

## HARDWICK PARISH COUNCIL

I hereby give notice that the Annual Meeting of the Parish Council will be held on Wednesday 15 May 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.



Gail Stoehr, Clerk, 09/05/24

### AGENDA

1. **Election of Chairman and to receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received**
2. **To elect a Vice-Chairman**
3. **Annual Business**
  - 3.1 To appoint committees, working groups or any other officers which the Council deems necessary
  - 3.2 To appoint representatives on any other organisation or authority, which the Council deems necessary
  - 3.3 Annual Review of Standing Orders, Financial Regulations, Risk Assessment and any other policies the Council deems necessary at this time and to co

### Open Public Session including reports from the County & District Councillors

4. **To receive apologies for absence**
  - 4.1 To consider a request for leave of absence until September 2024 from Cllr Rangadurai
5. **Declarations of interest**
  - 5.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
  - 5.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
6. **To approve the minutes of the previous meeting on 17 April 2024**
7. **Matters arising or deferred from the last or previous meetings for discussion/decision**
  - 7.1 (4.1) LHI 2021-2022 breakdown of costs - update <sup>(PJ)</sup>
  - 7.2 (4.2) St Mary's access road - update on procedure for alterations to the track
  - 7.3 (4.3) Parking at the Church – to consider quotation for signage if received
  - 7.4 (4.4) Costs for pedestrian islands - update <sup>(PJ)</sup>
  - 7.5 (4.5) Balfour Beatty lighting survey – to consider survey if received
  - 7.6 (4.6) Street light maintenance by St Mary's play area - to consider any quotations received
  - 7.7 (4.6) Lighting along Main Street - to consider response from SCDC if received
  - 7.8 (4.8) Neighbourhood planning update and consider next steps <sup>(PR)</sup>
  - 7.9 (4.9) Archiving of old papers – update on cabinet and to consider the next steps<sup>(SR)</sup>
  - 7.10 (7.2) Community Centre update - report on meeting with architect <sup>(AG, SR, JD)</sup> and update <sup>(JA)</sup>
  - 7.11 (8.1) Hill Offer of public open space - consider reply from Hill if received
  - 7.12 (8.4) ZCC grants - to consider if solar panels should be added to the Pavilion and if so to give consideration to arrangements for dealing with any excess electricity generated<sup>(JD)</sup>
  - 7.13 (4.7) Review of website operations to consider how payments may be made
8. **Finance, risk assessment and procedural matters**
  - 8.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
  - 8.2 To receive play areas and skate park inspection reports and consider if any work is required
  - 8.3 To receive the financial report and approve the payment of bills
  - 8.4 Appointment of Internal Auditor for FY 2024
  - 8.5 To consider room bookings from July 2024
  - 8.6 To consider the recent RoSPA reports
9. **To consider any planning applications and decision notices and tree works applications \***
  - 9.1 Planning applications and appeals

\* 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 <http://plan.scambs.gov.uk/>

- 9.1.1 24/01653/PRIOR – 11 St Neots Road – Single storey rear extension
  - 9.1.2 24/01612/HFUL – 2 Limes Road – Single storey rear extension and loft conversion with rear dormer and skylights on the west elevation
  - 9.1.3 24/01342/HFUL – 10 Grenadier Walk – Single storey rear extension
  - 9.2 SCDC decision and appeal notices and correspondence
  - 9.3 Tree works applications
- 10. Members reports and items for information only unless otherwise stated**
- 10.1 New Housing Developments and Planning Obligations
  - 10.2 Community Centre update
  - 10.3 Highways Working Group Monthly report - Update Village Lighting, Update Highways safety issues and proposed improvements<sup>(PJ)</sup>
  - 10.4 Proposal that the Highways Working Group Monthly Report be a standing item on every agenda<sup>(PJ)</sup>
  - 10.5 East West Rail to consider the Chairman’s report on his meeting with other parish councils and any required actions<sup>(AG)</sup>
- 11. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
- 11.1 Resident request that the Parish Council consider preventative measures on the grass verge between the Vets and industrial area on St Neots Road
  - 11.2 Resident – rubbish on verges and request for clarification on litter picking
- 12. Closure of meeting**

