

## ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant  
 Parish Office, Sheltered Housing Scheme  
 Elin Way, Meldreth SG8 6LT  
 (01763) 269928 E-mail:  
 clerk@orwellparishcouncil.co.uk

## APPROVED MINUTES OF THE ANNUAL PARISH MEETING

A meeting of Orwell Parish Council was held on  
 18<sup>th</sup> May 2022 at 7.30pm (19.30hrs)

Present: Cllr G Bunnett –Chair (GB), Cllr Gould (MG), Cllr A Murray-Brown (AMB), Cllr I Phillips (IP), Cllr E Tabor (ET), Cllr A Stone (AS) and Cllr N Chambers (NC)

In Attendance: Mrs J Damant (Clerk), Cllr S Kindersley (CCC)

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- 036/05/22 Election of Chairman and signing of the Acceptance of Office and Agreement to Abide by the Code of Conduct:** *(LGA 1972 s15(2)).* The Chairman remains in their seat until they have been reinstated or a new chairman is voted in *(LGA 1972 s15(4)).* Chairman has the casting vote *(LGA 1972 s15(3))*  
 Cllr Gould nominated Cllr Bunnett, this was seconded by Cllr Tabor and agreed by all. Cllr Bunnett accepted the position and took the Chair. There were no other nominations.
- 037/05/22 Election of Vice Chairman and signing of the Acceptance of Office and Agreement to Abide by the Code of Conduct:** *Local Elections (Declaration of Acceptance of Office) Order 2012/1465, sch1.*  
 Cllr Stone nominated Cllr Chambers, this was seconded by Cllr Murray-Brown and agreed by all. Cllr Chambers accepted the position. There were no other nominations.
- 038/05/22 Councillors to sign their Acceptance of Office:**  
 All Councillors to sign the Acceptance of Office which will be witnessed and signed by the Proper Officer.  
 All Councillors signed their Acceptance of Office. Cllr Grimley will sign at the next meeting.
- 039/05/22 Register of Interests:**  
 All Councillors to have completed this, it will then be passed to the Clerk who will add to the Parish Council website and will also send to the Monitoring Officer at SCDC who will also publish on their website *(Localism Act 2011 s.29 (7)).*  
 Councillors to complete their Register of Interests. Clerk accepted some at the meeting and will make sure that they are with the Monitoring Officer by 6<sup>th</sup> June 2022. Those not handed in must be with the Clerk or given directly to SCDC by the 6<sup>th</sup> June.
- 040/05/22 Code of Conduct:** *(Localism Act 2011 s27 (1&2))*  
 It was proposed by Cllr Philips to accept the new Code of Conduct, this was seconded by Cllr Gould and agreed by all.
- 041/05/22 To receive any apologies for absence:** *LGA 1972 sch12 para 40 – Quorate is one third but no less than 3 members LGA 1972 sch12, para 45*  
 Apologies were given by Cllr Grimley (personal), these were accepted and agreed by all.
- 042/05/22 Pecuniary Interests:** Councillors to disclose any Pecuniary Interests (disclosable pecuniary interests (DPIs) include interests held by a member's spouse, civil partner or similar) in any item listed on the agenda. *((Relevant Authorities (Disclosable Pecuniary Interests) Regulation 2012/1464)).*  
 There were no pecuniary interests declared.
- 043/05/22 Public Participation:** If a member of the public wishes to make any comments or raise any questions under Standing Order 3(e), about an item on the Agenda the Council would prefer this to be done by an email or letter with the script of their comments and questions being sent to the Clerk in advance of the meeting. A member of the public may alternatively make a verbal statement during this part of the meeting. Priority will be given to any such email or letter and it will be read out by the Clerk, subject to the time limits stated in the Council's Standing Orders. These consist of a limit of 15 minutes in total (which will apply to the total of both written and verbal contributions) and an individual limit of three minutes per item of either type.  
 There were 4 members of the public in attendance.

**Items:**

Clerk to let Mrs Kenyon know what is happening with the funding to support Street Party for the Platinum Jubilee.

