

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

Present: Councillors: J Dabrowski (Chairman), J Armisen, D Cirillo, B Coxall, P Joslin, P Rangadurai and S Rose.

In attendance: 1 member of the public and Mrs A Griffiths (Minutes Secretary, LGS Services).

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

None at this point.

**1. To receive apologies for absence**

Apologies were received from Cllrs Gill (unwell), and Phillips.

**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 item 7.2 as a Director, Trustee and guarantor of the Hardwick Community Centre Charity.

Cllr Joslin declared an interest in item 4.11 as a member of the Speed Watch group.

**2.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda**

None received.

**3. To approve the minutes of the previous meeting on 20 September**

RESOLVED that the minutes of the meeting on 20 September be approved and signed by the Chairman as a true record, after an amendment under item 5.1, to change "JD" to "CP" as the seconder of the motion. (Prop PR, 2nd PJ, carried with 4 in favour and 3 abstentions)

Cllr Cirillo arrived during this item at 7.10 pm.

J Wakeling informed the Council that as it would be necessary to hire a generator to remove the old bin, he would be submitting a revised quotation.

**4. Matters arising or deferred from the last or previous meetings for discussion/decision**

**4.1 (3) Archiving of old Parish Council minutes – to consider resident's suggestion that the documents are put on display for the village**

Cllr Rose's verbal report regarding a resident's research into the whereabouts of old Parish Council minutes, and his suggestion that these papers could be made accessible to the village rather than lodged in the County Archives was noted. Some old papers had been stored for many years in a filing cabinet in the School community room, whereas in recent years the minutes have been lodged in the County Archives in accordance with the Council's policy.

RESOLVED that a working group should be set up consisting of Cllr Rose (Convenor), Cllr Joslin and the resident to consider where the old papers should be stored when digitised, and bring a report and recommendation to the next meeting. (Prop SR, 2nd JA, unanimous)

**4.2 (5.1) Meeting with CCC Josh Rutherford – to confirm date of meeting**

RESOLVED to continue to seek mutually convenient dates for the meeting, which could be via Teams.

- 4.3 (5.2) Maintenance of Millers Way – to consider quotation and recommendation  
RESOLVED to accept the quotation from RH Landscapes to carry out a one-off cut of Millers Way now at a cost of £100.00 plus VAT, and having sought confirmation of the price per cut, to add 8-9 regular cuts to the contract for next year. (Prop PJ, 2nd SR, unanimous)
- 4.4 (5.3) Defibrillator – update and to consider the next steps  
Cllr Rose’s verbal report that no decision had been made by the Cabin to take forward the suggestion of a defibrillator in the Cabin was noted.  
RESOLVED, given that the grant application by the Parish Council to the Lottery Fund had been unsuccessful, that the Parish Council should consider meeting the costs of installing a defibrillator in the Main Street telephone kiosk from the Parish Council’s budget, and that Cllr Armisen should investigate the costs and bring a recommendation to the next meeting. (Prop SR, 2nd JA, unanimous)
- 4.5 (5.4) Gate at Hall Drive – update following meeting with Hill  
Cllr Rangadurai’s verbal report that since the liaison meeting with Hill, the issue had been resolved and the gate opened, so that residents of Capstone Fields could access the centre of the village via Hall Drive, and that the matter was now concluded was noted.  
  