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\* 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 <http://plan.scams.gov.uk/>

## CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 15 MAY 2024

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

*Where I have supporting information this may be found below or in the attached supporting papers.*

*Councillors are reminded of the Parish Council's policy:-*

*“26 i) All agenda items are to have supporting information and clear proposals including those from working groups and members. This should be provided to the Clerk in advance of the meeting so that it could be circulated with the agenda. (added April 2020)”*

### **1. Election of Chairman**

#### **1.1 To receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received.**

The Chairman to invite nominations, which need to be proposed and seconded and voted on. The elected Chairman to sign the declaration of acceptance of office before the meeting continues. A member to witness the signature.

### **2. To elect a Vice-Chairman**

Again, please propose and second and vote on the nomination

### **3. Annual Business**

#### **3.1 To appoint committees, working groups or any other officers which the Council deems necessary**

The Council to consider if all of these are to continue or if any changes are to be made or new working groups or Committee's appointed..

Last year's Working Groups and Member responsibilities below, including subsequent updates:

Planning – Cllr Gill

Trees – Cllr Gill

Notice boards – Cllr Gill

New developments and S106 – Cllr Rose

Chivers liaison – The Chairman

Play area inspections – Cllr Gill (Grenadier Walk & Worcester Avenue), Cllr Armisen (Egremont Road & Skate park) and Cllr Coxall (Church play area)

Community Engagement – Cllrs Rangadurai, Dabrowski and Armisen

HR Working Group – Cllrs Gill and Phillips

The Village Plan, Community Transport and Healthcare in Hardwick – Cllrs Armisen and Coxall, and Soumya Krishnamurthy, to assist Mia Cassey

Highways and Road Safety – Cllr Joslin

GCP liaison – Cllr Dabrowski

Webmaster – Cllr Dabrowski and Deputy Webmaster – Cllr Rangadurai

Facebook moderators – Cllrs Dabrowski, Phillips and Rangadurai

Pavilion lease renewal working group – Cllrs Gill and Phillips

Proposed defibrillator and grant application – Vacant

Meridian Fields Public Open Space – Cllrs Dabrowski and Rangadurai

PWLB application and business case working group – Cllr Armisen, and Soumya Krishnamurthy

MVAS equipment relocation – Cllr Armisen

Archiving of old records – Cllrs Rose, Joslin and Alan Everitt

#### **3.2 To appoint representatives on any other organisation or authority, which the Council deems necessary**

Such as but not limited to:-

Coalition of Parish Councils – to represent the Parish Council and report back to meetings – Cllrs Gill and Rose

Local Liaison Forum – to represent the Parish Council and report back to meetings – Cllrs Gill and Rose

SCDC Planning Forum – to represent the Parish Council and report back to meetings – Cllrs Gill and Rose

Chivers Liaison – The Chairman

- 3.3 Annual review of Standing Orders, Financial Regulations, Risk Assessment and other policies  
All members have been provided with copies.  
CAPALC advises that new Financial regulations will be published on its website shortly. All members have been provided with CAPALC website access details already.

The Parish Council is asked to consider the following Standing Order as this is not being followed:

*26 j) All agenda items are to have supporting information and clear proposals including those from working groups and members. This should be provided to the Clerk in advance of the meeting so that it could be circulated with the agenda.*

