

## HARDWICK PARISH COUNCIL

**I hereby give notice that the Meeting of the Parish Council will be held on Wednesday 17 January 2024 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, 10/01/24

### 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 14 December**
- 4. Matters arising or deferred from the last or previous meetings for discussion/decision**
  - 4.1 (4.3) LHI 2021-2022 – to consider report on discussion with CCC regarding costs for the signage and islands and to consider correspondence <sup>(PJ)</sup>
  - 4.2 (4.4) Defibrillator – to consider options and preferences for purchase/rental combinations <sup>(JA)</sup>
  - 4.3 (4.5) Ruts on access road to Church Play area – to consider response if received <sup>(BC)</sup>
  - 4.4 (4.6) Notice boards in Main Street and Grace Crescent – to consider report and quotations <sup>(BC)</sup>
  - 4.5 (5.4) Public Works Loan Board (PWLB) – to consider wording for consultation and the method of distribution
  - 4.6 (5.4) Community Centre Project - to consider whether the open tender route should be progressed
  - 4.7 (7.2) Community Centre Project including to consider donations to Community Centre funds <sup>(SR)</sup>
  - 4.8 (7.3) LHI application – update on submission <sup>(PJ)</sup>
  - 4.9 (5.1 of 15.11.23) Archiving of Parish Council records - to consider Clerk's report on management of records
- 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 23/04773/HFUL – 22 Laxton Avenue – Roof extension with rear dormer
  - 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 <sup>(SR, AG)</sup>
  - 7.3 Highways Working Group Report <sup>(PJ)</sup>
  - 7.4 Review of website operations <sup>(SR)</sup>
  - 7.5 Proposal that the Council agree to invite Greater Cambridge Shared Planning to attend a meeting to explain to Councillors the advantages of producing a Neighbourhood Plan for Hardwick and to explain what support can be provided. The next step following the presentation with Greater Cambridge Planning would be agreement to proceed, that a Neighbourhood Plan without delay. <sup>(PR)</sup>
  - 7.6 Proposal that the lighting issue on St Neots Road be a reoccurring item on the agenda <sup>(PJ)</sup>
  - 7.7 Damage to Millers Way barriers <sup>(PJ)</sup>
  - 7.8 Current LHI submission - Confirmation needed regarding details and requirements. HPC to be consulted prior to it being submitted <sup>(PJ)</sup>

\* 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/>

- 8. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
- 8.1 Connection of new streetlights on St Neots Road  
8.2 Resident – Maintenance of shrubbery at Meridian Close
- 9. Closure of meeting**

