, largely due to the number printed being increased to 1250, as more residents occupy the houses at Capstone Fields. The cost of producing the recent October and November issues was £996. At the same time, some advertisers have, for various reasons (retirement, no need to advertise etc), decided to withdraw from advertising in the Hardwick Happenings. We have recently increased advertising costs by a modest 5% and are actively looking for new advertisers, but clearly, continued financial support from HPC is now more crucial than ever to the future of the Hardwick Happenings.”

“I hope to attend the meeting next week. In response to your question regarding the amount we need, this is so difficult to predict. For the recent October and November issues, four advertisers decided not to renew. Seven renewal invoices for the December/January issue went out last week and so far two have paid, two have cancelled and three have yet to reply. The £2000 set aside in the current HPC financial year may get us through to the new PC financial year in April, when we can make another application, but I simply don't know what the income from advertising is likely to be. Perhaps a grant of £3000 now would be more appropriate.”

Application form and accounts has been circulated to members.

The Clerk writes:

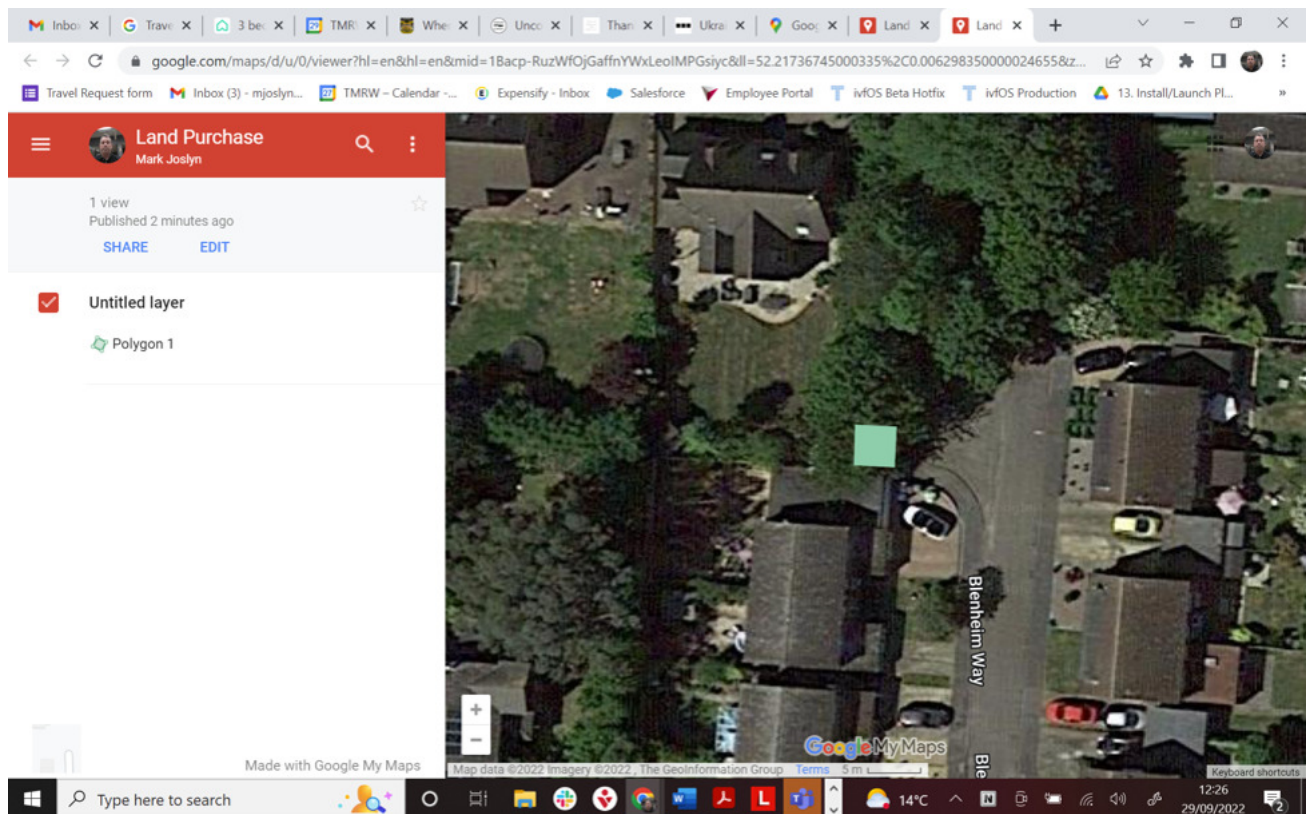
“The minutes of the 21 January 2022 meeting record:

4.10 (4 of 18.1.22) Hardwick Happenings – to consider the level of Parish Council financial support
“RESOLVED, having considered the Hardwick Happening’s emails and accounts to approve a grant from the Parish Council’s budget when the money held by Hardwick Happenings falls below £3000, ie at which point the funds cover the printing costs for three further issues.” (Prop SR, 2nd AE, unanimous)

£2,000 has been uploaded to bank which was the amount in the Council’s budget but does not cover three editions. The Council to consider if additional funds should be released to the Hardwick Happenings in response to their recent correspondence.”