### **Open Public Session including reports from the County & District Councillors**

4. To receive apologies for absence – will be reported to the meeting.
- 4.1 To consider request for leave of absence until September 2024  
Cllr Rangadurai writes:  
“I have not been able to make it to the past few meetings and I can already see that I will be unable to make it due to travel and work commitments. Due to a recent change in job , I am now undertaking more travel than before and working mostly in US time zones. To this regard , I would like to either have a leave of absence till end of Summer ( rejoin in September 2024) or resign at the moment and reapply when I have gotten my work timings under control. Kindly advise the best step.”
5. Declarations of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e. to either speak or speak and vote. If members have a pecuniary interest, having declared an interest they must not take part in the agenda item unless they have been granted a dispensation to do so.
6. To approve the minutes of the previous meeting on 17 April – attached
7. **Matters arising or deferred from the last or previous meetings for discussion/decision**
- 7.1 (4.1) LHI 2021-2022 breakdown of costs - update <sup>(PJ)</sup>
- 7.2 (4.2) St Mary's access road - update on procedure for alterations to the track  
Members are advised to be mindful of the implications and any requirements in the “LTN Disposal and appropriation of land” which has been circulated by the Clerk. The Parish Council’s decision at the last meeting that this be provided to Ms Chivers cannot be auctioned because the LTNs are for members’ eyes only and should not be given to anyone outside the Council. The implication for the Village Green was recently given to Council when the bollards on the Village Green was being considered.
- 7.3 (4.3) Parking at the Church – to consider quotation for signage if received  
Quotations have been requested and chased but they have not been received at the time of writing.
- 7.4 (4.4) Costs for pedestrian islands - update <sup>(PJ)</sup>
- 7.5 (4.5) Balfour Beatty lighting survey – to consider survey if received  
The survey sent by Balfour Beatty was not what was requested and they have been asked to do it again. It will be tabled once received.
- 7.6 (4.6) Street light maintenance - to consider revised quotation if received  
One quotation in the Council’s required format has been received and circulatory but a second has not. at the time of writing.
- 7.7 (4.6) Lighting along Main Street - to consider response from SCDC if received
- 7.8 (4.8) Neighbourhood planning update and consider next steps <sup>(PR)</sup>

7.9 (4.9) Archiving of old papers - update on cabinet and enclosure award

The Headteacher is happy with the proposed display cabinet and displaying the Inclosure Award but it needs to be smaller than A2. He is not sure about the size. The size is to be finalised once the cabinet is in situ.

7.10 (7.2) Community Centre update - report on meeting with architect <sup>(AG, SR, JD)</sup> and update <sup>(JA)</sup>

7.11 (8.1) Hill Offer of public open space - consider reply from Hill if received

Hill have been asked the questions and chased for a response. If received it will be circulated.

The Clerk advises the Council to consider very carefully whether it wishes to take on any responsibility for attenuation pond and it may wish to seek further legal advice on any implications for this.

7.12 (8.4) ZCC grants - to consider proposal that solar panels be added to the Pavilion and if so to give consideration to arrangements for dealing with any excess electricity generated <sup>(JD)</sup>

7.13 Review of website operations to consider how payments may be made

The Clerk advises that whilst she sees the benefits of having some control and input into the website operation this has not previously been her role and procedurally will need to be discussed and negotiated with her. She is unable to make payments for the domain name, additional email addresses, web hosting etc.

**8. Finance and risk assessment and procedural matters**

8.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers  
None at the time of writing.

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

8.3 To receive the financial report and approve the payment of bills  
Attached.

8.4 Appointment of Internal Auditor for FY2024  
Does the Council wish to continue with Bill Lewis?

8.5 To consider room bookings from July 2024

8.6 To consider the recent RoSPA reports

“The Your report(s) for the sites below are ready to download using the link below.

Annual Inspection Church Play Area,  
Annual Inspection Egremont Road Play Area,  
Annual Inspection Egremont Road Skate Park,  
Annual Inspection Grenadier Walk,  
Annual Inspection Worcester Avenue,

The invoice will follow.

To download your report(s):

Click on this link or copy and paste the link into your internet browser

This link will expire after 60 days. We recommend you download your report(s) before the link expires.

<https://playbase.rospaplaysafety.co.uk/Inspections/index.php?ID=1094509E-E998-2848-8031-129B8E22C141>

9.1 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 <http://plan.scamb.gov.uk/swiftlg/apas/run/wchvarylogin.display>

9.1.1 24/01653/PRIOR – 11 St Neots Road – Single storey rear extension

9.1.2 24/01612/HFUL – 2 Limes Road – Single storey rear extension and loft conversion with rear dormer and skylights on the west elevation

9.1.3 24/01342/HFUL – 10 Grenadier Walk – Single storey rear extension

- 9.2 SCDC decision and appeal notices and correspondence for info only - to note  
9.2.1 24/00619/HFUL – 25 Limes Road – Single storey rear extension – Permission granted by SCDC.  
9.2.2 24/00527/CL2PD – 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 – Certificate not granted by SCDC.