## REPORT TO HARDWICK PARISH COUNCIL MEETING ON 17 JANUARY 2024

*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 14 December - attached
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
  - 4.1 (4.3) LHI 2021-2022 – to consider report on discussion with CCC regarding costs for the signage and islands and to consider correspondence <sup>(PJ)</sup>  
Cllr Joslin to report.  
The following correspondence has been received from Joshua Rutherford of CCC:  
“We discussed the parish council deciding how they wished to proceed based on discussion around the following:
    - **Do nothing** – (were some concerns about how any change could contradict what is proposed for Camborne to Cambridge bus route). £0
    - **Do something** – update / relocate signs and road markings around the current entry point to the village and update gateway features. c. £15k.
    - **Do original intent** – extend current shared use path, install build out as entry point, look to do everything mentioned under **Do something** above. c. £35-40k.Note, remaining CCC budget is c.£9k so any contribution over and above this would need to come from the parish council. There is no further funding available from CCC, as the reasons for the delays were outside of our control.”
  - 4.2 (4.4) Defibrillator – to consider options and preferences for purchase/rental combinations <sup>(JA)</sup>  
Cllr Armisen to report.
  - 4.3 (4.5) Ruts on access road to Church Play area – to consider response if received <sup>(BC)</sup>  
Deferred at the last meeting.  
The Council is reminded that the open space near the Church is a registered village green.  
<https://assets.publishing.service.gov.uk/media/5a7f9525e5274a2e87db6b92/tvg-faq.pdf>
  - 4.4 (4.6) Notice boards in Main Street and Grace Crescent – to consider report and quotations <sup>(BC)</sup>  
Cllr Coxall will bring quotations to the meeting.
  - 4.5 (5.4) Public Works Loan Board (PWLB) – to consider wording for consultation and the method of distribution  
Information and template application form are available on the CAPALC website:  
[https://www.capalc.org.uk/Borrowing\\_Applications\\_19188.aspx](https://www.capalc.org.uk/Borrowing_Applications_19188.aspx)
  - 4.6 (5.4) Community Centre Project - to consider whether the open tender route should be progressed  
Proposed at the last meeting.
  - 4.7 (7.2) Community Centre Project including to consider donations to Community Centre funds  
Deferred at the last meeting.
  - 4.8 (7.3) LHI application – update on submission <sup>(PJ)</sup>
  - 4.9 (5.1 of 15.11.23) Archiving of Parish Council records - to consider Clerk’s report on management of records  
Attached.
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.
- 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 23/04773/HFUL – 22 Laxton Avenue – Roof extension with rear dormer
- 6.2 SCDC decision and appeal notices and correspondence
- 6.2.1 20/02573/NMA1 – 2 Sudeley Grove – Non-material amendment on application 20/02573/HFUL for variation to fenestration and revision to rear single storey roof design – Permission refused by SCDC.
- 6.2.2 23/04373/PDNOT – Existing mast off Main Street – Installation of 6 No. replacement antennas and associated ancillary development – SCDC response: “The proposed development constitutes Permitted Development under Article 3 and Schedule 2, Part 16, Class A of the Town and Country (General Permitted Development) Order 2015.”
- 6.2.3 23/03627/HFUL – 25 Cambridge Road – Replacement single 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 – Permission granted by SCDC.
- 6.2.4 23/02262/FUL – Newton House, 147 St Neots Road – Development 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) – Permission refused 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 <sup>(SR)</sup>
- 7.2 Community Centre update <sup>(SR)</sup>
- 7.3 Highways Working Group Report
- 7.4 Review of website operations <sup>(SR)</sup>
- 7.5 Proposal that the Council agree to invite Greater Cambridge Shared Planning to attend a meeting to explain to Councillors the advantages of producing a Neighbourhood Plan for Hardwick and to explain what support can be provided. The next step following the presentation with Greater Cambridge Planning would be agreement to proceed, that a Neighbourhood Plan without delay. <sup>(PR)</sup>

A resident writes:

“I have been answering questions from Prasanna on Neighbourhood Planning and his conclusion is that to be better informed, the PC should have a presentation from the professionals at Greater Cambridge Planning with a view to the development of a Neighbourhood Plan for Hardwick - something endorsed by the Village that will have authority with Planners and Developers to support decisions taken by the Parish Council.

Greater Cambridge Planning have agreed to attend a Parish Council meeting and support production of a Neighbourhood Plan but to do this require an invitation, hence the Proposal below. If your rules mean this needs to have me as the proposer I would suggest just include my name alongside his but I prefer you attribute it to Prasanna.

### ***Proposal for the 17<sup>th</sup> Jan PC Meeting***

*It is proposed by Councillor Prasanna Rangadurai that the PC agree to invite Greater Cambridge Shared Planning to attend a PC meeting to explain to Councillors the advantages of producing a Neighbourhood Plan for Hardwick and to explain what support can be provided. The next step following the presentation with Greater Cambridge Planning would be agreement to proceed, that a Neighbourhood Plan without delay.*

This proposal will be addressed by Councillor Prasanna Rangadurai at the PC meeting but has been prepared by me on his behalf in due of his time constraints – I leave him to explain.

## **Background**

The 2018 Village Plan may provide a substantial input but may also require updating. A Neighbourhood Plan would provide a firmer basis for any discussions or endorsements of plans by Hill and other developers. It should designate the whole Parish as the Neighbourhood Plan Area including the areas currently outside the development framework. This would provide the Village with a Planning Document that would be respected by Planners and Developers.

