

**Hardwick Parish Council**  
**Minutes of the Meeting held on Wednesday 18 January 2023 at 7.00 pm**  
**Held at The Cabin at St Mary's, Hardwick**

Present: Councillors: A Gill (Chairman), J Armisen, B Coxall, J Dabrowski, S Krishnamurthy, G Moffett, C Phillips, P Rangadurai, and S Rose.

In attendance: 3 members of the public, County Cllr Michael Atkins and Mrs Gail Stoehr (Clerk).

**Open public session including reports from the County and District Councillors**

A resident spoke with reference to item 7.3 and asked whether there would be a bus gate on the eastern side of St Neots Road, and queried the necessity of putting a traffic light in. The Chairman explained that Jo Baker had indicated at the meeting that there would not be a bus gate but by the T- junction on the left hand side from Madingley Mulch there would be something to prevent vehicles travelling left down the busway. County Cllr Atkins offered to take the queries back to Jo Baker and ask him to provide clarification.

The President of Hardwick Sports and Social Club (HSSC) outlined the ongoing problems with drainage at the Pavilion. The building had been erected 40 years ago with infrastructure designed for light use. He spoke to the HSSC Manager's correspondence under item 4.4. There was another invoice of £220 from Dynorod to be paid. It was thought the problem was 58 metres from the drain in the car park and 3 metres short of the main sewer outfall and the drop was not sufficient and was clogged by ingress from tree roots. It was anticipated the works could cost up to £6000 but regardless of cost as it needs to be done before 28 January, when HSSC's next booking takes place, or the Parish Council should provide portals. Mr Cracknell offered to assist the Council finding contractors to undertake the drainage works.

County Cllr Atkins reported on:

- 20 mph zones. Applications for larger bids will open in February. He undertook to provide more information to the Parish Council.
- At the Queen's Jubilee, some problems had occurred with street party road closures. For the Coronation, 12 weeks' notice will be required for a road closure and 8 weeks for simpler occasions.
- The SCDC scheme for hosts for Ukrainian refugees and the initial 6 month period was coming to an end. There was an urgent need for more hosts.
- The consultation on sustainable travel and congestion charging. There had been a good response to the consultation.

A brief discussion took place on the Greater Cambridge Partnership's representation of the figures. Cllr Atkins apologised that the poor statistics were regrettable but the GCP did not mastermind the whole project. Cllr Atkins is to provide an update on what the Council is doing now.

**1. To receive apologies for absence**

None. All members were present.

**2. Declarations of interest**

**2.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held**

Cllr Rose declared an interest in items 4.5 and 4.7 as a life member of HSSC; in item 4.6 as a life member of Hardwick Football Club; and in item 4.13 and any other item relating to the Community Centre as a Director/Trustee of the Hardwick Community Centre Charity none of which were pecuniary interests.

Cllr Gill declared a non-pecuniary interest regarding the new Community Centre as a Director/Trustee of the Hardwick Community Centre Charity.

- 2.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda  
None.

**3. To approve the minutes of the previous meeting on 14 December and the extra-ordinary meeting of 21 December**

RESOLVED that the minutes of the meeting on 14 December be approved and signed by the Chairman as a true record, after adding that there was no item 5.7 on the agenda. (Prop SR, 2nd BC, unanimous)

RESOLVED with regard to the minutes of the extra-ordinary meeting on 21 December, to accept Cllr Rose's proposed amendments to item 3 and be approved and signed by the Chairman as a true record after the following amendments under item 3. (Prop JD, 2nd CP, unanimous)

Delete the first paragraph and replace with "Although there is no legal obligation to do so, Cllr Rose explained that any money put in from the PC would likely to be returned to the PC at some point so the PC could use these funds to pay any building contractors contracted to build a new community centre. There is an implicit assumption that any contract to build a community centre would be entered into by the PC rather than by some other party.

The figure of £6,000 was requested because the charity wished to register with the Charity Commission and in order to do so needed to show receipt of at least £5,000 income. It is also intended that the charity register for gift aid with HM Revenue & Customs and Cllr Rose believed that registering with the Charity Commission would help with getting approval for gift aid."

Third paragraph - keep first sentence delete second sentence and replace with "The £6,000 will remain in the charity bank account along with any other donations from fund raising. This combined sum along with s106 funds already received would inform the PC as to how much additional funding was required e.g. PWLB loan once the tenders had been received. Cllr Rose suggested that all accumulated funds raised by the charity would need to be transferred to the PC shortly before the PC signed contracts for the community centre building."

**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

Withdrawn by Cllr Rangadurai to enable him to prepare a report and recommendation to a future meeting.

- 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

RESOLVED that the Parish Council is supportive of the proposal for a surgery and members would be willing to participate if available.

The proposal for a Parish Council quiz team was withdrawn by Cllr Dabrowski.

- 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

RESOLVED to note that the Parish Council will pay the costs for Millers Way from its general reserves and be reimbursed from S106 monies when received.

RESOLVED to note that the Millers Way work had not as yet commenced nor had the contract been signed by John Cobb and Sons Ltd.

4.4 (4.5) Pavilion drains – to consider further correspondence from the HSSC manager

On a proposition by the Chairman, the meeting was adjourned at 8.15 pm for public participation, and reconvened at 8.30 pm.

