

HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held on Wednesday 18 January 2023 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, 10/01/23

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 on 14 December and the extra-ordinary meeting of 21 December**
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
 - 4.1 (4.2) Proposal to set up digitalisation of the current contracts: having documents in physical folders is not practical. We should explore setting up a working group to handle digitalisation. Create dropbox access and organize all files for the availability of council members ^(PR)
 - 4.2 (4.3) 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)
 - 4.3 (4.4) Deed of Variation update and to consider the Millers Way funding given the start date may be before the S106 funds are received ^(JD)
 - 4.4 (4.5) Pavilion drains – to consider further correspondence from the HSSC manager
 - 4.5 (5.2) Resident request for a second defibrillator – to consider quotations and whether to proceed ^(GM)
 - 4.6 (5.5) Recreation Ground maintenance from 2023 – to consider a report and recommendation ^(SR)
 - 4.7 (5.6) Pavilion lease – to consider quotations for valuation if received ^(AG)
 - 4.8 (5.10) PHFI 2021-2022 St Neots Road – to consider costs and recommendations from the Highways Working Group that the Council chooses the second option ^(JD)
 - 4.9 (5.11) To set up an HR Working Group/Committee and agree its terms of reference and membership and review other working groups and member responsibilities
 - 4.10 (10) To consider the location of the EV charger ^(SK)
 - 4.11 (10) Proposal that Cllr Dabrowski be added as a signatory on the Council's bank accounts ^(SR)
 - 4.12 (July 2022) To consider quotation for annually cutting back excessive brambles on Parish Council areas
 - 4.13 (November 2022 4.1) New Hardwick Community Centre - consideration of the tenders received, funding for the project and whether a PWLB loan is to be applied for and the next steps of the 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 SCDC S106 Indemnity agreement for land south of 279 St Neots Road - third instalment for community facilities – to authorise signing
6. **To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications and appeals
 - 6.1.1 23/00021/HFUL – 35 Ellison Lane – Demolition of the conservatory to allow for a part single storey and part two storey rear extension; new pitched roof to side garage
 - 6.1.2 22/05620/HFUL – 15 Cambridge Road – Demolition of existing extensions and erection of single storey rear extension, porch, replacement windows and exterior material changes

* 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 21/03438/CONDC – Newton House, 147 St Neots Road – Submission of details required by condition 19 (Materials) of planning permission 21/03438/FUL
- 6.1.4 22/05466/HFUL – 154 Limes Road – Single storey front extension
- 6.1.5 22/05376/HFUL – Woodville, 343 St Neots Road – Single storey rear extension to replace existing rear extension
- 6.1.6 22/05377/HFUL – 128 Limes Road – Demolition of existing garage and conservatory; two storey side extension; single storey rear extension
- 6.2 SCDC decision and appeal notices and correspondence
- 6.3 Tree works applications
 - 6.3.1 22/1465/TTCA – 16 Main Street

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

- 7.1 New Housing Developments and Planning Obligations
- 7.2 Proposal that Payments for the construction of the new community centre can be authorised between meetings by the Clerk and two other members of the Council providing the payments relate either to the professional services fee proposal of 29 July 2019 or to payments in respect of the approved tender subject to approval also from the architect or quantity surveyor/cost consultant. This includes any transfers to the current account from an instant access savings account ^(SR)
- 7.3 To consider any matter arising from the public meeting held on 11 January with the Greater Cambridge Partnership ^(AG)
- 7.4 Proposal that the Parish Council actively write to the mayors office outlining our opposition to the c2c busway proposal, in respect of the Madingley roundabout to the roundabout to the west of Cambridge Road on the grounds that economically this cannot be justified. The existing road with improvements to the cycle way are adequate based on current traffic figures. ^(GM)
- 7. Proposal that the Parish Council considers if it wants to apply for EV Charger grant from SCDC. ^(AG)

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

- 8.1 SCDC – Joint Planning Compliance Policy consultation (deadline 20 January)

9. Closure of meeting

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CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 18 JANUARY 2023