Please see the approach from Bourn PC here, [Neighbourhood Area decision.pdf \(modern.gov.co.uk\)](#) in which they have Agreement to extend the Plan Area to include the whole Parish, not just the current Development Framework and note this was already approved on 6<sup>th</sup> December 2023.

## **Greater Cambridge Shared Planning**

The offer to present to Hardwick PC comes from Jenny Nuttycombe, Principal Planning Policy Officer.”

7.6 Proposal that the lighting issue on St Neots Road be a reoccurring item on the agenda<sup>(PJ)</sup>

7.7 Damage to Millers Way Barriers.

The finish surface seems to be in good condition which is good with vegetation now cut back but I notice that one of the barriers have been damage see picture attached, will this be repaired?<sup>(PJ)</sup>  
Photograph attached.

7.8 Current LHI submission - Confirmation needed regarding details and requirements. HPC to be consulted prior to it being submitted<sup>(PJ)</sup>

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

8.1 Connection of new streetlights on St Neots Road.

A resident has queried with CCC why the street lights on St Neots Road are yet to be connected, as they were installed in October 2023.

CCC have replied:

“UKPN have a permit to carry out the works from 15/02/24 to 21/02/24. They only applied for the permit on 15/12/23.”

In the light of this, the resident has written to SCDC as follows:

“Further to the minutes of the quarterly meeting with yourselves, Hardwick PC and Hills, I have some clarification regarding the response from Hills regarding our new Lights on St Neots Road - see below from Highways. The Road Space has now been allocated for w/c 15th February. Bearing in mind the lighting columns were installed first week in October 2023, Highways confirm Road Space was not *requested* by UKPN until 15/12/23, the day after the last Quarterly Meeting.

The lighting on St Neots Road was important enough to be a Condition of the Capstone development and we assumed it would be given due diligence. I personally raised the UKPN connection direct to UKPN in July 2023 and I know Pauline Joslin raised this with Tony Gill and Lina back in September 2023.

It’s a pity when a degree of obfuscation appears to creep in to a liaison meeting which kind of rubs against the purpose?

We look forward to power on and to hearing the program for Phase 2 lighting.”

8.2 Resident – Maintenance of shrubbery at Meridian Close

“Some months ago I contacted South Cambridgeshire council, the Hardwick parish council and Greenbelt, the company who maintains some green areas in the area, about some [shrubbery](#) close to where I live, on Meridian Close. It seems that no one is responsible for maintaining it. I am making you aware that it's becoming a nest of nettles, potentially dangerous to passers-by.”

Cllr Phillips writes:

“Can we please put this as a note on the next meeting to find out what's happening in general with the maintenance on-site?”

## **9. Closure of meeting**

The next monthly meeting is scheduled to take place on 21 February 2024.

The budget meeting will take place on 24 January 2024.

# MANAGEMENT OF RECORDS POLICY

## Review of policy and actions taken Jan 2024

Annual review of papers usually takes place around August.

<u>Record</u>	<u>Action</u>	<u>Minimum Retention Period</u>	<u>Reason</u>	<u>Action taken</u>
<b>Administration</b>				
Signed Minutes of Council, Committee and Sub Committee meetings	P	Indefinite	Archives	Signed minutes are kept in the minute folder in the clerk's office and deposited in the County Archives periodically. The minutes were last deposited in May 2023. Prior to this the Archives were closed for new deposits while they moved from Shire Hall to the new venue. All documents deposited are scanned.
Reports and other documents circulated with agendas not attached to signed Minutes	R	Retain as long as useful		Printed copies of papers are stored in a filing cabinet in case of inspection under openness of local government bodies regulations 2018 for 6 years. Digital copies are published on the website.
Agendas	P	Indefinite	Audit/possible Archives	Agendas are stored with the minutes of the relevant meeting and stored and deposited in the same manner.
Draft Minutes	D	Destroy when Minutes approved (hand written notes destroyed when 1 <sup>st</sup> draft produced)		Copies of draft minutes and meeting notes destroyed as necessary.
Procedural Standing Orders and Terms of Reference	P	Indefinite	Archives	Copies (where held) retained in filing cabinets and digitally.
Councillors' Declarations of Office	P	Indefinite	Archives	As above.
Councillors' Members Interests Forms	R	Retain as long as relevant or on the Council		Completed forms stored in filing cabinet. Forms for ex councillors destroyed as necessary. Official records managed by SCDC.
Nomination forms for Parish Council	R	Indefinite	Maintained by SCDC	Managed by SCDC, Council do not receive copies.