9.3 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 <http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>

None at the time of writing.

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

10.1 New Housing Developments and Planning Obligations

10.2 Community Centre update

10.3 Highways Working Group Monthly report - Update Village Lighting, Update Highways safety issues and proposed improvements<sup>(PJ)</sup>

10.4 Proposal that the Highways Working Group Monthly Report be a standing item on every agenda<sup>(PJ)</sup>

10.5 East West Rail to consider the Chairman's report on his meeting with other parish councils and any required actions<sup>(AG)</sup>

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

11.1 Resident request that the Parish Council consider preventative measures on the grass verge between the Vets and industrial area on St Neots Road

"I live on St Neots Road near the vets. Our piece of grass between the vets and the industrial estate is being used as a parking area for the delivery lorries as it has no preventative measure on it. The other areas of grass all have some sort of bollard on it to prevent this. The area is now becoming impassable and I can only say that I am really glad that I do not have a buggy as it would get quite filthy. Can anything be done please. We are happy to put some stakes in ourselves if that can be allowed."

11.2 Resident – rubbish on verges and request for litter pick

"Can I also raise the matter of rubbish on the verges. As the council will know there is a lady who collects the rubbish although I understand that she does this on a voluntary basis. She tells me that someone else is paid to do this although I was slightly confused by that statement! Is anything being done to organize a litter pick as I understand that the WI may have the litter picking stuff but nothing appears to have been done. Other villages seem to have a litter pick and I am at a loss as to why we do not have one. I appreciate that someone needs to organize this and I am afraid that at this precise minute it cannot be me but is there any chance of someone at least getting a date in the diary somewhere for this as it should not be the responsibility of one person. If I have got the wrong end of the stick on this then I apologize in advance."

Other for information only

"I am writing to advise that today (Wednesday the 8<sup>th</sup> of May 2024) is my last working day as a Local Highway Officer looking after your village. I would like to thank you for all your help and input over the last six years whilst I've been tasked with maintaining the highway in the parish that you are responsible for.

The County Council will be recruiting a new Local Highway Officer to take my place as soon as possible but in the meantime you are advised to continue reporting any highway faults via the online form here: <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults> and a colleague will be asked to investigate. If you need more

information about a specific issue, then you are advised to use the Local Highways email address here [local.highways@cambridgeshire.gov.uk](mailto:local.highways@cambridgeshire.gov.uk)

Regards

Simeon Carroll

Local Highway Officer, Highways Maintenance”

12. Closure of Meeting

**Hardwick Parish Council****Minutes of the Meeting held on Wednesday 17 April 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 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.

**1. To receive apologies for absence and to note resignation**

Apologies were received from Cllr Rangadurai (out of parish). Cllr Cirillo's resignation had been received.

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

Cllr Joslin declared an interest in item 7.4 as a member of Hardwick Climate Action Group.

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

Cllr Rose declared a non-pecuniary interest in item 7.2 as a Trustee, Guarantor and Director member 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 20 March**

RESOLVED that the minutes of the meeting on 20 March be approved and signed by the Chairman as a true record. (Prop CP, 2nd BC, carried with 6 in favour and 1 abstention)

**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 breakdown of costs**

RESOLVED as Cllr Joslin reported that that more detail of the cost breakdown was required so that the Parish Council could decide what it would like to see introduced for the money available that she should contact Josh Rutherford of CCC and ask for a breakdown of the cost of the gates and signage, and the markers on the ground which should be there in addition to the central island.

RESOLVED that Cllr Joslin should report back to the next meeting.

**4.2 (4.2) Ruts on access road to St Mary's POS including protection of the village green – report on meeting with landowner and to consider quotation for removable bollards**

RESOLVED to receive the Chairman's verbal report on his and Cllr Coxall's meeting with Caroline Chivers who had indicated a wish to widen the entrance to the track from Main Street, as there was not enough room for the farm vehicles to turn into the entrance easily especially when vehicles were coming the other way. She would be willing to widen the track for part of the way, and had also offered to fill in the gap between the edge of the track and the grass verge with hardcore covered with grass or soil, up to the edge of the track.

