

HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held on Wednesday 20 March 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.



Mrs Gail Stoehr
Clerk, 14/03/24

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 meetings on 21 February**
- 4. Matters arising or deferred from the last or previous meetings for discussion/decision**
 - 4.1 (4.1) LHI 2021-2022 village entrance features – to note funding available ^(PJ)
 - 4.2 (4.2) Ruts on access road to St Mary's POS including protection of the village green and to consider quotations for bollards if received ^(BC)
 - 4.3 (4.2) To consider parking at the Church/Cabin ^(PJ)
 - 4.4 (4.4) To consider any update on pedestrian islands (PHFI) ^(PJ)
 - 4.5 (4.6) Lighting on St Neots Road – to consider survey if received ^(PJ)
 - 4.6 (5.2) Farm traffic crossing St Mary's Public Open Space – to consider report on meeting with farmer ^(BC)
 - 4.7 (7.4) Street light maintenance – to consider revised quotations if received
 - 4.8 (7.5) Review of website operations ^(JD)
 - 4.9 (4.5) Neighbourhood Planning – to consider any report on the training meeting
- 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 To consider the Admin support contract renewal
- 6. To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications and appeals
 - 6.1.1 24/00619/HFUL – 25 Limes Road – Single storey rear extension
 - 6.1.2 24/00527/CLPD – 11 St Neots Road – Certificate of lawfulness under S192 for a hip to gable extension with a rear dormer, single storey rear extension and the construction of a detached garage/workshop
 - 6.2 SCDC decision and appeal notices and correspondence
 - 6.3 Tree works applications
 - 6.3.1 24/0223/TTCA – Old Rectory, Main Street – To note response made between meetings under delegated powers. The Parish Council made no comment.
- 7. Members reports and items for information only unless otherwise stated**
 - 7.1 New Housing Developments and Planning Obligations ^(SR.)
 - 7.2 Community Centre update ^(SR, AG)
 - 7.3 Highways Working Group Report ^(PJ)
- 8. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
 - 8.1 CCC – Proposed changes to weed control procedures – request for feedback ^(JA)
- 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/>

REPORT TO HARDWICK PARISH COUNCIL MEETING ON 20 MARCH 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 21 February - attached
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
- 4.1 (4.1) LHI 2021-2022 village entrance features – to note funding available ^(PJ)
Total funds agreed by PC = £11454.75 (PHFI gates and signage £4500 & 20/21 LHI application £6954.75)
CCC invoiced for LHI 50mph element £1179.98 (total cost of 50mph =£6047.00 balance met by CCC)
Balance of funds = £10274.77
- 4.2 (4.2) Ruts on access road to St Mary’s POS including protection of village green and to consider quotations for bollards if received ^(BC)
Quotations are in the process of being obtained and will be submitted to the earliest meeting following receipt.
- 4.3 (4.2) To consider parking at the Church/Cabin
Proposed by Cllr Joslin at the last meeting.
- 4.4 (7.3) To consider update on pedestrian islands (PHFI) and invitation to Teams meeting
CCC have written:
“We’ve just received the updated target cost for the scheme, and unfortunately, it exceeds our budget. To address this, I propose scheduling a Teams meeting to discuss and determine the next steps for the project. Here are the available dates for the meeting: Thursday, March 7th, with time slots at 3pm and 4pm, and Friday, March 8th, with slots available from 9am to 11am and 1pm to 2pm.

Could you please let me know which date and time would be most convenient for the parish? I’ll then arrange the meeting accordingly.”

