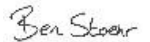


## HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held  
on Wednesday 13 December 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.



Mr Ben Stoehr

Acting Clerk, 07/12/23

### 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 November
- 4 Matters arising or deferred from the last or previous meetings for discussion/decision
  - 4.1 (4.1) Pedestrian islands Millers and Capstone – completion date update <sup>(PJ)</sup> and update on when funding is to be received <sup>(SR)</sup>
  - 4.2 (5.1) Archiving of old Parish Council records – to consider recommendation from the Working Group for the preservation of the old minute books and Inclosure Award, and to consider estimate of costs
  - 4.3 (5.2) LHI 2021-2022 – to consider report and recommendations from the Working Group <sup>(PJ, PR, DC)</sup>
  - 4.4 (5.3) Defibrillator – to consider prices and quotation for a rental option <sup>(JA)</sup>
  - 4.5 (5.5) Access road to Church Play area – to consider response from Chivers if received <sup>(BC)</sup>
  - 4.6 (5.8) Notice boards in Main Street and Grace Crescent – to consider quotation for repairs and installation if received
  - 4.7 (9.2) Recycling of street lights in St Neots Road – to consider recommendation from Highways WG <sup>(PJ)</sup>
  - 4.8 (5.6) 23/02262/FUL – Newton House, 147 St Neots Road – Request for support for independent access
- 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 Public Works Loan Board (PWLB) Timetable <sup>(AG)</sup>
  - 5.5 Investment of surplus cash - review <sup>(SR)</sup>
- 6 To consider any planning applications and decision notices and tree works applications \*
  - 6.1 Planning applications and appeals
    - 6.1.1 20/02573/NMA1 – 2 Sudeley Grove – Non-material amendment on application 20/02573/HFUL for variation to fenestration and revision to near single storey roof design
    - 6.1.2 23/04379/HFUL – 301 St Neots Road – Single storey side extension and replacing existing conservatory with single storey rear extension
    - 6.1.3 23/04373/PDNOT – Existing mast off Main Street – Installation of 6 No. replacement antennas and associated ancillary development
  - 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 <sup>(SR.)</sup>
  - 7.2 Community Centre update including to consider donations to Community Centre funds <sup>(SR, AG)</sup>
  - 7.3 Highways Working Group Report <sup>(PJ)</sup>
  - 7.4 Planning issue No 27 St Neots Rd, two containers remain in the front of the property need to be removed. Recent rear extension – planning approval query. <sup>(PJ)</sup>
- 8 To consider any correspondence/communications received requiring formal noting by or a decision of the Council
  - 8.1 SCDC Hardwick Liaison meeting
- 9 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 <https://applications.greatercambridgeplanning.org/online-applications/>

Mrs Gail Stoehr, Clerk to Hardwick Parish Council, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY

Tel: 01954 210241

Email: [clerk@hardwick-cambs.org.uk](mailto:clerk@hardwick-cambs.org.uk)

## REPORT TO HARDWICK PARISH COUNCIL MEETING ON 13 DECEMBER 2023

*Type or copy website links into your browser for more information.*

Where supporting information is available this may be found below or in the attached supporting papers.

1. To receive apologies for absence – will be reported to the meeting.
3. To approve the minutes of the previous meeting on 15 November - attached
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
- 4.2 **(5.1) Archiving of old Parish Council records – to consider report and recommendation from the Working Group for the preservation of the old minute books and Inclosure Award, and to consider estimate of costs**

A resident writes:

“As discussed, I am forwarding the comments from the Archive conservationist regarding the Inclosure Award Book and Map. In short she recommends a little work on both to preserve for the future. Her recommendation is to leave the map attached to the book. Her charge is 2 to 3 hours work at £45 per hour plus VAT.

As the decision has is to keep the Inclosure book in Hardwick, I recommend the PC take her up on her offer making it clear you will spend no more than 3 hours charges being £135 plus VAT. This will hopefully keep the book and map accessible and intact for another 180 years.”

She also guides us to her suppliers of archiving material.

discussed the best options for safely storing the Minute books and I shall forward that response too”

Report from Conservationist regarding conservation of Inclosure Award Book and Map:

“I was nice meeting you yesterday.

As we discussed, I am sending you treatment proposal for your book and map, estimated costs, and recommendations.

It’s difficult to predict exactly how much time it would require as every object is different.

