

**Hardwick Parish Council**  
**Minutes of the Meeting held on Wednesday 17 January 2024 at 7.00 pm**  
**Held at The Cabin at St Mary's, Hardwick**

Present: Councillors: A Gill (Chairman), J Armisen, B Coxall, J Dabrowski, P Joslin, C Phillips and P Rangadurai.

In attendance: Mr B Stoehr (Acting Clerk).

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

None.

**1. To receive apologies for absence**

Apologies were received from Cllr Cirillo (unwell).

**2. Declarations of interest**

**2.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held**

Cllr Dabrowski declared a pecuniary interest in any item relating to Meridian Fields as a resident and homeowner.

Cllr Gill declared a non-pecuniary interest in item 7.2 as a Trustee of the Hardwick Community Centre Charity.

Cllr Rose arrived during this item at 7.06 pm and declared a non-pecuniary interest in item 7.2 as a Trustee, Guarantor and Director of the Hardwick Community Centre Charity.

**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 13 December 2023**

RESOLVED that the minutes of the meeting on 13 December be approved and signed by the Chairman as a true record. (Prop JD, 2nd CP, carried with 7 in favour and 1 abstention)

**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**

RESOLVED, having noted Josh Rutherford's response, and discussed the options presented, to check with Tam Parry of CCC regarding the second £54,000 payment of S106 Highways money and to ask Joshua Rutherford for more details of the middle "Do something" option, including some visual information and a breakdown of costs.

**4.2 (4.4) Defibrillator – to consider options and preferences for purchase/rental combinations**

RESOLVED having considered Cllr Armisen's report on the revised costs. Insurance is a requirement of leasing. to proceed with the defibrillator at a cost of £530.00 plus VAT for the cabinet, plus the costs of the lease at £1 per day for the defibrillator over 5 years, with a £150 deposit returnable at the end of the contract, and the unlocked cabinet option.

RESOLVED to add £1,500 insurance cover to the policy to insure the defibrillator and cabinet. (Prop PR, 2nd AG, unanimous)

**4.3 (4.5) Ruts on access road to Church Play area – to consider response if received**

RESOLVED to receive Cllr Coxall's verbal report on discussions with Chivers Farms, who had said that the ruts were not their responsibility, but they were willing to install pebbles if the Parish Council funded the stones.

The Acting Clerk advised the Parish Council that the grass was Registered Village Green, and that there is a legal process involved in changing the surface.

RESOLVED to check with CCC whether bollards could be installed to prevent further damage.

RESOLVED to write to Chivers Farms about the Parish Council's considerations to protect the Village Green which include the possible installation of bollards and ask Chivers if they have any other suggestions.

4.4 (4.6) Notice boards in Main Street and Grace Crescent – to consider report and quotations

RESOLVED to accept the quotation of £178.03 from Greenbarnes for the replacement backing board for the old notice board.

RESOLVED to accept the quotations from James Wakeling to install the old notice board on Meridian Fields at a cost of £220, plus the repair of the notice board on Main Street near the bus shelter at £160. (Prop JD, 2nd PR, unanimous)

4.5 (5.4) Public Works Loan Board (PWLB) – to consider wording for consultation and the method of distribution

RESOLVED having noted the CAPALC template consultation, given that the costs of the project were not yet known, not to proceed with the consultation until the costs were known and clear funding sources identified. The Parish Council had already agreed in principle to apply for a loan when required.

4.6 (5.4) Community Centre Project - to consider whether the open tender route should be progressed

RESOLVED to receive Cllr Rose's verbal report that the CCTV survey had taken place and sent to the engineers. The ground survey had been completed and the report was due shortly. Once received, it should be possible to assess the quotes and identify possible savings. Cllr Rose had had meetings on site to discuss some other areas. Progress was being made but it was slow. It was hoped to hear back from the engineers by the end of the month. It was the architect's preference to continue with Cadman as they had been very helpful throughout the process but ultimately it was the Parish Council's decision on how to proceed.

RESOLVED that Cllr Rose should share the latest update on the project with Councillors.

RESOLVED to defer this item until the March meeting when more information should have been received. An additional survey was needed, and one was believed to have taken place, in order to allow the revised specification and tender to be produced.

RESOLVED to invite the architect to the March meeting to discuss the position.