RESOLVED to find out where the blockage is and how it can be repaired or replaced and that the Chairman and Chris Cracknell from HSSC should arrange for the camera work to be done. (Prop SR, 2nd SK, unanimous)

RESOLVED to suspend Financial Regulations as this was considered an emergency and to delegate to the Chairman together with the Clerk £6,000 to work with Mr Cracknell to get the drain fixed bearing in mind that the new community centre drain should provide some capacity for the pavilion also.

RESOLVED that the Chair should seek confirmation from Anglian Water that the drain is not their responsibility and that the Clerk should check whether the drains are covered under Pavilion buildings insurance.

4.5 (5.2) Resident request for a second defibrillator – to consider quotations and whether to proceed

RESOLVED to note that BT had authorised the fitting of the defibrillator and will cover the electricity costs.

RESOLVED to defer this to the next meeting pending receipt of quotations from Community Heartbeat Trust thought to be approximately £1,600.

RESOLVED that the Communications Working Group will advertise for an electrician.

4.6 (5.5) Recreation Ground maintenance from 2023 – to consider a report and recommendation

RESOLVED to accept the three-year prices amounting to approximately £14,780, as indicative for the budget for a three year programme.

RESOLVED that additional quotations should be obtained.

On a proposition by the Chairman, the order of business was varied to take item 5 next.

**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

None.

5.2 To receive play areas and skate park inspection reports and consider if any work is required

RESOLVED given that the rope at Egremont Road had not been done, to check with RPM.

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

RESOLVED that the payments as listed as below in the finance report should be paid. (Prop SR, 2nd AG, unanimous)

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

- 4.11 (10) Proposal that Cllr Dabrowski be added as a signatory on the Council's bank accounts  
RESOLVED that Cllr Dabrowski should be a signatory on all the accounts. (Prop CP, 2nd SR, unanimous)
- 5.4 SCDC S106 Indemnity agreement for land south of 279 St Neots Road - third instalment for community facilities – to authorise signing  
RESOLVED that Cllrs Phillips and Moffett be appointed to sign the indemnity agreement on behalf of the Parish Council. (Prop AG, 2nd CP, unanimous)  
RESOLVED to note that when the funds are received the Parish Council will be at risk with the level of money in the accounts excluding the NS & I account.
- On a proposition by the Chairman, the following items were taken together:
- 4.10 (10) To consider the location of the EV charger
- 7.5 Proposal that the Parish Council considers if it wants to apply for EV Charger grant from SCDC  
RESOLVED to note that Cllr Rose had passed the details on to the Hardwick Community Centre Working Group and that Cllr Krishnamurthy should liaise with the Community Centre Working Group and Shaun Hughes before bring a recommendation to the budget meeting when this will be an agenda item.  
Cllrs Dabrowski, Moffett and Rangadurai left the meeting at 9.16 pm.  
RESOLVED to continue with the meeting.  
RESOLVED given the time constraints that the following items be deferred to the February meeting:
- 4.7 (5.6) Pavilion lease – to consider quotations for valuation if received
- 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
- 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  
Taken earlier.
- 4.11 (10) Proposal that Cllr Dabrowski be added as a signatory on the Council's bank accounts  
Taken earlier.
- 4.12 (July 2022) To consider quotation for annually cutting back excessive brambles on Parish Council areas  
RESOLVED to accept the quotation from RH Landscapes for £450.00 per visit. (Prop AG, 2nd CP, unanimous)
- 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  
RESOLVED that this should be an agenda item for the budget meeting and that Cllrs Krishnamurthy and Armisen should look into options and repayment information.
5. **Finance, risk assessment and procedural matters**  
Taken earlier.
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  
RESOLVED to support the application. (Prop CP, 2nd AG, unanimous)
- 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  
RESOLVED to support the application. (Prop CP, 2nd AG, unanimous)
- 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  
Noted for information only.
- 6.1.4 22/05466/HFUL – 154 Limes Road – Single storey front extension  
RESOLVED to note that the consultation had closed.
- 6.1.5 22/05376/HFUL – Woodville, 343 St Neots Road – Single storey rear extension to replace existing rear extension  
RESOLVED to note that the consultation had closed.
- 6.1.6 22/05377/HFUL – 128 Limes Road – Demolition of existing garage and conservatory; two storey side extension; single storey rear extension  
RESOLVED to note that the consultation had closed.
- 6.2 SCDC decision and appeal notices and correspondence
- 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 21/03438/FUL – 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
- 6.3.1 22/1465/TTCA – 16 Main Street  
RESOLVED to note that the application had already been determined by SCDC which had no objections.
- 7. Members' reports and items for information only**
- 7.1 New Housing Developments and Planning Obligations  
RESOLVED to receive the verbal report that Pigeon Developments had invited the Parish Council to attend a meeting for the purpose of informing the Council only.
- 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  
RESOLVED to defer this item to the meeting when the Council is to consider the tenders.

- 7.3 To consider any matter arising from the public meeting held on 11 January with the Greater Cambridge Partnership  
RESOLVED to note that the Chairman had circulated notes from the public meeting to all Parish Council members and will send a copy to the Clerk
- 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  
The proposal had been withdrawn by Cllr Moffett.
- 7.5 Proposal that the Parish Council considers if it wants to apply for EV Charger grant from SCDC  
Taken earlier.
- 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)  
Noted.
- 9. **Closure of meeting and items for the next agenda**  
There being no other business, the meeting closed at 9.48 pm.

Signed .....Chairman .....date

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