### **Proposed Conservation Treatment:**

**Book** - approx.1h

1. Stabilisation of unstable and fragile leather and making an infill where the original piece of leather is missing.
2. Re-attaching the loose pages

**Map** - approx.. 1-2h

2. Cleaning, repairing and making infills (if/where needed)

### **For the map there are 2 options**

1. to leave it as it is and just stabilise it where the adhesive is falling - this option is best as the map would stay integrated part of the book as it is historically
2. to separate the map from the book to avoid further damaging if it's going to be handled a lot.

If you decide that the 2nd option is the best one for you, I would recommend making a **polyester pocket** that would provide more stability and prevent further damaging.

Another really important thing is to make a note that that map was originally part of the book with some basic information (this note should be attached to one of the corners of the polyester pocket and only pencil should be used).

This is just an estimate,

### **Some Recommendations:**

1. I would recommend making an **acid free box** for the book when not on display.

2. Map - if not framed, should be placed in the **polyester pocket** and stored flat in the drawer. **An acid free** folder can be made if this is not the only record in the drawer.

3. If you have some photographs in your collection as well, I would recommend investing in **polyester** (costly but good) or **polypropylene sleeves** (almost as good, not quite so clear and they will burn more easily if there is a fire but they are a lot cheaper).

4. I would also recommend buying the sleeves/pockets that **have open side on the top** as it's less likely that photographs would slip from the album (please see attached photograph for the reference)

You can buy different sizes **sleeves** (without holes) or **refill pages** for **photo album or ring binder box**.

Photo albums or Ring binder boxes should be made of **acid-free materials**.

4. If you have a large number of photographs, ring binder box could be a good solution.

<https://www.preservationequipment.com/Catalogue/Archival-Storage/Albums-Binders/Archival-Binder-Divider-Pages-A4-A3>

Some options for refills and pockets:

<https://www.preservationequipment.com/Catalogue/Photographic-Products/Photo-Album-Refill-Pages-Print-File/Photo-Album-Page-35-x-5-Prints-35-8P>

2 & 3 Pockets (secol.co.uk)

[https://www.processuk.net/ARCHIVAL\\_IMAGE\\_POCKETS/cat740598\\_746584.aspx](https://www.processuk.net/ARCHIVAL_IMAGE_POCKETS/cat740598_746584.aspx)

The companies that we order our material from are Preservation Equipment Ltd and Conservation by Design.

There are other companies that also have similar quality pockets as Pel, made of polyester or polypropylene, but you will need to check for each of them, how much they would charge for the delivery.

It's always better to order all the necessary things at once to avoid paying extra every time for the delivery.

If you ever need to clean a paper/book – I recommend using a very soft brush (make-up brushes are very soft) and Staedtler eraser.

I hope this helps.”

With regard to the preservation of the minutes:

I would recommend storing them vertically on the shelf in phase boxes with or without open spine like these ones. If the boxes are without open spine (I recommend writing important information like names, years)

Another option would be storing them in simple acid-free boxes with lids (I would avoid buying those with staples on the inside because those could damage the book). And I wouldn't place more than 2-3 books depending how heavy they are and would always place them in opposite directions (one spine to the left, one to the right) to distribute the weight more evenly.

Here are few videos that can help you with handling books and photographs.

[ASMR at the Museum | Library experience: handling and care of precious books | V&A - YouTube](#)

[Handling Materials: Books and bound volumes - YouTube](#)

[Handling Materials: Photographs - YouTube”](#)

Other:

Further update from CCC:

“St Neots Road PFHI 2021/2022

“I'd like to provide you with an update on the scheme's progress. We are presently in the midst of evaluating the cost estimate submitted by the contractor, and we will provide you with additional information regarding our next steps after completing the review.”

#### (5.5) Ruts near Church play area

At the last meeting the Council asked whether there had been previous correspondence with the landowner.

The Parish Council raised this matter with the landowner on 11 July 2023, after which Cllr Coxall made contact. The Council has not received a response.

Prior to that, the Council raised this matter with the landowner in January 2019; the following response was received from the landowner's manager:

“I have duly noted your concerns about the muddy gully that has formed between the concrete road and the verge/grass play area and can assure you that we do our utmost to remain on the concrete road, but I will emphasise to the team the importance of adhering to the road. I am equally concerned that water sitting in the rut will undermine the edges of the road leading to it breaking up which would be undesirable for all. I do not however have control over lorries that make deliveries or collect grain from the store and can only ask transport managers to get their drivers to use the track with care, which to be honest, most do because they run the risk of getting stuck.