Cllr Joslin has responded:
“It is important to point out that any decision concerning extra costs for this project would need to be put to the PC, it would need to be an agenda item for our next monthly meeting and not a decision for the PC Highways Working Group.
Please would you confirm which costs have moved and why the costs have moved, also could we be informed by giving details of the increases prior to your suggested Teams meeting.”
- 4.5 (7.6) Lighting on St Neots Road – to consider survey if received ^(PJ)
The survey commissioned from Balfour Beatty is still awaited at the time of writing. Cllrs Gill and Joslin are the contacts for this matter.
- 4.6 (5.2) Farm traffic crossing St Mary’s Public Open Space – to consider report on meeting with farmer ^(BC)
Cllr Coxall wishes to report on farm access across the village green. The Council does not have any access easements..
- 4.7 (7.4) Street light maintenance – to consider revised quotations if received
Quotations are awaited at the time of writing.
- 4.8 (7.5) Review of website operations ^(JD)
Deferred at the last meeting.
- 4.9 (4.5) Neighbourhood Planning – to consider any report on the training meeting
SCDC has written following the training session
We agreed to send you a link to our Neighbourhood Plan pages on the Greater Cambridge Planning website which follow below.

Main page: <https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/neighbourhood-planning/> - on this page you can find the following information:

- information on ‘what is Neighbourhood Planning?’
<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/neighbourhood-planning/#a1>
- links to all the made (adopted) neighbourhood plans within South Cambridgeshire and Cambridge <https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/neighbourhood-planning/#a2>
- links to all neighbourhood area that have been designated and in progress
<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/neighbourhood-planning/#a3>
- our support offer (you can download) <https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/neighbourhood-planning/#a4>, and
- our neighbourhood planning toolkit (in sections which you can download)
<https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/neighbourhood-planning/#a5>

If you decide to go ahead and go through the designation process for Hardwick Parish as a Neighbourhood Area, please do read through the information above in advance.

Additionally, as we discussed, begin the process of engaging with your community at the earliest opportunity to start to have an idea of what items are important locally and that will begin to inform your choice of policies and/or community aspirations. We can then meet with you again and start to build on that knowledge.

Other to for information only:

(5.3) Interest payment from NS&I. One payment is from NS&I and the other from Cambridge and Counties Bank (see Finance report).

(8.1) Hardwick Climate Action Group signage

Sean Hughes has written:

“Please pass on my thanks to the PC for agreeing to pay for the signs.”

(8.2) St Mary’s Church request for financial support

The Clerk writes:

At the last meeting a question was asked whether the Parish Council could reclaim VAT on the Church’s tree works. The RDO advises that Parish Council cannot reclaim VAT on third party tree as the Council cannot use its right to a refund of VAT to benefit other bodies and it is not receiving the supply; the Church PCC is.

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 To consider the Admin support contract renewal

Information on the renewal has been sent to the Chairman.

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 24/00619/HFUL – 25 Limes Road – Single storey rear extension

6.1.2 24/00527/CLPD – 11 St Neots Road – Certificate of lawfulness under S192 for a hip to gable extension with a rear dormer, single storey rear extension and the construction of a detached garage/workshop

6.2 SCDC decision and appeal notices and correspondence

6.2.1 24/00046/HFUL – 19A Howells Way – Erect a double garage – Permission granted by SCDC.

6.2.2 23/04073/FUL – Land west of 283 St Neots Road – Erection of 1 no. single storey dwelling and associated works and part use of land as orchard/wild garden. (Re-submission of 23/02447/FUL – 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/>

6.3.1 24/0223/TTCA – Old Rectory, Main Street – To note response made between meetings under delegated powers. The Parish Council made no comment.

7. **Members reports and items for information only unless otherwise stated**

7.1 New Housing Developments and Planning Obligations ^(SR)

7.2 Community Centre update ^(SR)

7.3 Highways Working Group report ^(PJ)

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

8.1 CCC – Proposed changes to weed control procedures – request for feedback ^(JA)

CCC have written :with a proposed change to the Highways Operational Standards relating to weed control.

“The County Council would welcome your feedback through the questionnaire at the link below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=ZLMn4x4EUUyC8skGp4-eyYY2jFPONlpEtXy7d-w00jlUNU5UQjVZQkFRUIRaMEozSjNTODM5SzQ0WC4u>

Cllr Armisen writes:

“If you click the link to the questionnaire, it looks like the response needs to be agree as the question is: "Does your Parish wish to be included in the chemical weed management program for 2024 onwards?"