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 on 14 December and the extra-ordinary meeting of 21 December – attached
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
Supporting information for items deferred at the last meeting may be found in the papers for the 14 December's meeting.
 - 4.4 (4.5) Pavilion drains – to consider further correspondence from the HSSC manager
HSCC has written “With regards to the ongoing problem of the sewage pipes once again they are blocked.
This has happened twice this month (21st December and 31st December) and has resulted in us closing as it's a public health issue. This has really impacted on the clubs trading and reputation especially for private functions which are keeping us afloat financially.
The last three times I have managed to get Anglian water to resolve the problem which is not their responsibility but I've tried to keep the cost down for the parish council.
Anglian water has said it is imperative that the pipes get assessed and repaired by an authorised contractor.
Currently the club cannot open to full functionality as it stands and therefore is trading at a loss until it's resolved. It also is costing us money to keep cleaning the carpet as it floods into the hallway.
I'm looking forward to resolving this issue as it's so very time consuming and disheartening as we all work so hard to keep the club going for the community as it's a life line for lots of people.”
 - 4.5 (5.5) Recreation Ground maintenance from 2023 – to consider a report and recommendation
Chris Fuller has forwarded a 3 year plan (attached) and has written as follows:
“Year 1 you should decompact the whole field as it hasn't been done for a year at least and repeat this in the Autumn. In Year 2 I suggest we topdress with sand to encourage drainage over the whole field. This will assist when there is football training on other parts of the ground. I think that then we can just have the decompaction on the football pitch at the end of the season and then the whole field in the Autumn to allow drainage. It then repeats for year 3 but with only the football pitch in April May. With regard to fertilizer it didn't look as if the ground was suffering from lack of it. With the cutting regime that is currently in place it should be fine but the PC should allow one Spring and one Autumn application for the three year programme if it is needed.”
With regard to the application of fertiliser in Spring and Autumn, “You would need to add £1035 per application. So £2070 in total.”
With regard to overseeding, “When the ground was over seeded last time, I was informed that it should hold up for 10 years, depending on the amount of football and how they treat it in wet weather. So I do not think we will need any overseeding until 2027.”
 - 4.6 to 4.9 Information for items 4.6 to 4.9 may be found with the December 2022 agenda and supporting papers
<https://hardwick-cambs.org.uk/wp-content/uploads/2022/12/December-14th-Agenda-and-supporting-papers.pdf>
 - 4.12 (July 2022) To consider quotation for annually cutting back excessive brambles on Parish Council areas

RH Landscapes have provided the following quotation for annual cut back of brambles:

“The additional cost for this would be £450 Per visit and I would suggest that 2 visits per year would be more than adequate to trim off any brambles, and where appropriate treat with selective herbicide. After the first year I believe only 1 treatment per year would be necessary.”

4.13 (4.1) New Hardwick Community Centre - consideration of the tenders received, funding for the project and whether a PWLB loan is to be applied for and the next steps of the project

Councillors are advised to give full consideration to the requirements of the Parish and Town Council Borrowing Application Form 2022-2023 and Checklist of Key Information to be provided with any application as sent to members in November 2022.

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
None at the time of writing.

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

5.4 SCDC S106 Indemnity agreement for land south of 279 St Neots Road - third instalment for community facilities – to authorise signing
Attached.

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 23/00021/HFUL – 35 Ellison Lane – Demolition of the conservatory to allow for a part single storey and part two storey rear extension; new pitched roof to side garage

6.1.2 22/05620/HFUL – 15 Cambridge Road – Demolition of existing extensions and erection of single storey rear extension, porch, replacement windows and exterior material changes

6.1.3 21/03438/CONDC – Newton House, 147 St Neots Road – Submission of details required by condition 19 (Materials) of planning permission 21/03438/FUL

6.1.4 22/05466/HFUL – 154 Limes Road – Single storey front extension

6.1.5 22/05376/HFUL – Woodville, 343 St Neots Road – Single storey rear extension to replace existing rear extension

6.1.6 22/05377/HFUL – 128 Limes Road – Demolition of existing garage and conservatory; two storey side extension; single storey rear extension

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

6.2.1 21/03438/CONDB – Land at 147 St Neots Road – Submission of details required by Condition 19 (Materials) and 29 (Archaeology) of planning permission 21/03438FUL – Refuse to discharge condition

6.2.2 22/04613/HFUL – 11 Russet Walk – New box dormer to the rear elevation, internal alterations and new windows and doors to the front and rear elevations – Permission granted by SCDC.

6.2.3 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 – Split decision.

6.2.4 22/04298/HFUL – 15 Quince Road – Single storey extension and garage conversion to side – 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 22/1465/TTCA – 16 Main Street

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

7.1 New Housing Developments and Planning Obligations

7.2 Proposal that Payments for the construction of the new community centre can be authorised between meetings by the Clerk and two other members of the Council providing the payments relate either to the professional services fee proposal of 29 July 2019 or to payments in respect of the approved tender subject to approval also from the architect or quantity surveyor/cost consultant. This includes any transfers to the current account from an instant access savings account ^(SR)

Cllr Rose has written:

“We have completed RIBA Stages 1 and 2 of the project and are part way through stages 3 and 4. The largest payments will happen in stages 5 and 6.

In order to help here is a proposal for future payments.

Payments for the construction of the new community centre can be authorised between meetings by the Clerk and two other members of the Council providing the payments relate either to the professional services fee proposal of 29 July 2019 or to payments in respect of the approved tender subject to approval also from the architect or quantity surveyor/cost consultant. This includes any transfers to the current account from an instant access savings account.”

7.3 To consider any matter arising from the public meeting held on 11 January with the Greater Cambridge Partnership

The Chairman to report.

7.4 Proposal that the Parish Council actively write to the mayors office outlining our opposition to the c2c busway proposal, in respect of the Madingley roundabout to the roundabout to the west of Cambridge Road on the grounds that economically this cannot be justified. The existing road with improvements to the cycle way are adequate based on current traffic figures. ^(GM)

7.5 Proposal that the Parish Council considers if it wants to apply for EV Charger grant from SCDC. ^(AG)
<https://www.scams.gov.uk/climate-emergency-and-nature/grants-funding-and-community-support/electric-vehicle-charge-point-grant/>

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

8.1 SCDC – Joint Planning Compliance Policy consultation (deadline 20 January)

“Planning plays a vital role in managing development, but it can only achieve these objectives if it operates an effective planning compliance service. As part of our commitment to delivering an efficient and effective planning compliance regime, GSCP has drafted the Joint Planning Compliance Policy.