I will be passing you letter on to Niab, who rent two fields from us for a national trial site, who also use the track.”

The Manager also pointed out that another local farmer uses the road and suggested that a similar letter be sent to them, which was duly carried out.

- 4.8 (5.6) 23/02262/FUL – Newton House, 147 St Neots Road – Request for support for independent access  
Correspondence from resident circulated to councillors.

### **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 Public Works Loan Board (PWLB) Timetable

The Chairman to report.

- 5.5 Investment of surplus cash – review

I am away, out of parish, from 11 to 21 December 2023 so herewith my apologies for absence.  
Background

Please can you circulate the policy which the Council agreed in 2022 or therabouts regarding investment of surplus cash. [below]

The main objectives then in order of importance were

Security of bank holdings

Accessibility

Rate of interest

Practical issues

#### **Security**

It was considered that the most security available was from investment in Government backed saving. At the time we had an income bond which we were able to add to to a maximum of £1,000,000 at a decent interest rate.

Other than that we were relying on Government guarantees of bank accounts which stand at £85,000 per bank. We banked £80,000 at a decent interest rate on 60 days notice with Cambridge and Counties bank with the rest held with our main bank account either as current account - say £10,00 to £25,000 with any excess in a Unity Trust Savings account at instant access. It has proved a relatively simple matter to invest surplus cash by transfer to the saving account. The interest is OK but not as high as Cambridge and Counties. However we are now

much more exposed as we now have £586,000 with Unity Trust. This is a risk albeit probably very small.

Most of this money relates to the s106 funds received in respect of a proposed new community centre. Unfortunately this project has been delayed as the Parish Council does not have sufficient funds to build the community centre as planned due to cost increases beyond expectations. The Hardwick Community Centre Working Group is currently looking at potential cost savings and additional grants but building is unlikely to start before mid 2024.

### **Accessibility**

For all practical purposes all the funds are immediately accessible. We are unlikely ever to eat into the £85,000 with Cambridge & Counties and should we need to to 60 days notice is more than ample.

### **Current Interest rates**

NS&I income bond 3.59%  
Cambridge and Counties Bank 60 days 3.977%  
Cambridge and Counties Bank 95 days 4.41%  
Unity Trust Instant access 2.75%

### **Practical issues**

There are practical issues having numerous bank accounts and attendant time consuming administration costs so opening accounts with other banks so that the Parish Council decided against opening further accounts in 2022.

### **Question**

Given that the surplus cash has increased by about £400,000 over the past 18 months do we need to reconsider what we are doing?

One possible course of action would be to transfer say £300,000 from Unity Trust to Cambridge and Counties bank into either the existing 60 day notice account or a new 95 day notice account.

This would earn approximately an extra £4,000 to £5,000 a year in interest and spread the risk from Unity Trust which is probably just as important as the extra income.

I am not a financial advisor and would rather our responsible financial officer dealt with all this cash management but our Clerk says this is Councillors responsibility, not hers. I do know that as a Council we ought to be keeping our bank balances under regular review. Doing nothing is not likely to be the best thing.

Steve Rose

Jan 2021 Decision:

- “4.2 (5.1) Proposal that the Parish Council considers limiting the amount of cash held with any one bank to £80,000, and/or opening an account with National Savings & Investments (NSI) and that any surplus cash in excess of FSCS limits is transferred to an NSI account  
RESOLVED to limit the amount of cash normally held with any one bank to £80,000,  
RESOLVED to open a National Savings & Investments (NSI) trustees account and that any surplus cash in excess of FSCS limits is transferred to the NSI account <sup>(Prop SR, 2nd AG, unanimous)”</sup>

### 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 <https://applications.greatercambridgeplanning.org/online-applications/>

- 6.1.1 20/02573/NMA1 – 2 Sudeley Grove – Non-material amendment on application 20/02573/HFUL for variation to fenestration and revision to near single storey roof design
- 6.1.2 23/04379/HFUL – 301 St Neots Road – Single storey side extension and replacing existing conservatory with single storey rear extension
- 6.1.3 23/04373/PDNOT – Existing mast off Main Street – Installation of 6 No. replacement antennas and associated ancillary development

- 6.2 SCDC decision and appeal notices and correspondence
- 6.2.1 23/03599/HFUL – 8 Russet Walk – Retrospective single storey rear extension to rear – 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 <https://applications.greatercambridgeplanning.org/online-applications/>  
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 including to consider donations to Community Centre funds <sup>(SR, AG)</sup>
- 7.3 Highways Working Group Report  
St Neots Road Footpath and Cycleway, attached is link to TIP 123, Please note Line items 117 C2C - Part Funded, 123 Cycleway Improvements Cambourne to Madingley Mulch - Funded, 538 Local Traffic Mitigations – Funded <https://www.cambridgeshire.gov.uk/asset-library/imported-assets/TIP-List-Cambridge-City-and-South-Cambridgeshire-2022.pdf#page15> <sup>(PJ)</sup>
- 7.4 Planning issue No 27 St Neots Rd, two containers remain in the front of the property need to be removed. Recent rear extension – planning approval query. <sup>(PJ)</sup>
- 8. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
- 8.1 SCDC Hardwick Liaison Meeting  
[Attached]
- 9. Closure of meeting**  
The next meeting is scheduled to take place on 17 January 2024.  
The budget meeting will take place on 24 January 2024.

My ref: [katarina.corovic@cambridgeshire.gov.uk](mailto:katarina.corovic@cambridgeshire.gov.uk)  
Your ref: Alan Everitt [alan@everitts.org](mailto:alan@everitts.org)  
Date: 28/11/2023  
Contact: Katarina Corovic  
Telephone: 01353 612872  
E Mail: [Camb.archives@cambridgeshire.gov.uk](mailto:Camb.archives@cambridgeshire.gov.uk)



**Cambridgeshire Archives**

The Dock

Ely

CB7 4GS

Tel: 01223 699 399

**CONSERVATION TREATMENT PROPOSAL – Hardwick Inclosure Award 1836**

**Book** - approx.1h

1. Stabilisation of unstable and fragile leather and making an infill where the original piece of leather is missing.
2. Stabilisation of the cover where the spine pieces are missing
3. Stabilisation of the corners
3. Re-attaching the loose pages

**Map** - approx.1-2h

1. Gentle mechanical, surface cleaning of the map
2. Repairs with Japanese tissue, Japanese paper, and wheat starch paste

**For the map there are 2 options**

1. to leave it as it is and just stabilise it where the adhesive is falling - this option is best as the map would stay integrated part of the book as it is historically
2. to separate the map from the book to avoid further damaging if it's going to be handled a lot.

**Notes:**

1. It's difficult to predict exactly how much time it would be as every object is different.
2. Map - if separated from the book and not framed, should be placed in the **polyester pocket**, and stored flat in the drawer. An additional **acid-free folder** can be made if this is not the only record in the drawer for better protection.
3. Book – **an acid-free box** for when the book is not on display

**Estimated Costs**

2-3 hours work at £45/hour	£90-135
Acid-Free Boxes	£20
Customised Polyester Pocket	£20
Acid-Free Folder	£10