The questions can be viewed via the link.

9. **Closure of meeting**

The next monthly meeting is scheduled to take place on 17 April 2024.

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Mar-24

Summary of previous month

Balance brought forward £1,653,339.54

Adjustments and amendments

SALARIES -£0.20

Expenditure approved at last meeting/between meetings

OPUS STREETLIGHTING ENERGY -231.59

A GILL WEBSITE EXPENSES -153.59

ICO MEMBERSHIP FEE -35.00

Misc credits

NS&I INTEREST 3,049.04

Total Adjustments £2,628.66

Balance revised after adjustments £1,655,968.20

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£6,147.27	£6,282.73	-£135.46
Unity Trust Deposit Account	£263,197.85	£263,197.85	
Cambridge & Counties Bank	£386,623.08	£386,623.08	
NS&I Income Bond	£1,000,000.00	£1,000,000.00	
Total	£1,655,968.20	£1,656,103.66	-£135.46

Expenditure for approval

SALARIES 747.08

THE CABIN ROOM HIRE 42.00

LGS SERVICES ADMIN SUPPORT FEB 1397.31

DEFIB MACHINES RENT 24/25 DEFIBRILLATOR 649.80

CCC ARCHIVES INCLOSURE AWARD SCAN 35.50

Total expenditure £2,871.69

Balance c/f £1,653,096.51

Notes:

Finance report Feb 24 records two NS&I receipts. This should have been recorded as:

NS&I INTEREST 3,049.04

CAMBS & COUNTY BANK INTEREST 519.63

My ref:
Your ref:
Date:
Contact:
Telephone: 0345 045 5212
E Mail: highways@cambridgeshire.gov.uk



David Allatt
Interim Service Director
Highways and Transport

by e-mail only

12 February 2024

Dear Parish, Town, and District Councils

Subject: Review of Highways Operational Standards in Relation to Weed Management

I am writing to provide you with an update on the recent review of the Highways Operational Standards (HOS) in relation to weed management in Cambridgeshire. The review aimed to assess the impact of changes implemented in April 2023 and gather stakeholders' feedback to inform further improvements.

The review identified the need for revisions to the HOS and recommended their approval for consultation with local stakeholders. This aims to improve environmental performance, reduce carbon emissions, and enhance road user safety through proactive weed management.

In January the Highways and Transport committee decided to reinstate the use of chemical weed control across the county, the report findings confirmed that the use of chemical weed control remains to be the most effective method for weed control as well as being the most financially viable option.

The paper submitted to the committee can be found [here](#).

Additionally, we would like to inform you that a one off non-chemical weed removal program will be implemented to cleanse all areas affected by weeds. This program will serve as a deep clean measure before the cyclical chemical weed treatment program, which will take place twice per annum, is reinstated in May 2024.

Please click link attached to complete a short questionnaire regarding the use of chemicals as weed control in your area.

However, we understand that some residents may have concerns about the use of chemicals in weed management. If your area prefers not to have chemicals used, we kindly request you still complete the questionnaire using the link and email assetdatastrategy@cambridgeshire.gov.uk with your alternative proposals on how you wish weed control is managed within your area.

Funding towards alternative weed control management can be offered, this would be the equivalent cost of using chemicals to control the weeds so therefore would act as a contribution towards alternative weed control and not cover the full cost.

We believe that this review and the proposed revisions to the Highways Operational Standards will contribute to creating a greener, safer, and more environmentally sustainable Cambridgeshire. Your participation in the process to reinstate the use of chemical weed control is crucial to ensure that the standards reflect the needs and concerns of our local communities.

Please feel free to reach out to us if you have any questions or require further information. We appreciate your continued cooperation and support in maintaining the quality and safety of our highways.

Thank you for your attention.

Yours sincerely

A handwritten signature in black ink that reads "D. Allatt". The signature is written in a cursive style with a small horizontal line at the end.

David Allatt

Interim Service Director Highways and Transport