elections				
Byelaws and Orders	P	Indefinite	Audit, Management	No byelaws in place.
Title Deeds	P	Indefinite	Audit, Management	Originals stored in Council safe. Photocopies in filing cabinets. Scanned copies held. Copies available from Land Registry.
Registration of Village Greens, plans, etc	P	Indefinite	Audit, Management	Council copy stored in filing cabinet. Official register held by CCC.
Property registers and terriers, including register and plans for allotments	P	Indefinite	Audit, Management	Misc plans stored in filing cabinet.
Maps, plans and surveys of property owned by the Town Council	P	Indefinite	Archives	Plans held stored in filing cabinet.
Correspondence and papers on important local issues or activities	P	Indefinite	Archives	Papers
Leases, Agreements, Contracts & Wayleaves	P	Indefinite	Audit, Management	Held in safe or filing cabinet as appropriate.
Quotations and tenders for major works	R	12 years/Indefinite	Statute of limitation	Stored in accounts folder for relevant FY. Reviewed periodically.
Quotations and tenders for minor works	D	12 years	Statue of limitation	Stored in accounts folder for relevant FY. Reviewed periodically.
Unsuccessful tenders	D	3 years	Challenge	Stored in accounts folder for relevant FY. Reviewed periodically.
Routine correspondence, papers and emails	D	Retain as long as useful		Routine correspondence for minor matters destroyed when matter concluded. Emails reviewed/deleted annually.
Personnel records	D	3 months	Limitation period	Stored in safe. Destroyed as appropriate.
Health & Safety records	P	Indefinite		Stored in filing cabinet.
Scale of Fees and Charges	D	5 years	Management	Stored in accounts folder for relevant FY.
Insurance Policies	D	Retain while valid		Stored in accounts folder for relevant FY. Public liability certificates kept (where held) for 21 years in case of claim in filing cabinet.
Certificates for Insurance against employee liability	D	40 years		Stored in filing cabinet.
<b>Finance</b>				
Income and Expenditure records	P	Indefinite	Archives	Stored in filing cabinets. Historic records (where held) to be deposited in County Archives.
Investments	P	Indefinite	Audit, Management	
Financial Returns to External Auditor (if	D/P	7 years	Audit	Stored in accounts folder for relevant FY.

general accounts do not survive)				
Internal Auditor Reports	D/P	7 years	Audit	Stored in accounts folder for relevant FY.
Petty Cash books and Rent details (if general accounts do not survive)	D/R	7 years	TAX, VAT, Limitation period	Petty cash system not in operation.
Receipt books of all kinds	D	7 years	VAT	Stored in accounts folder for relevant FY.
Postage Records	D	7 years	TAX, VAT, Limitation period	Stored in accounts folder for relevant FY.
Bank Statements, including deposit/saving accounts	D	7 years	Audit	Stored in accounts folder for relevant FY.
Bank Paying-in books and cheque book stubs	D	7 years	Audit	Stored in accounts folder for relevant FY.
Paid Invoices	D	7 years	VAT	Stored in accounts folder for relevant FY.
Paid Cheques	D	7 years	Limitation period	Stored in accounts folder for relevant FY.
VAT Records	D	7 years	VAT	Stored in accounts folder for relevant FY.
Time Sheets	D	7 years	Audit	Stored in accounts folder for relevant FY.
Salaries Records	D	12 years	Limitation period	Stored in accounts folder for relevant FY.
Member Allowances Register	D	7 years	TAX Limitation	Members allowances not currently permitted.
Records relating to parish halls, centres and recreation grounds; applications to hire, lettings diaries, copies of bills to hirers and records of ticket issue.	D	7 years	VAT	Stored in accounts folder for relevant FY.
Precept books and contribution orders	D	Retain as long as of value		Stored in accounts folder for relevant FY. Historic papers to be deposited in County Archives.
<b>Property</b>				
Asset Register	P	Continuously updated		Stored in accounts folder for relevant FY.
Legal papers relating to sale	P	Indefinite	Archive	Not aware of any.
Legal papers relating to acquisition	P	Indefinite		Stored in filing cabinet
Correspondence relating to maintenance/improvements	R	7 years		Stored in filing cabinet.
Correspondence relating to rents	R	12 years or dependent upon terms of lease		Stored in filing cabinet.
Plans, surveys, installation manuals, certificates of approval	R	Retain for life of property/ building		Stored in filing cabinet.