We are now consulting on this policy for a period of 6 weeks, and this will close on 20 January 2022.

You can comment on the policy here:

<https://oc2.greatercambridgeplanning.org/document/1292>

Please email compliance@greatercambridgeplanning.org if you have any questions. Thank you.”

Simon Leher | Communications and Engagement Lead

9. Closure of Meeting

The Council’s next meeting is on 25th January for the purpose of setting its budget and demanding its precept for the financial year 1st April 2023 to 31st March 2024. The meeting will be held in The Cabin.

Extraordinary Meeting held on Wednesday December 21st 2022

Present : Councillors Gill, Rose, Phillips, Coxall, Krishnamurthy and Dabrowski

Public Session : No one present

- 1/. Apologies for Absence :Councillors Rangadurai, Armisen and Moffett.
- 2/. Declarations of Interest.

2.1/. Councillor Rose declared an interest in Item 3 as a Director of Hardwick Community Centre charity, but was advised by CAPALC that he had no Pecuniary Interest as this was prohibited by the articles of the Charity.

Councillor Gill declared an interest in Item 3 as a Director of Hardwick Community Centre charity, but was advised by CAPALC that he had no Pecuniary interest as this was prohibited by the articles of the charity.

3/. Councillor Rose explained that any money put in from the PC would be returned at some point. The Charity was required so any donations could be gift aided, and it needed a bank account with £6000 in it to register with the Charity Commission. He explained that the fund raising group within HCCWG were asking for pledges at this time, and when the Charity was up and running the money could be collected with gift aid if required. Once the building was completed the future of the HCCWG would be looked at.

JD asked about incorporation of the HCC charity and SR explained that the Charity was a Company limited by Guarantee, and the three directors were guarantors for £10 each. £6000 is for registration with the Charity Commission, and will stay with the funds from fund raising, and then hand over to the PC for spending on the Community Centre.

SK asked where is it registered at Companies House? SR said its registration number is 14537875.

JD asked if funds raised would go to the PC or the building contractor, SR said it would be to the PC when contracts signed, PC would have the money to pay the bills.

Proposed from the newly incorporated Hardwick Community Centre Charity, that the Parish Council approve an initial grant of £6000 towards the building of the Centre to facilitate registration with the Charity Commission, which needs to see a certain amount of income before it will register a charity. Prop: CP, Sec: JD, Unanimous in favour

4/. The meeting closed at 1945.

Hardwick Recreation Ground
Ground Maintenance Plan

£

2023/24

March/April	Decompaction	700
	Fertiliser	1,035
May	Weed spraying	400
September	Decompaction	700
	Fertiliser	1,035
Total		<u>3,870</u>

2024/25

March/April	Decompaction	350
	Fertiliser	1,035
May	Weed spraying	400
	Sand/mix top dress	3,870
September	Decompaction	700
	Fertiliser	1,035
Total		<u>7,390</u>

2025/26

March/April	Decompaction	350
	Fertiliser	1,035
May	Weed spraying	400
September	Decompaction	700
	Fertiliser	1,035
Total		<u>3,520</u>

£14,780

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jan-23

Summary of previous month

Balance brought forward **£1,256,767.45**

Adjustments and amendments

Expenditure approved at last meeting/between meetings

AMA	COMMUNITY HALL	-600.00
RH LANDSCAPES	GRASSCUTTING	-780.00
ANDREW FIREBRACE	COMMUNITY HALL	-7,920.00
GROVE	COMMUNITY HALL	-6,912.00
OPUS ENERGY	STREETLIGHT ELECTRICITY	-207.27
UNITY TRUST	SERVICE CHARGE	-25.95
AMA	COMMUNITY HALL	-7,980.00

Misc credits

<i>Total Adjustments</i>	<u>-£24,425.22</u>
Balance revised after adjustments	<u><u>£1,232,342.23</u></u>

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£185,279.36	£193,945.08	-£8,665.72
Cambridge & Counties Bank	£79,062.87	£499,062.87	-£420,000.00
NS&I Income Bond	£968,000.00	£968,000.00	
Total	£1,232,342.23	£1,661,007.95	-£428,665.72

Expenditure for approval

SALARIES		£963.69
AMA	COMMUNITY HALL	7980.00
LGS SERVICES	ADMIN SUPPORT DEC 22	1376.30
CABIN AT ST MARY'S	ROOM HIRE	46.50
HARDWICK PRIMARY SCHOOL	ROOM HIRE	19.00

<i>Total expenditure</i>	<u>£10,385.49</u>
Balance c/f	<u><u>£1,221,956.74</u></u>

Notes:

C&C BANK STATEMENT OUTSTANDING SHOWING TRANSFER OF £420K ON 4/11/22