

Hardwick Parish Council
Minutes of the Annual Meeting held on Wednesday 15 May 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 and S Rose.

In attendance: 1 member of the public and Mr Ben Stoehr (Minutes Secretary, LGS Services).

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

RESOLVED Cllr Gill be elected Chairman. The Chairman signed his Declaration of Acceptance of Office. (Prop BC, 2nd JD, unanimous)

2. To elect a Vice-Chairman

RESOLVED Cllr Dabrowski be elected Vice-Chairman in his absence. (Prop AG, 2nd BC, unanimous)

3. Annual Business

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

RESOLVED that the previous working groups for Pavilion Lease Renewal and Proposed New Defibrillator and grant application were no longer required.

RESOLVED that Cllr Armisen should investigate further options for defibrillator and see whether online training or videos are available.

RESOLVED that the HR working group should become the HR (Human resources) Committee to consider and determine all HR matters. Membership: Cllrs Gill, Phillips and Dabrowski. (Prop AG, 2nd SR, unanimous)

RESOLVED that the working groups and member responsibilities should be as follows: (Prop JA, 2nd AG, unanimous)

Planning – Cllrs Gill and Joslin

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)

Meridian Fields Public Open Space – Cllrs Dabrowski and Rangadurai

Highways and Road Safety – Cllrs Joslin and Dabrowski

GCP liaison – Cllr Dabrowski

MVAS equipment relocation – Cllr Armisen

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

Webmaster – Cllr Dabrowski

Deputy Webmaster – Cllr Rangadurai

RESOLVED to combine the roles of Community Engagement and Facebook Moderators: Membership: Cllrs Dabrowski, Phillips and Rangadurai.

The Village Plan, Community Transport and Healthcare in Hardwick – Cllrs Armisen and Coxall, and also Soumya Krishnamurthy if she is willing to continue, to assist Mia Cassey

RESOLVED that Cllr Armisen should investigate options for Community Transport for the next meeting and that Cllr Rose should send details of the S106 funding amounts to Cllr Armisen.

PWLB application and business case working group – Cllr Armisen, and Soumya Krishnamurthy if she is willing to continue.

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

RESOLVED that the representatives on any other organisation or authority, which the Council deems necessary, should be as follows: (Prop JD, 2nd AG, unanimous)

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 Joslin

Hardwick Community Centre Working Group – Cllr Rose and Cllr Gill

New developments and S106 – Cllr Rose

Hardwick Climate Action Group – Cllr Joslin

3.3 Annual Review of Standing Orders, Financial Regulations, Risk Assessment and other policies

RESOLVED that no changes were required.

RESOLVED to note that new Financial Regulations were due shortly.

RESOLVED to note Standing Order 26j and to send reminders to Councillors for agenda items and the due date for inclusion. (Prop SR, 2nd AG, unanimous)

Open public session including reports from the County and District Councillors

A member of the Allotments Committee explained that they had been asked to come along to listen to discussions on the changes to the track and parking on the green.

4. To receive apologies for absence

Apologies were received from Cllrs Phillips (out of parish), and Rangadurai (work commitment).

4.1 To consider a request for leave of absence until September 2024 from Cllr Rangadurai

RESOLVED to approve the request from Cllr Rangadurai for leave of absence until September 2024. (Prop BC, 2nd PJ, unanimous)

5. Declarations of interest

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

Cllr Rose declared a non-pecuniary interest in item 7.12 as a life member and founding member of HSSC, and a non-pecuniary interest in items 7.10 and 10.2 as a Trustee, Guarantor, Director and member of the Hardwick Community Centre Charity.

Cllr Gill declared a non-pecuniary interest in items 7.10 and 10.2 as a Trustee, Guarantor, Director and member of the Hardwick Community Centre Charity.

5.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda

None.

6. To approve the minutes of the previous meeting on 17 April 2024

RESOLVED that the minutes of the meeting on 17 April 2024 be approved and signed by the Chairman as a true record. (Prop JD, 2nd AG, unanimous)

7. Matters arising or deferred from the last or previous meetings for discussion/decision

On a proposition by the Chairman, it was agreed to vary the order of business.

- 7.3 (4.3) Parking at the Church – to consider quotation for signage if received
RESOLVED to purchase two signs, plus posts, with the wording “No parking on the grass by order of Hardwick Parish Council.”
RESOLVED that as there would be nowhere for residents to park to access the play area people could park in the lay-by and that they should be encouraged to walk or cycle, as there should be no parking on the grass.
RESOLVED to obtain quotations for defibrillator signage for the telephone kiosk, and that Cllr Coxall should be the contact for this work.
- 8.2 To receive play areas and skate park inspection reports and consider if any work is required
RESOLVED having considered Cllrs Armisen and Gill’s verbal report about parking on the recreation ground during a recent event that Cllr Armisen should monitor the position to see whether further action is needed.
- 7.1 (4.1) LHI 2021-2022 breakdown of costs - update
RESOLVED to note the report. Joshua Rutherford of CCC will be providing an update on the conversion of the lay-bys to a cycle pathway on St Neots Road.
RESOLVED that it would be useful if the Highways Working Group include updates on the LHI and PFHI projects in future reports.