<b>Miscellaneous</b>				
Maps created under provision of the Rights of Way Act 1992	P	Indefinite	Archives	Copies held in filing cabinets. Historic plans to be deposited in archives.
Parish Newsletter	D	5 years		Newsletter no longer Council publication. Digital copies published on website.
Press cuttings books	P	Indefinite		Stored in filing cabinet if held.
Photographs	P	Indefinite		Stored in filing cabinet. Many modern photos stored digitally.
Any records dating from before 1894 now held by the Parish Council	P	Indefinite	Historical	If held deposited in archives previously.
Records of other bodies such as charities, local organisations and <i>ad hoc</i> committees	P	See admin and finances		If held, originals returned to relevant group (if still in operation) otherwise deposited in archives. Copies destroyed when no longer necessary.
ALL burial ground records (registers, plans, applications for internment and memorials and copy certificates of grant of exclusive right of burial)	P	Indefinite	Archives Cemeteries Orders & Regulations	Parish Council does not operate any burial grounds.
Reports, Guides, handbooks etc received by the Town Council from other bodies	R/D	Retain as long as useful		Circulated to councillors/public as necessary, copies held for as long as relevant then destroyed.
Planning applications and related papers for major controversial developments	R	5 Years	Available on SCDC website	Paper copies no longer sent to Council. All applications available on SCDC / Greater Cambs Planning portals.
Planning Applications and related papers for minor works where permission is refused	D	1 Years	Available on SCDC website	As above
Planning Applications and related papers for minor works where permission is granted	D	1 years	Available on SCDC website	As above
Civic Invitation Lists	R	Current lists only – previous municipal year lists destroyed within six months		Not held.

# HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Jan-24

## Summary of previous month

Balance brought forward **£1,662,183.87**

## Adjustments and amendments

### Expenditure approved at last meeting/between meetings

OPUS ENERGY	STREETLIGHT ENERGY	-218.05
UNITY TRUST	SERVICE FEE	-0.30
UNITY TRUST	SERVICE FEE	-24.60

### Misc credits

CAMBS & COUNTY BANK	INTEREST	279.56
CAMBS & COUNTY BANK	INTEREST	289.82
NS&I	INTEREST	2,950.69

### Total Adjustments

£3,277.12

Balance revised after adjustments

£1,665,460.99

## Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£19,249.75	£26,323.35	-£7,073.60
Unity Trust Deposit Account	£560,117.79	£560,117.79	
Cambridge & Counties Bank	£86,093.45	£86,093.45	
NS&I Income Bond	£1,000,000.00	£1,000,000.00	
<b>Total</b>	<b>£1,665,460.99</b>	<b>£1,672,534.59</b>	<b>-£7,073.60</b>

## Expenditure for approval

SALARIES		644.88
CAPALC	ALLOTMENT TRAINING	£60.00
ROYTHORNES	PAVILION LEASE LEGAL FEES	£1,188.60
LGS SERVICES	ADMIN SUPPORT DEC	£1,405.94
EPS	SOAKAWAY TESTING HSSC	£3,812.40
THE CABIN	ROOM HIRE	£12.00

### Total expenditure

£7,123.82

Balance c/f

£1,658,337.17

## Notes:

