

HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held
on Wednesday 18 March 2026 at 7.00 pm at 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.

Ben Stoehr

Mr Ben Stoehr, Acting Clerk,
13/03/26

AGENDA

Open Public Session to enable residents and the public to make representations and comments to the Parish Council on items on this agenda and to receive 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
 - 2.2 To receive and consider any written requests for dispensations for items on this agenda
- 3. To approve the minutes of the previous meeting**
- 4. Matters arising or deferred from the last or previous meetings for discussion/decision**
 - 4.1 (4.2) Website update, Parish Council emails update and consideration of draft IT policy as required by Assertion 10 ^(SR)
 - 4.2.1 Request for training on new email system ^(PJ)
 - 4.2.2 Request from a resident to have access to the website to update history information.
 - 4.2 (4.3) Proposal for improvements to the Worcester Avenue play area ^(PJ, AG)
 - 4.3 (4.5) Lighting near the Church – to note response from maintenance contractors and consider quotation if received
 - 4.4 (4.6) Resident complaint about roots/suckers encroaching into garden – update ^(AG)
 - 4.5 (4.7) Proposal for a new village sign – update and to consider the next steps ^(IG)
 - 4.6 (5.5) Tree survey 2026 – to consider quotations received
 - 4.7 (7.4) Proposal that the notice board in Grace Crescent is repaired ^(AG)
- 5. Finance, risk assessment and procedural matters**
 - 5.1 To consider any 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 appoint two members to authorise payments at the bank
 - 5.5 Grant requests received
 - 5.5.1 Hardwick Sports and Social Club
 - 5.5.2 St Marys Church
- 6. To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications and appeals
 - 6.2 To note any planning responses made between meetings using delegated powers
 - 6.3 SCDC decision and appeal notices and correspondence
 - 6.4 Tree works applications
- 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)
 - 7.4 Biodiversity S106 funds – to consider options for spending
 - 7.5 Pippins report ^(IG)
- 8. To consider any correspondence/communications requiring formal noting by or a decision**
 - 8.1 Resident – Request for pavement/dropped kerb improvements to assist residents with mobility scooters
 - 8.2 SCDC Cllr Nieto – Request for the Council to consider a dog park
- 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 18 FEBRUARY 2026

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 18 February – attached
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
 - 4.1 (4.2) Website update, Parish Council emails update and consideration of IT policy as required by Assertion 10^(SR)
Draft policy prepared by the IT Working Group attached.
 - 4.3 (4.5) Lighting near the Church – to note response from maintenance contractors
The maintenance contractors have replied:
“This can be done by replacing the photocells with part night cells, they come on at dusk then off at midnight and switch back on at 05.30am then off at dawn (if required).”
A quote is awaited and will be brought to the meeting.
 - 4.6 (5.5) Tree survey 2026 – to consider quotations received
Quotations will be brought to the meeting.
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
The Acting Clerk used delegated powers to accept a quotation from The Handyman Contractor for £89.50 to repair a bench in Limes Road which has been damaged.
 - 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 - Attached.
 - 5.4 To appoint two members to authorise payments at the bank
 - 5.5 Grant applications received
Applications from HSSC and St Mary’s Church attached.
6. **Planning**
 - 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/>
None at the time of writing.
 - 6.3 SCDC decision and appeal notices and correspondence
None at the time of writing.
 - 6.4 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**
 - 7.2 Community Centre update including draft planning submission
Cllr Rose to report.
 - 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 Resident – Request for pavement/dropped kerb improvements to assist residents with mobility scooters

“I have been asked to use my previous experience with the Parish Council and County Highways to assist a family who are having difficulties with navigating the Limes Estate on a Mobility Scooter. The issue is also experienced to some degree by a Mobility Scooter user on St Neots Road. Whereas they are both scooter users I would say that a similar experience would be encountered by a Rollator user – “old peoples walking support”. The main issues are

1. Slopes across pavements. The difficulty negotiating pavements that slope away from or towards the road and drop downs across pavements from driveways
2. Proper Specification Drop downs. The difficulty moving from road to pavement
3. Partially blocked pavements. The difficulty caused when residents allow their hedges and greenery to overlap pavements

I have discussed issues 1 and 2 with the Head of Cambridgeshire Highways Asset Management, Design and Delivery and he recommends contacting yourselves in the first instance to see whether you would wish to use the Local Highways Initiative (LHI) for seeking remedies or whether there are other opportunities locally. He explained that LHI applications for the 2026/7 program/competition are however now closed.