RESOLVED to note that three new street lights were to be installed between Hall Drive and Millers Way, but the last one near Millers Way remained outstanding. Joshua Rutherford had confirmed that the light near Millers Way was in the correct location in order to light the planned pedestrian island. Itemised costs will be brought to a future meeting if and when received.
- 7.2 (4.2) St Mary's access road - update on procedure for alterations to the track
The Clerk had advised the Parish Council to be mindful of the implications and any requirements in the NALC Legal Topic Note “LTN Disposal and appropriation of land” and the guidance within it.
RESOLVED in response to a request from Caroline Chivers that the Parish Council has no objections in principle to Chivers Farms increasing the size of the entrance splay at their own cost but that Chivers Farms should provide a plan for a proposal to be considered by the Parish Council at the next meeting.
- 7.4 (4.4) Costs for pedestrian islands - update
The costs were still awaited from CCC.
- 7.5 (4.5) Balfour Beatty lighting survey – to consider survey if received
RESOLVED to note that Balfour Beatty had surveyed the wrong area and will be re-surveying.
- 7.6 (4.6) Street light maintenance by St Mary’s play area - to consider any quotations received
RESOLVED to accept the quotation from K&M Lighting Services for maintenance of three street lights for the sum of £16 per light per year noting that additional lights would need to be added to the maintenance contract in the near future.
- 7.7 (4.6) Lighting along Main Street - to consider response from SCDC if received
No update had been received.
- 7.8 (4.8) Neighbourhood planning update and consider next steps
RESOLVED to defer this item to the June meeting.
- 7.9 (4.9) Archiving of old papers – update on cabinet and to consider the next steps

RESOLVED to order the cabinet and to make arrangements for the Inclosure Map once the cabinet has arrived.

7.10 (7.2) Community Centre update - report on meeting with architect

RESOLVED to receive the Chairman's verbal report on the meeting with AMA architects. The location and positioning of the Community Centre may need to be reconsidered as all the perceived savings actually involved higher costs. It was necessary to work more closely with the Quantity Surveyor to manage the costs.

RESOLVED to note the written report.

RESOLVED to hold a meeting on 12 June at 7.00 pm or preferably on the 11 June after 7.30pm, to discuss the options once more information was known. AMA Architects, if they were to continue, would need a clear direction on the uses of the Hall. Invitations to this meeting are to be extended to the Community Centre Working Group.

Cllr Armisen left the meeting at 9.31 pm.

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

RESOLVED to defer this item to the next meeting.

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

RESOLVED that Cllr Dabrowski should liaise with Chris Cracknell regarding options.

7.13 (4.7) Review of website operations to consider how payments may be made

RESOLVED to defer this item to the next meeting.

Cllr Rose left the meeting at 9.45 pm.

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

None.

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

RESOLVED to note the previously sent inspection reports.

8.3 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, and that Cllrs Gill and Joslin be authorised to approve the payments at the bank. ^(Prop PJ, 2nd BC, unanimous)

Salaries	£698.09
HSSC (Defib replacement pads)	£401.99
RH Landscapes (Grass cutting)	£1318.50
LGS Services (Admin support)	£1477.15
RoSPA (Play area inspection)	£472.80

Credits, including bank interest, a VAT refund, Partial receipt of the S106 money and receipt of the precept, were noted.

8.4 Appointment of Internal Auditor for FY 2024

RESOLVED to re-appoint Bill Lewis as Internal Auditor. ^(Prop AG, 2nd PJ, unanimous)

8.4 To consider room bookings from July 2024

RESOLVED to continue meeting in The Cabin. ^(Prop AG, 2nd PJ, unanimous)

- 8.6 To consider the recent RoSPA reports
RESOLVED to defer this item to the next meeting.
- 9. To consider any planning applications and decision notices and tree works applications**
- 9.1 Planning applications and appeals
- 9.1.1 24/01653/PRIOR – 11 St Neots Road – Single storey rear extension
RESOLVED that the Parish Council has no comments. (Prop AG, 2nd PJ, unanimous)
- 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
RESOLVED that the Parish Council supports the application. (Prop AG, 2nd PJ, unanimous)
- 9.1.3 24/01342/HFUL – 10 Grenadier Walk – Single storey rear extension
RESOLVED that the Parish Council supports the application. (Prop AG, 2nd PJ, unanimous)
- 9.2 SCDC decision and appeal notices and correspondence
- 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.
RESOLVED to pursue the Enforcement Officer again regarding the container removal.
- 9.3 Tree works applications
None.
- 10. Members' reports and items for information only**
- 10.1 New Housing Developments and Planning Obligations
Nothing to report.
- 10.2 Community Centre update
Taken earlier.
- 10.3 Highways Working Group Monthly report - Update Village Lighting, Update Highways safety issues and proposed improvements
RESOLVED to note the written report.
- 10.4 Proposal that the Highways Working Group Monthly Report be a standing item on every agenda
RESOLVED that the Highways Working Group monthly report should be a standing item on every agenda.
- 10.5 East West Rail to consider the Chairman's report on his meeting with other parish councils and any required actions
RESOLVED to receive the Chairman's verbal report on the meeting. A map has been produced showing the locations of construction sites. There are two sites near Hardwick village. A meeting is to be held at Comberton next week.
RESOLVED that Cllr Dabrowski should publicise information about the meeting on Facebook and the website.
- 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

RESOLVED given that this was a Highways matter, that the resident should discuss it with CCC.

11.2 Resident – rubbish on verges and request for clarification on litter picking

RESOLVED to reply that the Litter Picker’s role is only for the Limes Estate and there is a volunteer who carries out litter picking. The previous organiser of the village litter picks was unwell and someone was needed to organise and run them.

12. Closure of meeting and items for the next agenda

There being no other business, the meeting closed at 10.01 pm.

SignedChairmandate