**Action: Clerk**

- 44/05/22 Minutes of the meetings held on 20<sup>th</sup> April 2022:**  
Following minor alterations, the minutes were proposed by Cllr Philips and seconded by Cllr Murray-Brown. The Chairman then signed the minutes as a true record.  
Amendments: 03/04/22 delete Carter Jonas ;08/04/22 should be Mrs Hamilton; 10/04/22 should be Alison Talkinton: 12/04/22 Cllr Stone wanted the minutes to state that further investigation was to be done on the electricity usage on the pavilion due to the high charges; 22/04/22 remove first line
- 45/5/22 Election of Planning Committee: (GB, AS, ET, MG, AMB)**  
It was proposed by Cllr Bunnett, that if all were in agreement, to nominate all councillors on the previous Committee, these were: Cllrs Gould, Stone, Tabor and Bunnett, this was agreed and seconded by Cllr Stone with agreement for all.  
It was proposed by Cllr Stone that Cllr Murray Brown join the Planning Committee, this was seconded by Cllr Bunnett and agreed by all.
- 46/5/22 Election of New Recreation Ground Committee: (GB, AS, MG, IP)**  
It was proposed by Cllr Bunnett, that if all were in agreement, to nominate all councillors on the previous Committee, these were: Cllrs Bunnett, Stone, Gould and Philips, this was agreed and seconded by Cllr Stone and agreed by all.
- 47/05/22 Working Groups & Responsibilities:**  
Neighbourhood Plan Steering Group (NHP) – Cllrs Gould, Tabor and Grimley  
Environmental Working Group (EWG) – Cllrs Bunnett, Chambers, Gould, Grimley, Tabor  
Recreation Grounds Working Group (RGWG) - Cllrs Bunnett, Stone, Philips  
Cllr Bunnett will issue an invite to all councillor for the next meeting of the RGWG.  
Finance Working Group (FWG)– Cllr Bunnett, Philips, Chambers
- 48/05/22 CCC Report: Circulated prior to the meeting**  
Cllr Kindersley reported that the Education Reform Bill is going through Parliament and is encouraging all schools to join an Academy. With regards to the East West Rail project the part of the proposal for the line to run between Bedfordshire and Cambridgeshire, which would include this area, does not appear to have progressed any further.  
Cllr Kindersley suggested the Parish Council contact Mr Ian Southcott as Cemex may still be giving grants and they maybe able to assist with the Glebe Field.  
SCDC is looking for Ukrainian translators.  
In the recent Ofsted report, all the schools in this area were 'good'.  
The CCC have taken on the 'No Mowing' for May, this means that no verges will be mowed unless for H&S reasons.  
Cllr Bunnett reported that the junction between Fishers Lane/A603 needs cutting. Cllr Kindersley noted this but the Clerk suggested that if anyone has a concern regarding verges, roads or footways should report it via the CCC website, this is the best way and gives the person reporting it an update direct from CCC.  
<https://www.cambridgeshire.gov.uk>
- 49/05/22 SCDC Report:**  
Cllr Van de Weyer was not present.
- 50/05/22 Matters Arising items for information, no actions can be taken:**  
Risk Assessment ongoing with Clerk and Cllr Gould and possibly the Admin Assistant.  
Admin Assistant is looking into the litter bins and the areas for them to be placed.  
Admin Assistant is looking into the matter of the red telephone box.
- 51/05/22 Schedule of Events:**  
This is useful to have this on a monthly basis as 'Review of Schedule of Actions'
- 52/05/22 Planning:**  
Appeal against refusal – application No 21/04556/FUL  
A brief discussion was taken with the Planning Committee, due to the recent report recently received from the SCDC Planning Department, it was proposed by Cllr Tabor that the Planning Committee modify/withdraw their previous recommendation and to now recommend 'refusal'.

A vote was taken with 2 Abstaining, 3 in favour of this decision to withdraw the original recommendation. Motion Carried: to withdraw previous recommendation and now recommend 'refusal'.

53/05/22

### **HRH Queen Elizabeth II Platinum Jubilee Celebrations**

The programme of events has now been agreed. The issue of payments has been discussed and the possibility of getting a card reader might help with payments.  
Cllr Chambers reminded the meeting that NT Wimpole Estate is allowing residents of Orwell to visit the House, Gardens and Grounds free of charge.

Meeting closed 8.39pm

Mrs Kenyon stated that the programme of events has now been agreed. The Beacon will be lit on Thursday, Cllr Chambers reported that he will be dealing with this and will arrange to have wine available to those who wished to give a toast to the Queen. Cllr Stone will do a risk assessment. Cllr Chambers reported that the inner basket is being made.

Mrs Kenyon stated that the tickets for 'Turn in the Tent', were going well.

Cllr Chambers is organising the Cash and Carry bar which will be on a sale or return basis. The Chequers will be helping with the food  
Cllr Stone will assist with the electrics.

Meeting opened 8.50pm

54/05/22

### **Neighbourhood Plan (NP):**

Cllr Gould reported that the application has been sent to the Clerk for submission to SCDC, this is for the designated area for the Neighbourhood Plan. Mr Collins (Chairman) is presently putting together a website and there will be an email address. Cllr Philips will update the Parish Council information of the Past and Present website so it can accommodate this. A small survey will be publicised in the Orwell Bulletin where residents will be asked what they would like to see in the future for Orwell. This will also be a topic at the Annual Meeting of the Parish. Cllr Gould will do a PowerPoint presentation.