9.2 Resident – request to purchase Parish Council land in Blenheim Way

“I live at [redacted] Blenheim Way. I am interested in acquiring a small section of land that is now owned by the parish council. Its approximately 5 x 5 meters. I would like to add a workshop to the side of my garage. We have lived on the estate for over 20 years now and we have maintained the grounds around this area just to keep the foliage from encroaching the garage.”



9.3 CCC LHI scheme 2023-2024 – Invitation to bid

“I am writing to make you aware that the 23/24 Local Highway Improvement Process is now open again for applications.

Our website has been changed to reflect the newly agreed process communicated to you all earlier in October and can be found at the following <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/local-highway-improvement-funding> Some key changes to our website include around the narrative / guidance for applicants. This explains how you apply, which part of the process you fall under, and provides some narrative and examples of suitable responses to the different questions asked.

I would also like to draw your attention to the following page – <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway> This contains interactive links to the different measures available, and also gives you the expected cost for installing the measure. You will need to take this into account when budgeting for your proposed improvement and completing the application form.

Applicants are now able to make applications until 5pm on Friday 6th January 2023.
Should you have any questions or comments please send these to the Local Projects inbox
Joshua Rutherford
Team Leader,
Highway Projects Team

9.4 HSSC – notification of ongoing Pavilion drain problems

HSSC have written:

“With regard to the ongoing pipe problems I’ve had Dynorod out 3 times I was told it was a blockage in the main road so I called Anglian Water who checked all the main drains but they were clear. They very kindly put a camera down(which they done as a favour and shouldn’t have) and found tree roots growing in the pipes under the car park.

Quote for JUST putting the Cctv down to find the roots is £360 from Dynorod.

This email is just for your information as I know the community centre is imminent.”

10. Closure of Meeting

Caldecote Recreation Ground - Seasonal Pitch Maintenance Work (2 Pitches)

Activity / Work item - Year 1	Spring / Autumn	Material Quantity	Total (exc VAT)
Sand mix top dressing (0-3mm de-gritted sand)	S	80	£3870.00
Spring Fertiliser	S	20	£1035.00
Overseed with Sport pitch Ryegrass seed	S	20	£2795.00
Decompaction / Aeration in Spring	S		£700.00
Weed Spraying whole field	A		£400.00
Decompaction / Aeration in Autumn	A		£700.00
Autumn Fertiliser	A	20	£1035.00
Sub-totals (inc O & P)			£10535.00

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Nov-22

Summary of previous month

Balance brought forward **£1,275,056.79**

Adjustments and amendments

Expenditure approved at last meeting/between meetings

OPUS ENERGY	STREETLIGHT ELECTRICITY	-184.22
CORNERSTONE PROJECTS	COMMUNITY HALL UTILITIES SEARCH	-390.24

Misc credits

SCDC	EBIKE GRANT	5292.00
------	-------------	---------

Total Adjustments 4717.54

Balance revised after adjustments £1,279,774.33

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	212,711.46	222388.26	-9676.80
Cambridge & Counties Bank	499,062.87	499,062.87	
NS&I Income Bond	568,000.00	568,000.00	
Total	<u>1,279,774.33</u>	<u>1,289,451.13</u>	<u>-9,676.80</u>

Expenditure for approval

£

SALARIES		717.79
J WAKELING	JUBILEE NOTICEBOARD INSTALL	325.00
THE CABIN	ROOM HIRE	34.50
RH LANDSCAPES	GRASSCUTTING	780.00
CIVILISTIX	MILLERS WAY - UNDERTAKING CONTRACT AI	540.00
LGS SERVICES	ADMIN SUPPORT OCT	1388.34
AMA	COMMUNITY HALL	8664.00
CAMBRIDGE ELECTRIC TRANSPOR	EBIKE FUNDING	5292.00
EX-WEBMASTER	REIMBURSEMENT EMAIL HOSTING	158.40

Total expenditure 17900.03

Balance c/f £1,261,874.30

Notes:

THE PAYMNET FOR BALFOUR BEATTY HAS BEEN RELEASED AS THE PROJECT HAS BEEN SIGNED OFF AS COMPLETE.