I am quite prepared to do the paperwork for this approach together with a Councillor and Highways but you may wish to consider other means. County Council Highways have offered their support regarding the issue – emails 4th February 2026. I have also copied Highways this correspondence.

“The attached will hopefully explain the issue I would like to bring to your attention for consideration and action please. If you have any information from Greenways to share as to what actions they are proposing in the village that may be relevant but it's unlikely their proposals will address the specific issues raised. Please let me know when it would suit you to discuss.

Copied to Head of Highways Asset Management, Design and Delivery who has offered to assist with guidance.”

The resident concludes with

“I would be pleased to help with the further assessment and paperwork on this issue together with the residents but in the first place it is for the Parish Council to decide the course of action. As we get older we might all need some help with this in the future.”

Correspondence between the resident and CCC:

“I've got a friend here restricted through disability to his mobility scooter for getting around. He is having trouble negotiating some footpaths and kerbs. I walked through his issues on our Limes Estate where the pavements, drop downs and roads were designed 50 years ago.

My first thoughts were to bring a proposal to Parish Council for an LHI of sorts but this is primarily a mobility issue and affects more than one spot. Although people with mobility scooters are most affected, to a lesser extent older people using walkers would benefit. The Parish Council would need pointing in the right direction but I'm reaching out to you for a recommendation on how to bring this to County?

The solution seems to be a combination of pavement surfacing and attention where drives traverse pavement to drop downs. It's the sharper changes of level and old style drop downs that cause him problems.”

CCC have replied:

“It is likely that the LHI route is the most effective option here given the issue you have identified. We have had similar successful applications in the past through the LHI process, including a recent one for St Neots where they identified multiple locations, parish wide, for the installation of dropped crossings. See ‘mobility crossing points’ here [Walking improvements | Cambridgeshire County Council](#).

We do have a very small budget for accessibility, which is managed by another team, however this is more for items like disabled bays.”

8.2 SCDC Cllr Nieto – Request for the Council to consider a dog park

“There is a substantial dog community in the village and residents have asked if we could explore creating a space where dogs can run freely. This would reduce dogs visiting the football pitch, hopefully”

“Regarding the Dog park, you can see that there is great interest by the community as per my Facebook post. This started as I have been having conversations in the door step. No one particular resident but many.

Clrs can see the post on the Hardwick FB group page.

Could this be discussed at the next PC meeting please”

9. Closure of meeting

The next meeting is scheduled to take place on Wednesday 15 April 2026.

Hardwick Parish Council IT Policy

1. Introduction

Hardwick parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Hardwick parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Hardwick parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Hardwick parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Hardwick parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Hardwick parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Hardwick PC has an email account hosted on hardwickparish.gov.uk . and these must be used for all official email communication and only for official email communications. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Hardwick parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Hardwick parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Hardwick parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Hardwick parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Stephen Rose All staff and councillors are responsible for the safety and security of Hardwick parish council's IT and email systems. By adhering to this IT and Email Policy, Hardwick parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

Role: _____

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	Toilet refurbishment
2	Who will benefit from the work or activity?	The community
3	How much is required to pay for this?	£24,000
4	How much would you like the Council to provide?	£15,000
5	If there is a difference - if so how will you raise the difference?	More events to raise funds.
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	Hardwick SPORTS & Social club
7	Are you a new group in the process of being formed? Yes or No	NO
8	If No - when was the group or organisation established?	YES - ESTABLISHED JUNE 2001
9	If No - is the group or organisation a Registered Charity? Yes or No	NO but is not for profit mutual society
10	If yes please tell us the registration number	1P2924R
11	Do you have a bank account? Yes or No	YES
12	If Yes - please provide the name of the Bank where you have an account	Unity trust bank
13	If Yes - please provide the Account Name	Hardwick SPORTS & Social club
14	If Yes - please supply a copy of your latest bank statement	enclosed
15	Do you have published accounts? Yes or No	YES
16	If you have - please supply a copy of your latest accounts	enclosed
17	Do you have a constitution? Yes or No	YES
18	If you have - please supply a copy of your constitution	enclosed
19	What are the objectives of the group or organisation?	enclosed within annual Report

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Council of any changes in the Organisation's circumstances that would affect this application. We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed.....Leonard.....
 Position.....CO-CHAIR.....
 Date.....23.2.2026.....