The meeting was briefly suspended to enable a resident to comment.  
The resident also suggested with regard to item 7.3 that he had a notice board at his house which could be fitted if the Parish Council wished to relocate it.
- 4.6 (5.5) PFHI Option 2 submission – to consider timeline for works  
RESOLVED to note the reply from CCC and to seek further clarification about the need for further cost estimation and the date for the commencement of the work.
- 4.7 (5.0.7) HSSC Drains insurance claim – update  
RESOLVED to note that Zurich would be remitting the sum of £7,800 in settlement of the insurance claim within the next few days.
- 4.8 (8.3) Highways Working Group membership  
RESOLVED, given Cllr Dabrowski’s intention to step down temporarily from the Highways Working Group until the end of 2023 due to other commitments, that Cllrs Joslin, Cirillo and Rangadurai be appointed as members of the Group. (Prop SR, 2nd JA, unanimous)
- 4.9 (10) LHI 2024-2025 – To consider projects and whether to make an application  
RESOLVED, noting that the Parish Council had registered its interest in making an application, that the Highways Working Group should take this forward.
- 4.10 (5.1 of 30.8.23) Play inspection work - To consider quotation and recommendations for further work from contractor  
RESOLVED that the payment of the invoice for the RoSPA works should be authorised subject to Cllr Armisen’s confirmation that he is satisfied with the work, once he has had the opportunity to inspect the work on Friday.  
RESOLVED, having considered the additional quotation for the repair of the wet pour surfacing at the Church and Worcester Road play areas, to accept the quotation for £705.55 plus VAT. (Prop JA, 2nd DC, carried with 6 in favour and 1 abstention)  
RESOLVED that Cllr Coxall should continue to pursue a meeting with the landowner to discuss the ruts at the side of the access road to the Church play area, and whether an arrangement can be made to resolve the issue. (Prop SR, 2nd PJ, unanimous)
- 4.11 (5.4 of 30.8.23) Request for additional MVAS post – to consider correspondence received

RESOLVED, having considered correspondence from Speed Watch and the resident's response, given the uncertainty as to whether this would be required, not to take any action at this time. (Prop SR, 2nd JA, unanimous)

## 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**

RESOLVED having considered the report from HSSC of a blockage to the drains at the rear of the Pavilion, that the Council should seek more information to establish whether the problem is located inside or outside the building and provided it is an outside problem to delegate to the Clerk to approve a quotation up to a limit of £500.00. (Prop SR, 2nd JD, unanimous)

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

RESOLVED to receive the report from Cllr Coxall.

### 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, plus James Wakeling (Bin installation) £150.00. (Prop SR, 2nd BC, unanimous)

RESOLVED to renew the insurance with Zurich for one year at a premium of £2796.23, and to seek quotations from other insurance companies before the next renewal is next due.

Salaries	£606.08
RH Landscapes (Grass cutting)	£780.00
Glasdon (Topsy bin)	£274.21
Kettering Playsafe (Play area repairs)	£1854.00
PKF Littlejohn (External audit)	£1638.00
Zurich Insurance (Insurance)	£2796.23

Credits, including bank and investment interest, Pavilion rent, a VAT refund, a wayleave payment, and receipt of the precept, were noted.

### 5.4 **To note the conclusion of the External Audit**

RESOLVED to note the conclusion of the External Audit.

### 5.5 **SCDC - Land south of 279 St Neots Road, Hardwick - Parish Indemnity Agreement, Play Sports and Community Transport – To appoint two members to sign the agreement**

RESOLVED that Cllrs Dabrowski and Rose sign the agreement on behalf of the Parish Council. (Prop SR, 2nd PJ, unanimous)

## 6. **To consider any planning applications and decision notices and tree works applications**

### 6.1 **Planning applications and appeals**

On a proposition by the Chairman, it was agreed to take item 6.1.3 first.

#### 6.1.3 **23/02262/FUL – Newton House, 147 St Neots Road – Redevelopment to form 2 No. 1 bedroom, 3 No. 2 bedroom and 2 No. studio apartments with associated car parking, cycle storage and bin storage (amendment to 21/01345/FUL)**

RESOLVED to seek a time extension from SCDC, and that Cllr Joslin should speak to the Planning Officer to find out more information about the amendment.

RESOLVED to extend the meeting by up to a further half hour. (Prop SR, 2nd JD, unanimous)

Cllr Dabrowski informed the Council that he would have to leave at 9.00 pm.

6.1.1 23/03627/HFUL – 25 Cambridge Road – Replacement singles storey front and side extension, front and rear dormers, exterior material changes to the existing dwelling house, and raise ridge height with conversion of roof from hipped to pitched  
RESOLVED that the Parish Council is neutral and has no comments. (Prop SR, 2nd PJ, unanimous)

6.1.2 23/03599/HFUL – 8 Russet Walk – Retrospective single storey rear extension to rear  
RESOLVED that the Parish Council is neutral and has no comments. (Prop SR, 2nd PJ, unanimous)

6.2 SCDC decision and appeal notices and correspondence

6.2.1 23/02651/HFUL – 24 Ashmead Drive – Single storey side extension – Permission granted by SCDC.