RESOLVED, noting that a formal process would need to be followed if any change to the use of the Parish Council's land was required to check the process and regulations



for seeking advice from the appropriate authorities, and as appropriate inform Ms Chivers of the procedure.

RESOLVED, having considered the revised quotation for the bollards, to install only the ten bollards already ordered for the time being, and not to proceed with the contractors' suggestion of installing ten more bollards or their suggested alternative of a post and rail fence, and not to go ahead with installing removable bollards at this time.

RESOLVED that the bollards should be installed right up against the edge of the track, rather than set back two metres from the track as suggested by the contractors, commencing at the western end of the play area and continuing at 8 foot intervals until all ten have been installed, in order to comply with the safety requirements raised by RoSPA and to enable people to walk to the play area safely. <sup>(Prop AG, 2nd JD, carried with 6 in favour and 1 abstention)</sup>

4.3 (4.3) To consider parking at the Church – to consider quotation for signage if received  
RESOLVED, as the quotation had not yet been received, to defer this item to the next meeting.

4.4 (4.4) To consider any update on the costs for pedestrian islands (PHFI)  
RESOLVED to receive Cllr Joslin's verbal report that the costs of the scheme had increased from £54,798.41 plus VAT to £76,289.55, and that a road closure was planned. Furthermore, the second £54,000 contribution from Hill had not yet been received, as CCC were still waiting for Hill to give permission to pass the funds on to the Parish Council, and costs had risen over time.

RESOLVED that the Highways Working Group should write to CCC to express the Parish Council's concerns and disappointment that despite its acceptance of the original costs and subsequently revised costs, the price of the project had again increased, and to seek an explanation of what had caused the costs to escalate. The Parish Council had accepted the costs at the quoted amount and had not budgeted for a further £20,000+ in increased costs. The Parish Council believes that it has been unfairly treated and needs to protect the village finances. The letter should ask CCC to come back with a solution as to how the shortfall should be met and also inform CCC that a road closure is not feasible due to St Neots Road being a bus route and local businesses need daily access.

4.5 (4.5) Lighting on St Neots Road – to consider survey if received  
RESOLVED to note that despite chasing Balfour Beatty, the survey had not yet been received, and to defer this item to the next meeting.

4.6 (4.7) Street light maintenance – to consider revised quotations if received  
RESOLVED having considered correspondence from two contractors, given that the number of lights is potentially going to increase in the future, to write to K&M Lighting Services to ask them to provide a quotation for a price per light for 1-5, 5-10 and 10-15 lights for 1 year, and to defer this item to the next meeting.  
RESOLVED to ask SCDC when the £15,000 due for lighting along Main Street for the benefit of Meridian Fields is to be received.

4.7 (4.8) Review of website operations  
RESOLVED, noting that Cllr Dabrowski had only received some of the passwords required to manage the website from the previous webmaster, that the provision of new email addresses, the management of email accounts and the payment of the annual subscription should be the responsibility of the Clerk, and that the Clerk

should facilitate the transfer when there is a change of Webmaster. (Prop JD, 2nd SR, unanimous)

- 4.8 (4.9) Neighbourhood Planning – update and to consider the next steps  
RESOLVED, as nothing further had been heard, to defer this item to the next meeting.
- 4.9 (5.1 of 15/11/23) Archiving of old Parish Council papers – purchase of display cabinet  
RESOLVED, noting the price of the display cabinet, that Cllr Rose should check with Alan Everitt whether the cabinet is the correct size.  
RESOLVED to check that the School is happy to have the framed print of the map and Inclosure Award displayed in the School foyer. The items will remain in the Parish Council's ownership.

On a proposition by the Chairman, the meeting was briefly suspended to enable a resident who had recently arrived to speak.

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

A resident of Capstone Fields expressed concerns about issues with cracks and potential structural damage to their property. The resident asked the Parish Council's advice as Hill had said that they wished to monitor the position for a further 5-6 months. The Chairman explained that this was not a matter within the Parish Council's remit, but suggested that the resident pursue the issue through the NHBC scheme and approach the SCDC planning department for details of the plans and building regulations.