+ VAT @ 20%

**Materials:**

Conservation and restoration of the Book and the Map

Japanese tissue 9 gsm and Japanese paper 34gsm

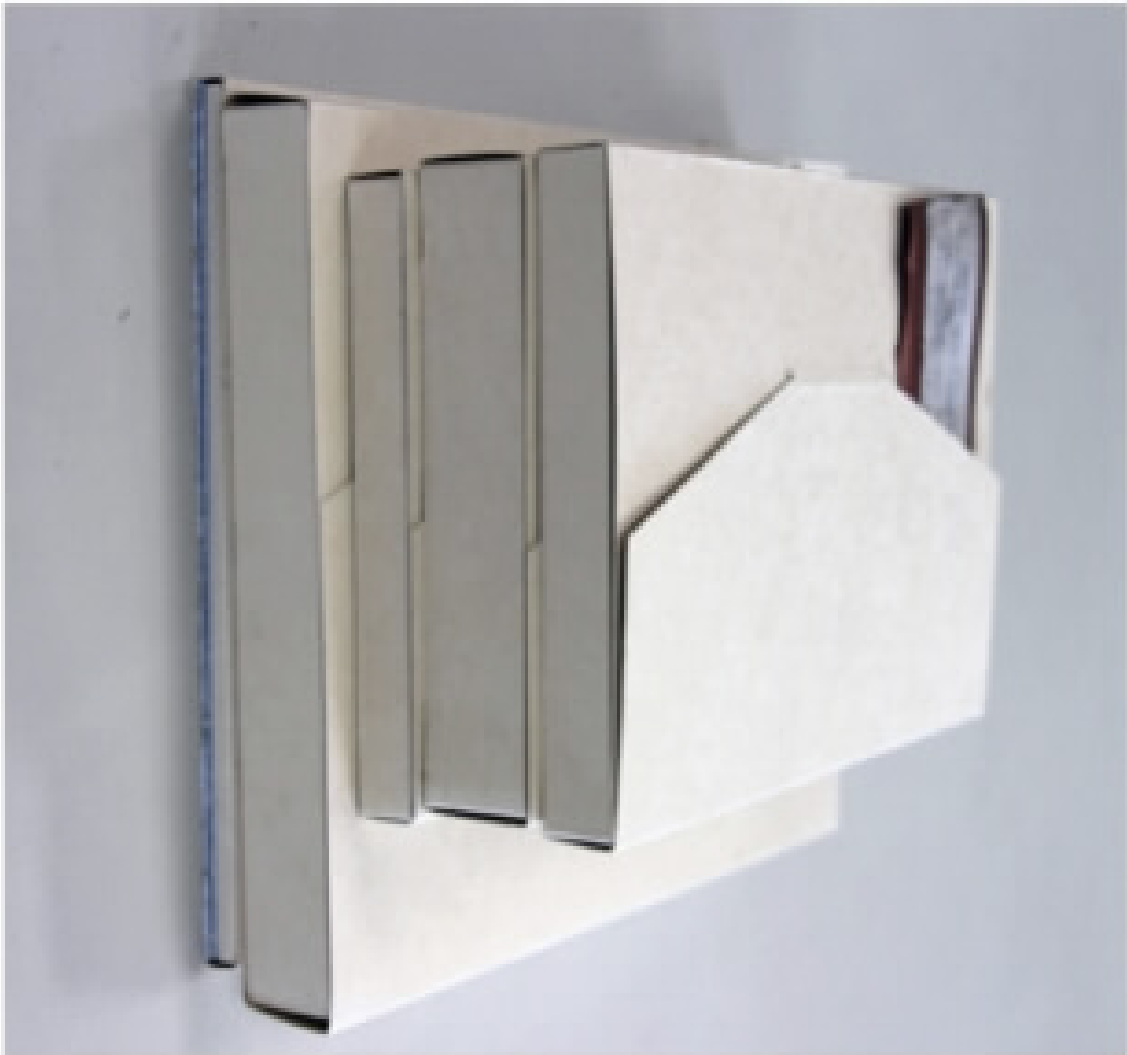
Wheat starch paste

EVA Glue for the box/folder

Melinex

**This estimate is valid for 3 months**











# HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Dec-23

## Summary of previous month

Balance brought forward £1,520,149.37

## Adjustments and amendments

### Expenditure approved at last meeting/between meetings

JAMES WAKELING GARDEN S BIN INSTALLATION	-150.00
OPUS ENERGY                      STREETLIGHT ENERGY	-197.50
NFALG                                      ALLOTMENT ASSOCIATION FEE	-66.00

### Misc credits

NS&I                                      INTEREST	3,049.04
SCDC                                      S106 ST NEOTS ROAD DEVELOPMENT	138,356.95
ZURICH                                      INSURANCE PAVILION DRAINS	7,550.00
CAMBS & COUNTY BANK      INTEREST	£277.71
CAMBS & COUNTY BANK      INTEREST	£287.90

<i>Total Adjustments</i>	<u>£149,108.10</u>
Balance revised after adjustments	<u><u>£1,669,257.47</u></u>

### Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£23,615.61	£23,615.61	£0.00
Unity Trust Deposit Account	£560,117.79	£560,117.79	
Cambridge & Counties Bank	£85,524.07	£85,524.07	
NS&I Income Bond	£1,000,000.00	£1,000,000.00	
<b>Total</b>	<b>£1,669,257.47</b>	<b>£1,669,257.47</b>	<b>£0.00</b>

### Expenditure for approval

SALARIES	1054.28
LGS SERVICES                      ADMIN SUPPORT	£1,409.39
LGS SERVICES                      ADMIN SUPPORT	£1,402.93
MR GROUNDSMAN                      FERTILISER DECOMPACTION	£2,082.00
CAPALC                                      COUNCILLOR TRAINING	£75.00
RH LANDSCAPES                      GRASSCUTTING MILLERS WAY	£120.00
RH LANDSCAPES                      BRAMBLE CLEARANCE	£540.00
RH LANDSCAPES                      GRASSCUTTING	£390.00

<i>Total expenditure</i>	<u>£7,073.60</u>
Balance c/f	<u><u>£1,662,183.87</u></u>

**Notes:**