Signed.....Mavis Tolley.....
 Position.....CO-CHAIR.....
 Date.....23.2.2026.....

The signing and submission of the Grant Aid form constitutes acceptance of the above by the group or organisation applying for a grant

Terms and Conditions of Grant

1. Grants **can be awarded to** voluntary groups, societies, clubs, not-for-profit organisations or charities operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Grants **will not be awarded to** individuals. (minimum 2 or more unrelated individuals)
3. The amount of any grant award will be at the discretion of the Council
4. All applications will be considered on their merits, but in general grants can be awarded for:
 - o Capital Projects such as purchase of equipment, works to buildings, improvements to premises, improvement to the local environment
 - o Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
5. The purpose for which any grant is made must be in the interest of the Parish area or any part of it or all or some of the inhabitants of the Parish area which is defined by the boundaries of the Parish Council.
6. The amount of expenditure must be commensurate with the benefit to the inhabitants of the area.
7. The Council may take into account any previous grant made to an organisation or group when considering a new application
8. No grant will be awarded to or for any commercial venture for private gain.
9. Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.
10. All grants will be conditional upon submission of a Small Grant Application Form.
11. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the purchase of the capital equipment or completion of the project.
12. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
13. The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.
14. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.
15. Grant applications will be considered at the APM (annual Parish meeting).

How will a grant application be assessed?

- o Does the Council have the powers to provide a grant for the project outlined?
- o How well does the grant meet the needs of the community in providing positive benefit to residents?
- o How effectively will the group use the grant?
- o Is the cost of the project appropriate?
- o Are the expected outcomes realistic?
- o What level of contributions has been, or will be, raised locally?
- o Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- o How is the organisation or group managed and does it have a constitution?

The grant application form should be returned to the Parish Clerk

<i>FOR COUNCIL USE ONLY</i>	
<i>Application Number</i>	
<i>Date Received</i>	
<i>Delete as appropriate</i>	<i>Approved or Declined</i>
<i>Date</i>	
<i>Amount Approved</i>	
<i>Date Funds Issued to Group</i>	
<i>Transaction Reference</i>	

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :	
1	What do you want to use the grant for? <i>To replace a worn-out mower</i>
2	Who will benefit from the work or activity? <i>St Mary's Church, Hardwick Visitors to church and the Cabin</i>
3	How much is required to pay for this? <i>£449</i>
4	How much would you like the Council to provide? <i>£449</i>
5	If there is a difference - if so how will you raise the difference? <i>Church Funds</i>
DETAILS OF GROUP OR ORGANISATION :	
6	Name of organisation or group applying for a grant <i>St Mary's Church, Hardwick</i>
7	Are you a new group in the process of being formed? Yes or No <i>No</i>
8	If No - when was the group or organisation established? <i>N/A</i>
9	If No - is the group or organisation a Registered Charity? Yes or No <i>Yes</i>
10	If yes please tell us the registration number <i>1188527</i>
11	Do you have a bank account? Yes or No <i>Yes</i>
12	If Yes - please provide the name of the Bank where you have an account <i>Nat West</i>
13	If Yes - please provide the Account Name <i>60-04-23 2383925</i>
14	If Yes - please supply a copy of your latest bank statement <i>✓</i>
15	Do you have published accounts? Yes or No <i>✓</i>
16	If you have - please supply a copy of your latest accounts <i>✓</i>
17	Do you have a constitution? Yes or No <i>N/A</i>
18	If you have - please supply a copy of your constitution
19	What are the objectives of the group or organisation? <i>To maintain the area around the church and the Cabin to a good standard</i>

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Council of any changes in the Organisation's circumstances that would affect this application.

We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed *Kathleen S. Rice*

Signed *[Signature]*

Position *Treasurer*

Position *church warden*

Date *11/3/26*

Date *11/3/26*

The signing and submission of the Grant Aid form constitutes acceptance of the above by the group or organisation applying for a grant