

HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held on Wednesday 15 March 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.



Gail Stoehr, Clerk, 8/03/23

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 15 February**
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
 - 4.1 (4.7) New Hardwick Community Centre to consider if any further action is required regarding the business plan, term and amount of the loan application, the budget forecast for FY2025 and the public consultation
 - 4.2 (7.2 of 18.1.23) 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)
 - 4.3 (4.1) Recreation Ground maintenance 2023 to 2025 – to consider quotations and appoint a contractor
 - 4.4 (4.4) To consider members' and working group responsibilities and memberships including to consider appointment of Deputy Webmaster and play inspection arrangements
 - 4.5 (7.7) To consider request from resident that he may have the damaged notice board from outside the shop so that he may repair it for the School
 - 4.6 (4.5 of Jan 20203) Defibrillator installation and appointment of electrician
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 23/00656/HFUL – 26 Hall Drive – Part demolition and part proposed roof raise to create front and rear first floor extension
 - 6.1.2 23/00440/HFUL – 23 Grace Crescent – Loft conversion with front and rear facing dormers; internal wall removal
 - 6.1.3 23/00772/PDNOT – St Neots Road, Hardwick – Variation to Independent Water Networks Ltd, to allow it to supply Water Only services to a site called St Neots Road, Hardwick
 - 6.2 SCDC decision and appeal notices and correspondence
 - 6.3 Tree works applications
7. **Members reports and items for information only unless otherwise stated**
 - 7.1 New Housing Developments and Planning Obligations
 - 7.2 Community Centre update
 - 7.2.1 Proposal that the Parish Council considers making the following statement "In the event of a new community centre being built in Hardwick it is the intention of Hardwick Parish Council to negotiate a

* 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/>

lease of the community centre with Hardwick Community Centre (a charitable company set up as a possible operating company for the community centre) or with some other appropriate organisation." (SR)

- 7.2 Stagecoach meeting update^(SK,JA)
- 7.3 Proposal that the Council considers in the interest of information sharing and collaborative working the Zoho Workdrive at £2/user/month for the Starter Version or Team at £4/user/month annually^(SK,JA)
- 7.4 Stagecoach meeting update^(SK, JA)
- 7.5 Community Transport Initiative'^(SK, JA)
 - 7.5.1 Proposal that we keep the engagement open and negotiate better terms
 - 7.5.2 Proposal that we get in touch with the Mayor's office for better funding besides the S106 agreements
- 7.6 Proposal that permission be given to Cllr Rangaduri to get in touch with Dan Brown (representative for Hill) to deal with concerns from residents
- 8. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
 - 8.1 Anonymous Resident – Request that the Parish Council bans dogs off leads from all Parish Council land and erects signage to this effect
- 9. Closure of meeting**

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CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 15 MARCH 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 15 March – attached
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
 - 4.1 (4.7) New Hardwick Community Centre –to consider if any further action is required regarding the business plan, term and amount of the loan application, the budget forecast for FY2025 and the public consultation
 - 4.2 (7.2 of 18.1.23) 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
 - 4.3 (4.1) Recreation Ground maintenance from 2023 – to consider quotations
A second quotation has been received. Please note that one quotation is for one pitch and the other for both. Both contractors are able to begin the schedule before the end of April.
 - 4.4 (4.4) To consider members' and working group responsibilities and memberships including to consider appointment of Deputy Webmaster and play inspection arrangements
To note that Cllr Krishnamurthy has stood down from all except the 'The Village Plan', 'The Community Transport Initiative' and 'Healthcare in 3Hardwick' Working Group, wishing only to be involved with Community Transport and also the Public Works Loan Board application process and business case Working Group.

The Clerk advises that it is not possible to have a HR Committee which is not quorate (ie a minimum of three members) therefore it will be a working group.

The Council is advised to agree clear terms of reference for both members and working group responsibilities.

- 4.5 (4.5 of Jan 20203) Defibrillator installation and appointment of electrician

Cllr Dabrowski has written:

“Anne Jones has offered that Pippins would be happy to support the initiative of installing the defibrillator. She has subsequently contacted DSS Electricals and he is happy to install the defibrillator free of charge up to 4 hours work.

The Clerk advises if the Council is agreeable to this appointment it would be need to be subject to the Council receiving funding for the defibrillator project. The Parish Council will still need to formally accept any grant and its terms and conditions and agree to order a defibrillator etc unless it delegates this decision to an officer.

Other to note no decision required by the Parish Council at this time

(4.0.2) Opening of Unity Trust Savings Instant Access Account

Delays were beyond the control of the RFO due to the bank wanting and waiting for additional information from a signatory. The RFO understands that the bank mandates may have now been completed and signed and sent to the two banks and the Council's current account information has been updated with NS&I.

(7.6.1) Hill Grace Cres/Meridian Fields Land and allotments transfer

No response from Daniel Brown at Hill at the time of writing. The Council's Solicitor has been asked for an update on the POS transfer.

(4.1) Pavilion drains – insurance

The Council's insurers have written: "I must apologise as after reading the information you have provided I believe a different part of the policy would respond to the incident:

Drains and Gutters

The insurance by each item on buildings or contents extends to include costs and expenses necessarily and reasonably incurred by the insured with the consent of the insurer in cleaning and/or clearing drains and/or sewers and/or gutters, the property of the insured or for which the insured is responsible following Damage to the property insured.

The amount payable under each item will not exceed in total its Sum Insured.

this would mean there would not be a limit of 1000 applied to the costs involved."

And ". I am pleased to advise that we would be able to assist with the costs in clearing the main drain" More information on the works is to be submitted.

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 has used delegated powers for the following:

- Contract Carstairs Roofing Ltd to repair guttering at the rear of the Pavilion.
- Contracted Civilistix to arrange an underground services check at Millers Way at a cost of £29 plus VAT.

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

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 23/00656/HFUL – 26 Hall Drive – Part demolition and part proposed roof raise to create front and rear first floor extension

6.1.2 23/00440/HFUL – 23 Grace Crescent – Loft conversion with front and rear facing dormers; internal wall removal

6.1.3 23/00772/PDNOT – St Neots Road, Hardwick – Variation to Independent Water Networks Ltd, to allow it to supply Water Only services to a site called St Neots Road, Hardwick

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

6.2.1 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 – Permission granted by SCDC.

6.2.2 22/05620/HFUL – 15 Cambridge Road – Demolition of existing extensions and erection of single storey rear extension, porch, replacement windows and exterior material changes – Permission granted by SCDC.

6.2.3 21/03438/CONDC – Newton House, 147 St Neots Road – Submission of details required by condition 19 (Materials) of planning permission 21/03438/FUL – Withdrawn.

6.2.4 22/05466/HFUL – 154 Limes Road – Single storey front extension – Permission granted by SCDC.

6.2.5 22/05377/HFUL – 128 Limes Road – Demolition of existing garage and conservatory; two storey side extension; single storey rear extension – Permission granted by SCDC.

6.2.6 21/03438/CONDD – Land at 147 St Neots Road – Submission of details required by condition 9 (Surface water drainage), 10 (Foul water drainage) and 11 (SUDS Maintenance) of planning permission 21/03438/FUL – Split decision

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>

None at the time of writing.

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

7.1 New Housing Developments and Planning Obligations

7.2 Community Centre update – to consider

- 7.2.1 Proposal that the Parish Council considers making the following statement "In the event of a new community centre being built in Hardwick it is the intention of Hardwick Parish Council to negotiate a lease of the community centre with Hardwick Community Centre (a charitable company set up as a possible operating company for the community centre) or with some other appropriate organisation."
(SR)

Cllr Rose writes "Eventually I hope we will have a community centre and when we do I assume that the Parish Council will want to grant a lease to an operating company of some sort.

I would like to think that I am on the right track here and so propose the following resolution for a decision at the next PC meeting.

"In the event of a new community centre being built in Hardwick it is the intention of Hardwick Parish Council to negotiate a lease of the community centre with Hardwick Community Centre (a charitable company set up as a possible operating company for the community centre) or with some other appropriate organisation."

I am currently a director and trustee of Hardwick Community Centre.

A decision of this nature will help our community plan the next steps for a functioning community centre in due course."

7.2 Stagecoach meeting update

Cllr Krishnamurthy writes:

"Since the last meeting, we have engaged with Stagecoach and agreed on 2 possible dates of April 5th or 12th (we can confirm at the PC meeting) so there can be a "discussion on how we can build passenger numbers to ensure the sustainability of the service". Stagecoach is yet to confirm (at the time of writing) that the bus service will continue after March but we remain hopeful on the back of this news.

<https://cambridgeshirepeterborough-ca.gov.uk/news/combined-authority-board-votes-to-support-buses-across-our-region/?fbclid=IwAR2wzwU65VFuMIBuEO-svkNDgdYzIrB7BB0WmOG55WUD581JNM7Tpr6LPAc#:~:text=Published%20on%20January%2025%2C%202023%20Combined%20Authority%20Board,General%20Precept%20to%20support%20buses%20across%20our%20region.>

We are hopeful that we will more information at the PC meeting.

To make the discussion more effective, we have started a data collection drive using a survey to engage with as many residents of Hardwick as we can and understand why people do not use the service or the issues when we do. Thanks to Daniel Baker for his energy, passion, drive and initiative. We will continue with the initiative by putting more printouts, QR code and article on HH. We request residents to helps us by taking part in the survey and the discussion. We also hope to collaborate with Caldecote PC and request the Clerk to help us if possible."

7.3 Proposal that the Council considers in the interest of information sharing and collaborative working the Zoho Workdrive at £2/user/month for the Starter Version or Team at £4/user/month annually
Cllr Krishnamurthy writes “In the interest of information sharing and collaborative working, I have tried to use Zoho Workdrive which is free for a trial period of 15 days and then £2/user/month. This could be a first step, if everyone agrees to use it, in the digitisation drive. I have also downloaded the app and it is seamless.

- We have been able to edit documents independently and avoid wasting time or create multiple versions that can get confusing. We could save all necessary documents in a single folder for reference and share it among the working group.
- This will give us a common place to store information grouped by working group/initiative. Since a folder can be shared only among members of a working group. The Clerk has advised before this allows "procedurally Councillors should only work collaboratively and/or discuss matters relating to a working group that they have been appointed on to at a Council meeting; this will be minuted as their authorisation to do so. Therefore if there is a working group shared space consideration should be given by Council to restricting this space only to the members of that working group".
- Needless to say, it will save time before and during the meeting if we can share all the information before the PC meeting. Of course when the documents are ready to be shared, we can put them on the website. The Clerk advises that any documents (unless confidential) should be published on the website with the agenda.

At this time the Clerk has not seen a benefit to her and does not wish to use this facility as, with her involvement it may give the perception that the Council is conducting its business outside of meetings and I am not able to provide a response yet but I remain hopeful it will enable better collaboration between members.

The Community Transport initiative have used it and it has been successful. Steve has also given it a go at the PWLB Loan Working group.

I propose that we continue using Zohodrive and pay for the Starter version at £2/user/month annually or Team at £4/user/month annually.

<https://www.zoho.com/workdrive/plan-comparison.html> “

7.5 Community Transport Initiative and consideration of Demand Response Travel ^(SK, JA)

“The S106 agreements for new developments has set aside contribution toward "provision and maintenance of a community vehicle to run between the village of Hardwick and key destinations in the local area which will benefit the Developments

As part of the Community transport initiative, we have looked at "Uber" style Demand Responsive Travel provided by Vectare.

We are looking at all available options and this seemed like an attractive option for the following reasons:

- They have been running similar service in West Huntingtonshire and Norfolk and are aware of the logistics of running such a service
- Any community vehicle is successful only when we can guarantee that we will have a driver. Volunteer drivers may not meet this demand and it makes sense to look at a service where we do not have to manage hiring, training and insurance.
- If the service is not reliable, residents cannot make good use of the community vehicle and Vectare has been reliable where they are running

However, the costs they have quoted are too high. Please find attached.

We are looking at other options and propose the following wrt community transport:

- I propose that we keep the engagement open and negotiate better terms.
- I propose we get in touch with the Mayor's office for better funding besides the S106 agreements.”

Supporting documentation attached.

Also attached notes from the meeting Cllr Armisen had with Histon and Impington Friends around their community minibus.

- 7.6 Proposal that permission be given to Cllr Rangaduri to get in touch with Dan Brown (representative for Hill) to deal with concerns from residents
This is beyond the current terms of reference which is “to monitor and liaise with the developer on any land to be transferred to the Parish Council”
8. **To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
- 8.1 Anonymous Resident – Request that the Parish Council bans dogs off leads from all Parish Council land and erects signage to this effect
“A recent incident took place on Hardwick Recreation Ground where two dogs being walked off the lead attacked and killed a deer.
To prevent any future incidents that could involve children, other dogs or adults, would the Council please consider banning dogs off leads from all Parish Council land and putting up signage.
Thanks in anticipation
A very concerned resident.”
9. Closure of Meeting

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Mar-23

Summary of previous month**Balance brought forward** £1,211,562.39**Adjustments and amendments**

EX-WEBMASTER	CANCELLED - EMAIL HOSTING	158.40
WEBMASTER	CORRECTION - WEBSITE & EMAIL	23.25
CLASSIC HIRE LTD	CREDIT NOTE - 2 WEEKS HIRE	720.00

Expenditure approved at last meeting/between meetings

ICO	DPA REGISTRATION	-35.00
OPUS ENERGY	STREETLIGHT ELECTRICITY	-143.87

Misc credits

SCDC	S106 CAPSTONE FIELDS - COMMUNITY FACILITIES 3/3	£267,252.13
HARDWICK FC	PITCH HIRE 2021/22	£125.00
C&C BANK	INTEREST	£4,450.78

Total Adjustments £272,550.69Balance revised after adjustments £1,484,113.08**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£400,599.43	£400,851.75	-£252.32
Cambridge & Counties Bank	£83,513.65	£83,513.65	
NS&I Income Bond	£1,000,000.00	£1,000,000.00	
Total	£1,484,113.08	£1,484,365.40	-£252.32

Expenditure for approval

SALARIES		£911.01
LGS SERVICES	ADMIN SUPPORT FEB 2023	1416.08
CARSTAIRS ROOFING	PAVILION GUTTER REPAIR	140.00
CIVILISTIX	MILLERS WAY	540.00
PEM	COMMUNITY CENTRE VAT ADVICE	1920.00
THE CABIN	ROOM HIRE	36.00
OPUS ENERGY	STREETLIGHT ELECTRICITY	128.00

Total expenditure £5,091.15Balance c/f £1,479,021.93**Notes:**

A TRANSFER TO REDUCE THE CURRENT ACCOUNT BALANCE WILL BE ARRANGED AS SOON AS THE NEW NS&I ACCOUNT IS OPEN.

AN INVOICE FOR THE DRAIN REMEDIAL WORKS HAS NOT BEEN RECEIVED AT THE TIME OF WRITING.

Proposed Hardwick DRT Service

Vectare are pleased to present a proposal for the operation of a Demand Responsive Transport service for the community of Hardwick. The service will be operated by Vectare, funded by Hardwick Parish Council and will optionally charge fares which will be remitted back to Hardwick Parish Council to support the ongoing operation of the service.

The daily cost to operate the DRT service, based on a service operating on Mondays to Fridays all year round, will be £175 per day. This price is inclusive of all costs of the service, and there is no VAT levied on passenger transport services.

The service will operate as follows:

Pick ups between 07:00 and 07:30, dropping off at Madingley Road Park & Ride at 07:45 and Cambourne Business Park on request.

Flexible pick ups and drop offs anywhere in the zone, and at Madingley Road Park & Ride, Cambourne Business Park and Cambourne Morrisons, between 09:00 and 14:00.

Departures from Madingley Road Park & Ride at 16:00, 16:45 and 17:30 back to any location within the zone, with pick ups from Cambourne Business Park on request.

The fare structure shall be at the discretion of Hardwick Parish Council, who will be receiving the revenue for the service, but Vectare's recommendation is as follows:

- Single fare £5
- Return fare £8
- Weekly pass £30
- 33% discount for under 19s
- Up to three additional people can travel with every paying passenger free of charge (to and from the same stops)

Included within Vectare's proposal is:

- The supply of 1x branded 8 seat Mercedes-Benz minibus, and driver and fuel, to operate the service
- The provision of booking management and journey allocation via the Vectare DRT app
- A telephone booking and customer support hotline available from 06:00 until 20:00 on Mondays to Saturdays
- The provision of digital and printed publicity to support with the marketing of the service

Proposed operating zone:



Friends of Histon & Impington (HI) Community Minibus Minutes Call

Attendee: Javier Armisen & Neil Davies

The Minibus initiative has been running for over 40 years. Started with a local donation.

The minibus relies on over 20 volunteers to provide the service (mainly people retired). The minibus can only be driven by someone who is on the HI Friends Register of Drivers.

Currently they have a second-hand minibus (6 years old) with a purchase cost of £28,000. This is the second minibus. The first time, they got a new minibus, but they realised it that a second hand could provide better value for money.

Capacity of 15 seats. It also has wheelchair access.

Mileage charge of 95p per mile to cover the cost of fuel, insurance (about £1,200) and breakdown. An estimated 5,000 miles a year is sufficient for self-sustainable.

Only groups usage (No private individual usage). Group users are required to become members of their community charity. Minibus is only available to non-profit making community and voluntary groups.

The minibus is operated under the Small Bus Permit legislation (Community Transport Association) and run as charity.

Main usages are elderly people. Sometimes it is used by Boys Scouts trips.

Main destination grocery shopping.

Mainly used during weekdays (free most weekends)

Parked at local church.

All bookings are handled via website.