### **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 to receive the reports.  
RESOLVED in response to Cllr Armisen report that there was litter placed around the bin at the skate park and in the area near the cricket nets to ask the litter picker to check these areas and ensure that the litter is removed.
- 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 (notice board) £380.00 and The Cabin (Room hire) £24.00, and that the payments be authorised by Cllrs Phillips and Coxall. (Prop SR, 2nd JD, unanimous)
- |                               |          |
|-------------------------------|----------|
| Salaries                      | £1004.80 |
| RH Landscapes (Grass cutting) | £439.50  |
| CAPALC (Affiliation fee)      | £708.67  |
| LGS Services (Admin support)  | £1391.98 |
| Defib machines (Cabinet)      | £636.00  |

Credits, including bank and investment interest, were noted.

The clarification of the interest payment from Cambridge and Counties Bank was noted.

RESOLVED, noting that the precept and S106 money were due to be received in the next few weeks, that the Clerk should set up a transfer to the deposit account when the funds come in and notify the Chairman that the money needs to be transferred so that this can be authorised at the bank. (Prop SR, 2nd JD, unanimous)

On a proposition by the Chairman, it was agreed to vary the order of business to take items 7.2 and 7.1 next.

## 7.2 Community Centre update

Cllr Rose circulated a spreadsheet showing a comparison of the costs for the project at the outset, and the costs for a reduced footprint. The Working Group had been unsuccessful in finding ways to reduce the construction costs or increase income, so had considered reducing the footprint by 40%. However, given that reducing the footprint of the building by 40% had not reduced the costs commensurately, the Working Group had concluded that the costs were still unaffordable. Possible contributory factors were briefly discussed.

Options considered by the Working Group included: re-tendering for a reduced building, which could later be extended, and might avoid a major new planning application; new plans for a lower specification building with budgeting based on the funds available rather than borrowing, and without a contingency; using a different tender mechanism such as Design and Build or two phase costing; or building a smaller hall and modifying the Pavilion.

With regard to the option for a Design and Build tender, the Clerk's advice was noted, namely that a Design and Build specification should be added to the Contracts Finder website, as the project was over the threshold requiring open tender, and it was permissible to speak to builders other than those recommended by the architects at the same time as the contract was on the Contracts Finder list, subject to the same information being provided.

Possible options were discussed and the pros and cons considered. It was noted that any new tenders might be equally costly, and that there was a danger of losing desired features of the building, or coming up against future changes in planning legislation.

RESOLVED that Cllr Rose should arrange a meeting with the architects to ask them whether it would be possible to achieve a building for £1.5M and what features it would have; whether the architects knew of any other builders to approach; and whether the Council could give an update to the village outlining the situation and the options, and asking residents to come forward with ideas.

RESOLVED that Cllrs Gill, Rose and Dabrowski should attend the meeting and that Cllr Rose and Alan West should draft and circulate a village update which could be placed on Facebook in due course.

RESOLVED that the Parish Council should consider a building cost of £1.5M without any initial borrowing, and borrowing should not be part of the contract. The Council should consider borrowing only if it became necessary to meet a contingency and changes were necessary.

RESOLVED that Cllr Armisen should approach some contacts without commitment to explore whether they would be open to considering the project, sharing only information already in the public domain.

Cllr Armisen left the meeting at 9.27 pm.

## 7.1 New Housing Developments and Planning Obligations

It was noted that Hill had not proposed a meeting with the public.

The Local Plan had been delayed but a public meeting will be held.

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

### 6.1 Planning applications and appeals

#### 6.1.1 24/00994/LBC – 26 Main Street – Repairs to the existing garden wall running from the garage/parking area to the right hand side of the entrance doorway including the addition of weep holes along the length of the wall, re-pointing of the minor cracks,

reinforcement of the major cracks and the construction of 3 brick buttresses on independent foundations

RESOLVED to support the application. (Prop AG, 2nd CP, unanimous)

6.2 SCDC decision and appeal notices and correspondence

6.2.1 24/00492/HFUL – 2 Sudeley Grove – Retrospective two storey side extension and single storey rear extension – Permission granted by SCDC.