4.7 (7.2) Community Centre Project including to consider donations to Community Centre funds

RESOLVED to receive Cllr Rose's verbal report on Alan West's efforts to raise funds towards the project, including a grant application, and discussions on the possibility of naming rights for the Community Centre or individual rooms.

RESOLVED to allow Alan West to discuss the funding options for naming with companies he considers appropriate, subject to the Parish Council having a final decision on any names or arrangements.

RESOLVED that any sponsorship or donations should not confer any future benefit or favour on any other projects or services, ie, there should be no strings attached.

Several businesses had been approached for possible sponsorships. Hill had offered £20,000 to name two rooms.

RESOLVED to thank Alan West for all his hard work in arranging the naming of two rooms in the Hall. The Parish Council would prefer that the naming was opened to the village and would limit the naming to the two existing developments as a good will gesture to help enable the building of the Hall. It was preferred that the funds should go to the Community Centre Charity. (Prop SR, 2nd CP, unanimous)

4.8 (7.3) LHI application – update on submission

Cllr Joslin reported that the closing date for submission had passed and there was insufficient time to submit it.

4.9 (5.1 of 15.11.23) Archiving of Parish Council records - to consider Clerk's report on management of records

RESOLVED to note the Clerk's report on the management of records.

RESOLVED that the Parish Council prefers that electronic copies of papers are received where possible.

**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

None.

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

RESOLVED that Cllr Armisen should email his report to the Clerk and that the Chairman should send his report also.

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. (Prop CP, 2nd JD, unanimous)

Salaries	£644.88
CAPALC (Allotment training)	£60.00
Roythornes (Pavilion lease legal fees)	£1188.60
LGS Services (Admin support Dec)	£1405.94
EPS (Soakaway testing HSSC)	£3812.40
The Cabin (Room hire)	£12.00

Credits, including bank and investment interest, were noted.

It was noted that £300,000 was being transferred from the Unity Trust Bank deposit account, via the current account, to Cambridge and Counties Bank.

**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

RESOLVED that the Parish Council supports the application. (Prop AG, 2nd JD, carried with 6 in favour and 2 abstentions)

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

None.

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

7.1 New Housing Developments and Planning Obligations

RESOLVED noting that Pigeon Developments had requested another meeting, that the Chairman should respond that the Parish Council was looking at the end of February if the meeting was to be in person, due to the current meeting load for the Council, and to ask whether an informal meeting could be held.

7.2 Community Centre update including to consider donations to Community Centre funds

Taken earlier.

7.3 Highways Working Group report

RESOLVED to seek an update on the pedestrian islands on St Neots Road as nothing had been heard from CCC about progress.

7.4 Review of website operations

RESOLVED to defer this item to the budget meeting.

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

RESOLVED that the Parish Council would prefer a face to face meeting and that Cllr Rangadurai should make the arrangements. (Prop PR, 2nd AG, unanimous)

7.6 Proposal that the lighting issue on St Neots Road be a recurring item on the agenda

RESOLVED to note that the lights were to be enabled in February and that a survey from Balfour Beatty had been commissioned for the additional lights.

7.7 Damage to Millers Way barriers

RESOLVED that no repairs were required at present.

7.8 Current LHI submission - Confirmation needed regarding details and requirements. HPC to be consulted prior to it being submitted

Taken earlier.

## 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

RESOLVED to note that the lights were due for connection in February.

8.2 Resident – Maintenance of shrubbery at Meridian Close

RESOLVED to note that this is not in the Parish Council's remit.

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

RESOLVED that when payments are approved by Council the Council will appoint named signatories to authorise them at bank <sup>(Prop SR 2nd AG unanimous)</sup>

The Acting Clerk advised in response to a query as to whether George Moffett was still a signatory on the Cambridge and Counties Bank or NSI accounts that the Clerk/RFO does not have the power to administer these accounts and that a signatory would need to follow this up.

Cllr Rose reported that he believed it was important that the Clerk/ RFO was aware of all current signatories of all current banks at all times and that he believed that the Clerk/ RFO should be able to access such information directly with the Council’s banks, as well as being able to access directly, as far as possible, account balances and transactions. May I ask the Clerk – do we have this in place for Unity, for C&CB and NS&I?

The next meeting will be on Wednesday 21 February 2024 and the budget meeting will take place on 24 January 2024.

There being no other business, the meeting closed at 9.15 pm.

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