

HARDWICK PARISH COUNCIL

I hereby give notice that the Annual Meeting of the Parish Council will be held on Wednesday 17 May 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, 10/05/23

AGENDA

1. **Election of Chairman and to receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received**
 2. **To elect a Vice-Chairman**
 3. **Annual Business**
 - 3.1 To appoint committees, working groups or any other officers which the Council deems necessary
 - 3.2 To appoint representatives on any other organisation or authority, which the Council deems necessary
 - 3.3 Annual Review of Standing Orders, Financial Regulations, Risk Assessment and other policies
- Open Public Session including reports from the County & District Councillors**
4. **To receive apologies for absence**
 5. **Declarations of interest**
 - 5.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 5.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
 6. **To approve the minutes of the previous meeting on 19 April and the Extra-ordinary meeting of 3 May**
 7. **Matters arising or deferred from the last or previous meetings for discussion/decision**
 - 7.1 (4.2) PHFI 2021 – 2022 St Neots Road – to consider costs and recommendations from the Highways Working Group that the Council chooses the second option ^(JD)
 - 7.2 (4.3) Community Transport Initiative – to consider any matters arising from the letter to the Mayor or the Uber-style transport option
 - 7.3 (4.5) Pavilion lease – to consider any recommendation from the Working Group
 - 7.4 (5.2) Play areas - Proposal for additional barriers ^(JA)
 - 7.5 (8.3) PB Circuit Training – request to use hard courts and surrounding areas for fitness classes
 - 7.6 (5.4) Meeting room bookings to consider dates for August and December
 8. **Finance, risk assessment and procedural matters**
 - 8.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
 - 8.2 To receive play areas and skate park inspection reports and consider if any work is required
 - 8.3 To receive the financial report and approve the payment of bills
 - 8.4 Appointment of Internal Auditor
 - 8.11 To consider the RoSPA reports
 9. **To consider any planning applications and decision notices and tree works applications ***
 - 9.1 Planning applications and appeals
 - 9.1.1 23/01520/HFUL – 29 Bramley Way – Single storey front and rear extensions
 - 9.1.2 23/01432/HFUL – 44 Main Street – Single storey flat roof extension to front and side, loft conversion, alterations to main dwelling, alterations to detached annex, pergola style gym, raised swimming pool and summer house, doors to existing carport
 - 9.1.3 21/03438/CONDF – Land at 147 St Neots Road – Submission of details required by conditions 17 (Hard and soft landscaping), 19 (External materials), 25 (EV charging) and 29 (Archaeology) of planning permission 21/03438/FUL

* 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/>

- 9.1.4 21/03438/CONDE – Land at 147 St Neots Road – Submission of details required by conditions 9 (surface water drainage) and 11 (surface water maintenance) of planning permission 21/03438/FUL
- 9.1.5 23/01290/FUL – 45 Meridian Close – Change of use from agricultural to garden use
- 9.2 SCDC decision and appeal notices and correspondence
- 9.3 Tree works applications
- 10. Members reports and items for information only unless otherwise stated**
 - 10.1 New Housing Developments and Planning Obligations
 - 10.2 Community Centre update
- 11. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
 - 11.1 Resident request for maintenance of the Spinney
 - 11.2 Tees Law – Meridian Fields Transfer of Public Open Space and Allotments
- 12. 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.org.uk/>

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 17 MAY 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.

Councillors are reminded of the Parish Council's policy:-

“26 i) All agenda items are to have supporting information and clear proposals including those from working groups and members. This should be provided to the Clerk in advance of the meeting so that it could be circulated with the agenda. (added April 2020)”

1. Election of Chairman

1.1 To receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received.

The Chairman to invite nominations, which need to be proposed and seconded and voted on. The elected Chairman to sign the declaration of acceptance of office before the meeting continues. A member to witness the signature.

2. To elect a Vice-Chairman

Again, please propose and second and vote on the nomination

3. Annual Business

3.1 To appoint committees, working groups or any other officers which the Council deems necessary

The Council to consider if all of these are to continue or if any changes are to be made.

The working groups were most recently reviewed in February 2023 and again updated in March 2023, as follows:

Planning – AG and GM

Trees – AG

New developments and S106 – SR

Chivers liaison – The Chairman

Play area inspections – AG (Grenadier Walk & Worcester Avenue), JA (Egremont Road & Skate park) and BC (Church play area)

Community Engagement – PR, JD, JA

HR Working Group – AG, CP

The Village Plan, Community Transport and Healthcare in Hardwick – JA, BC and SK to assist Mia Cassey

Highways and Road Safety and GCP liaison – JD, GM

Webmaster – GM

Deputy Webmaster – JD

Facebook moderators – JD, CP and PR

Pavilion lease renewal working group – AG, CP

Proposed defibrillator and grant application – GM

Meridian Fields Public Open Space – JD, PR

PWLB application and business case working group – JA, and SK

MVAS equipment relocation – JA

To appoint representatives on any other organisation or authority, which the Council deems necessary

Such as but not limited to:-

Bourn Airfield meetings

Parish Paths Partnership

Coalition of Parish Councils – to represent the Parish Council and report back to meetings –

Local Liaison Forum – to represent the Parish Council and report back to meetings

SCDC Planning Forum – to represent the Parish Council and report back to meetings

Hardwick Community Centre Working Group – Cllr Rose

New developments and S106 – Cllr Rose

Hardwick Climate Action Group.

3.2 Annual review of Standing Orders, Financial Regulations, Risk Assessment and other policies

All members have been provided with copies.

Open Public Session including reports from the County & District Councillors

4. To receive apologies for absence – will be reported to the meeting.
5. 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.
6. To approve the minutes of the previous meeting on 19 April and the Extra-ordinary meeting of 3 May – attached
7. **Matters arising or deferred from the last or previous meetings for discussion/decision**
- 7.3 (4.5) Pavilion lease – to consider any recommendation from the Working Group
Nothing received from the Working Group at the time of writing. The valuation was circulated last month..
- 7.5 (8.3) PB Circuit Training – request to use hard courts and surrounding areas for fitness classes
The organiser has been asked to attend the meeting and to bring his risk assessment and details of his insurance, to enable Councillors to ask questions about the proposals.
- 7.6 Meeting room bookings to consider dates for August and December
Meeting room is not free on the 3rd Wednesday but it available on the 4th Wednesday 30th August.
The December meeting could be held on 2nd Wednesday or 13th December
8. **Finance and risk assessment and procedural matters**
- 8.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers
None at the time of writing.
- 8.2 To receive the financial report and approve the payment of bills
Attached.

(4.8) At the last meeting clarification was sought on whether the inclusion of the two financial regulations would solve the payments to the builder once the tender and payments schedule was agreed by Council.
Financial Regulations state:-
[12. Payments under contracts for building or other construction works]
[12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).]
[12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.]
[12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]
- 8.4 Appointment of Internal Auditor
Does the Council wish to continue with Bill Lewis at an approx cost of £350?
- 8.5 To consider the RoSPA reports
Attached.
- 9.1 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.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

- 9.1.1 23/01520/HFUL – 29 Bramley Way – Single storey front and rear extensions
- 9.1.2 23/01432/HFUL – 44 Main Street – Single storey flat roof extension to front and side, loft conversion, alterations to main dwelling, alterations to detached annex, pergola style gym, raised swimming pool and summer house, doors to existing carport
- 9.1.3 21/03438/CONDF – Land at 147 St Neots Road – Submission of details required by conditions 17 (Hard and soft landscaping), 19 (External materials), 25 (EV charging) and 29 (Archaeology) of planning permission 21/03438/FUL
- 9.1.4 23/01290/FUL – 45 Meridian Close – Change of use from agricultural to garden use

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

- 9.2.1 23/00841/CL2PD – 1 Ashmead Drive – Certificate of lawfulness under S192 for replacement of existing conservatory with a single storey rear extension – Certificate granted by SCDC.
- 9.2.2 21/03438/CONDE – Land at 147 St Neots Road – Submission of details required by conditions 9 (Surface water drainage) and 11 (Surface water maintenance) of planning permission 21/03438/FUL – Condition discharged in full.

9.3 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.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

None at the time of writing.

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

- 10.1 New Housing Developments and Planning Obligations
- 10.2 Community Centre update

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

- 11.1 Resident request for maintenance of the Spinney

“I am one of the eco members for hardwick and I watered the trees last year that we planted in the spinney.

Is it possible to request a clear as it is getting quite overgrown and I won't be able to water as it gets dryer and we also need to replace a few that didn't survive.

Also there are quite a few dead trees which I understand should be maintained if it's used as a public walkway.

I have limited knowledge about woodland area maintenance but I have a couple of colleagues who have maintained woodland and if there are dangerous trees we should be careful about walking through in high winds etc.”

- 11.2 Tees Law – Meridian Fields Transfer of Public Open Space and Allotments

The Solicitors' correspondence has been forwarded to all members.

- 12. Closure of Meeting

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

May-23

Summary of previous month**Balance brought forward** **£1,488,706.32****Adjustments and amendments****Expenditure approved at last meeting/between meetings**

SALARIES	Apr-23	-£579.34
DFM	DRAIN REPAIRS	-£8,400.00
OPUS ENERGY	STREETLIGHT ENERGY	-151.95
HARWICK PRESCHOOL	GRANT	-1,000.00
JOHN COBB AND SONS	MILLERS WAY SURFACE	-36,380.82

Misc credits

CAMBS AND COUNTIES BANK	INTEREST	201.56
CAMBS & COUNTIES	INTEREST	220.39
SCDC	PRECEPT	37700
NS&I	INTEREST	2420.55

Total Adjustments -£5,969.61Balance revised after adjustments £1,482,736.71**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£83,316.18	£83,568.50	-£252.32
Unity Trust Deposit Account	£315,484.93	£315,484.93	
Cambridge & Counties Bank	£83,935.60	£83,935.60	
NS&I Income Bond	£1,000,000.00	£1,000,000.00	
Total	£1,482,736.71	£1,482,989.03	-£252.32

Expenditure for approval

SALARIES	£604.62	
PEM	VAT ADVICE	360.00
PLAYSAFETY LTD	ROSPA INSPECTION	454.20
RH LANDSCAPES	GRASSCUTTING	960.00
LGS SERVICES	ADMIN SUPPORT APRIL	1426.42
LGS SERVICES	PAYROLL FY23	102.00

Total expenditure £3,907.24Balance c/f £1,478,829.47**Notes:**