6.2.2 24/00157/FUL – 323 St Neots Road – Erection of a dwelling and garage – Permission granted by SCDC.

6.3 Tree works applications

6.3.1 24/0319/TTCA – St Mary’s Church, Main Street

RESOLVED that the Parish Council has no objections.

7. **Members’ reports and items for information only**

7.1 New Housing Developments and Planning Obligations

Taken earlier.

7.2 Community Centre update

Taken earlier.

7.3 Highways Working Group report

Nothing further to report.

7.4 Bramley Way natural planting and surround grass area maintenance schedule request from HCAG

RESOLVED to ensure that the contractor is aware that the central part of the green area in Bramley Way should always be cut, as detailed in the contract, but the two small triangular areas should not be cut until mid-July when HCAG will gather up the hay for composting, and they should be cut by the contractor thereafter.

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

8.1 Hill – Offer of Public Open Space and Maintenance sum for Capstone Fields public open spaces for both 155 houses and 23 houses

RESOLVED before responding to the offer from Hill to check whether the Parish Council is expected to take on responsibility for the attenuation pond and metal grilles where water enters and goes into a large dip in the ground in Parcel A..

RESOLVED also to check that the calculations for the amounts have been done in the same way as for Meridian Fields.

RESOLVED to note that the installation of the four lights for Millers Way will be carried out after May, as discussed at the Liaison Meeting, when the developers were reminded about this matter.

8.2 SCDC – Parish Indemnity agreement, Capstone Fields for play, sports and allotments/orchard contributions – to appoint two councillors to sign the agreement

RESOLVED that Cllrs Gill and Rose be appointed to sign the indemnity agreement on the Council’s behalf. (Prop SR, 2nd CP, carrier with 6 in favour and 1 abstention)

8.3 CCC – Comberton Greenway - invitation to meeting

RESOLVED to respond that 24 April is convenient for the Parish Council and that Cllrs Gill, Rose and Dabrowski will attend.

8.4 SCDC Zero Carbon Communities grant applications and workshop

RESOLVED to note that Cllr Joslin had forwarded the information to the Hardwick Climate Action Group.

RESOLVED that a proposal<sup>(JD)</sup> that the Council considers whether solar panels on the Pavilion might be of benefit to HSSC should be an agenda item for the next meeting, along with consideration of the arrangements for dealing with any excess electricity generated.

8.6 SCDC – Consultation on changes to Street Trading Policy 2024

RESOLVED that the Parish Council had no comments.

8.7 SCDC – Consultation on review of Gambling Act Policy

RESOLVED that the Parish Council had no comments.

8.8 Hardwick Scouts – Request for support for Community Chest application

RESOLVED to support the application, subject to the cladding being of an appropriate standard. (Prop SR, 2nd CP, unanimous)

8.5 Resident – request that the Council trims hedge and disposes of the arisings

RESOLVED to confirm the Clerk’s previous response, that the Parish Council is not responsible for cutting the hedge on the residents’ side and the Parish Council will not grant permission for the arisings to be placed on the Public Open Space for safety reasons.