6.2.2 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 – Prior approval not required.

6.3 Tree works applications

6.3.1 23/1190/TTCA – Old Rectory, Main Street  
Noted.

## **7. Members' reports and items for information only**

### **7.1 New Housing Developments and Planning Obligations**

RESOLVED, having considered Cllr Rangadurai's draft statement regarding the Parish Council's position on the proposed new development, to approve the following statement:

*"Dear Residents of Hardwick,*

*We wish to inform you that Hill Construction intends to submit an application for permission to convert the Hardwick Green Belt into a residential development, consisting of approximately 400 houses.*

*It is important to note that, as of this time, the Hardwick Parish Council is not directly engaged in any negotiations with either Hill Construction or the South Cambridgeshire authorities regarding this matter. All ongoing communication and engagement are occurring solely between Hill Construction and the village.*

*The role of the Hardwick Parish Council in this process is to serve as a reflection of the collective voice and concerns of our village. We want to emphasise that the Parish Council does not hold decision-making authority in this process. Instead, our commitment is to facilitate communication and transparency between the appropriate authorities and the village of Hardwick.*

*Throughout this endeavour, consultations will be conducted between the relevant authorities and the village to ensure that your concerns, opinions, and feedback are heard and considered. The Parish Council will actively participate in these consultations to monitor progress, streamline feedback, and make information readily available to all residents.*

*We encourage all residents to stay informed and engaged in this important process, and we will do our utmost to ensure that your voices are heard and respected throughout the development application and decision-making phases.*

*Thank you for your understanding and co-operation."*

RESOLVED that the statement should be published on Facebook and on the website. (Prop JD, 2nd SR, unanimous)

7.2 Community Centre update

Cllr Rose reported on an issue with the new Pavilion lease which could potentially affect the new Community Centre. He explained that currently the lease gives HSSC the right to use an area at the rear of the Pavilion and to store refuse and barrels in another area, but these areas are shown on the Community Centre site plans as necessary for access. Whilst HSSC did not regard this as a problem at present, and had signed the lease, Cllr Rose expressed concerns that problems could arise in the future if this aspect was not addressed prior to the lease being signed by the Parish Council, especially if the composition of the Parish Council or HSSC were to change during the term of the lease.

RESOLVED that the lease should not be signed at this point and that consideration of signing the lease should be deferred to the next meeting, to enable Cllr Rose to comment on the lease and what changes are required in relation to the Community Centre. (Prop SR, 2nd JA, unanimous)

RESOLVED that a copy of the draft lease should be sent to all Councillors.

At 9.15 pm, given that Cllr Dabrowski needed to leave, RESOLVED that Cllr Rose should take the chair for the remainder of the meeting. (Prop JD, 2nd DC, unanimous)

RESOLVED that items 7.4 and 8.1 should be adjourned until the next meeting.

Cllrs Dabrowski and Rangadurai left the meeting at 9.17 pm.

7.3 Notice board South on Main St needs urgent attention repair, a suggestion would the PC consider relocating the notice board to the Grace Crescent entrance thus giving easier access to the residents of the new estate

RESOLVED to defer this item to the next meeting and that Cllr Coxall should speak to James Wakeling and bring a report and a recommendation to the next meeting.

7.4 Update from Highways WG, new/replacement lights Capstone to Millers completion date - report Hills quarterly meeting. Pedestrian islands Millers and Capstone - completion date. Does the Highways WG have list of ongoing projects

RESOLVED to adjourn this item to the next meeting.

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

8.1 SCDC – Polling District Review

RESOLVED to adjourn this item to the next meeting.

**9. Closure of meeting and items for the next agenda**

The next meeting will be on Wednesday 15 November.

There being no other business, the meeting closed at 9.30 pm.

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