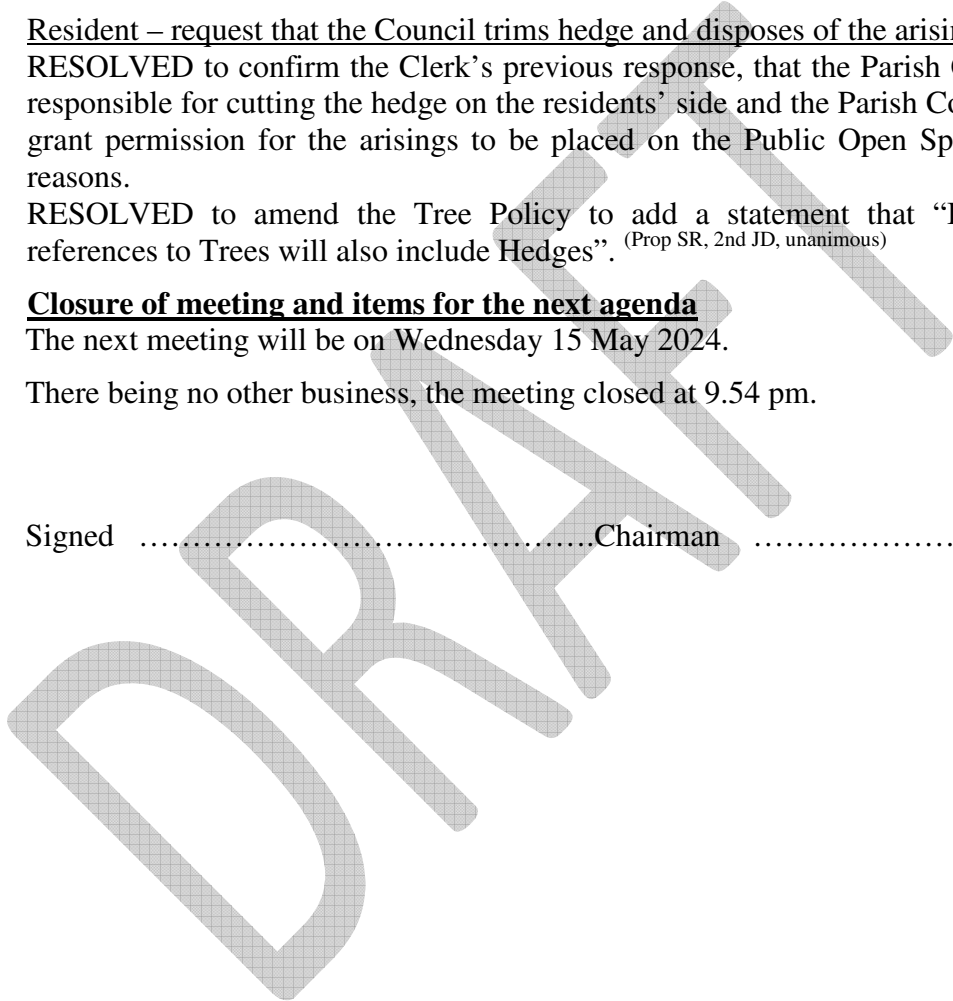
RESOLVED to amend the Tree Policy to add a statement that “In this policy references to Trees will also include Hedges”. (Prop SR, 2nd JD, unanimous)

9. Closure of meeting and items for the next agenda

The next meeting will be on Wednesday 15 May 2024.

There being no other business, the meeting closed at 9.54 pm.

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



# HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

May-24

## Summary of previous month

**Balance brought forward** **£1,656,010.70**

## Adjustments and amendments

### Expenditure approved at last meeting/between meetings

OPUS ENERGY	STREETLIGHTING	-215.91
THE CABIN	ROOM HIRE	-24.00
J WAKELING	NOTICEBOARD	-380.00

### Misc credits

NS&I	BANK INTEREST	£3,049.04
HMRC	VAT REFUND	5,196.59
SCDC	PRECEPT 1/2	40,324.00
SCDC	<b>TBC</b>	64,560.57
CAMBS AND COUNTIES	INTEREST	1,272.06

### Total Adjustments

£113,782.35

Balance revised after adjustments

£1,769,793.05

## Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£118,130.41	£114,799.80	£3,330.61
Unity Trust Deposit Account	£265,416.76	£265,416.76	
Cambridge & Counties Bank	£390,426.83	£390,426.83	
NS&I Income Bond	£1,000,000.00	£1,000,000.00	
<b>Total</b>	<u>£1,773,974.00</u>	<u>£1,770,643.39</u>	<u>£3,330.61</u>

## Expenditure for approval

SALARIES		698.09
HSSC	DEFIB REPLACEMENT PADS	401.99
RH LANDSCAPES	GRASSCUTTING	1318.50
LGS SERVICES	ADMIN SUPPORT	1477.15
ROSPA	PLAY AREA INSPECTION	472.80

### Total expenditure

£4,368.53

Balance c/f

£1,769,605.47

## Notes:

**\*BALANCE TRANSFER of £105,000 from current account to savings pending**