55/05/22

### **New Recreation Ground:**

**The area has now been rotovated three times, and Cllr Bunnett would like to give his thanks to Mr Breed who oversaw this.** The ground needs a bit of growth for the spray to work. Buchans will now spray the field once the conditions are right, this has already been agreed. The cost for this will come from the earmarked reserves for the New Recreation Ground.

56/05/22

### **Existing Recreation Ground & Pavilion:**

Cllr Stone is investigating the smart meter as it may not be recording correctly. Clerk will ask the Caretaker if they could send in a daily reading so it can be recorded this will help to see if the Smart meter is working correctly.

**Action: Clerk/Caretaker**

Update from Cllr Stone:

Electrical charges, check smart meter – electricity charges seem extreme.

It was suggested that the Pavilion have a separate item on the agenda, separate to the Recreation Ground, to see what is needed and how to move forward.

57/05/22

### **Chapel Orchard:**

There was nothing to report.

58/05/22

### **Glebe Field and Paddock – Purchase of land**

Cllr Bunnett reported that he will prepare the document he will be presenting at the Village Meeting. A decision has to be made at the next Parish Council meeting on whether the Parish Council wish to proceed with the purchase. The cost is £50,000 (plus circa £3k in legal fees) and the Parish Council have 12 months to raise the necessary funds. It is hoped that grants and fund-raising will assist with this. The Parish Council does have some reserves, which could be used, but this would mean that they wouldn't be available for other projects for the village.

Decisions to be recorded:

Legal fees - the Diocese will pay their fees but the Parish Council will have to pay their own fees which is estimated to be £2500-£3000.

Land registry fees

Maintenance costs – the Parish Council will maintain the Glebe Field, Paddock and Clunch Pit.

- 59/05/22 Clunch Pit group of properties:** (*Clunch Pit, Quarry Lane, Glebe Field and Paddock*).  
Cllr Chambers is seeking three tenders for replacing the fencing. This will be presented to the Parish Council once they have been received.
- 60/05/22 Youth Club Worker:**  
Cllr Bunnett has contacted Mr Talbot who reported that he is still looking for someone to take on the role of a Youth Club Working. No decision has been made regarding surplus funds.
- 61/05/22 Environment Working Group:**  
The training for Parish Online was discussed and it was proposed by Cllr Bunnett that the Parish Council take this on with a cost of £100, this was seconded by Cllr Chambers and agreed by all.  
Clerk will organise. **Action: Clerk**  
**Cost of tree planting ceremony – this was not discussed.**
- 62/05/22 Village Hall:** (*Cllrs GB, ET and AS*)  
Nothing to report.
- 63/05/22 Financial Report:**  
Cllr Phillips and the Assistant Clerk have been setting up Scribe for the next financial year, this should now work with the precept allocations. The monthly reports should now be a lot easier for councillors to follow.
- 64/05/22 Office Equipment:**  
Defer to next month. Clerk said that she has a laptop that the Admin Assistant can use while they are both in the office. However, this is not Orwell's laptop so if the Admin Assistant works from home, they may still need a laptop.
- 65/05/22 Financial Matters:**  
1. Financial Statements for May 2022  
2. Payments and Additional payments for May 2022 (*Additional payments are shaded; these costs have already been agreed but may not have appeared on the agenda.*  
*Local Government Act (LGA); Public Health Act (PHA); Open Space Act (OSA); Parish Council Act (PCA); Highways Act (HA)*)

**PAYMENTS FOR AUTHORISATION –ORWELL PARISH COUNCIL MEETING 18<sup>th</sup> May 2022**

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	Confidential	0	Employees payments for May 2022	LGA 1972 s112
Drax Power			Street light energy April 2022	PCA 1957 s3
E-On	£317.63		Pavilion electricity	LGA 1972 s143
J Damant	£25.44		Expenses Easyspace mail renewal	LGA 1972 s112
Meldreth Parish Council	£100.00	0	Contribution towards office expenses May 2022	LGA 1972 S113
Buchans Landscapes	£632.26 £495.58	£105.38 £82.60	March 22 Grounds Mtce April 22 Grounds Mtce	OSA 1906 s9/10
Zurich Insurance	1366.19	0	Insurance Cover part of existing contract which ends June 2023	LGA 1972 S113
Hertfordshire CCTV	£1854.00 £2110.50	£309.00 £351.75	CCTV sim card renewal CCTV monitoring & Maintenance	LG&R 1997 s31
Marquee	£1488.00	0	Marquee for Jubilee – take out of earmark reserves	S137

3. Update on presentation of accounts from May 2022. This appears to have been rectified with Scribe

4. Clerk will send Cllr Chambers the mandate to be completed for him to become a signatory. To put CCTV on the next agenda.

It was proposed by Cllr Philips to accept all payments, this was seconded by Cllr Murray Brown and agreed by all.

66/05/22

**Internal Audit:**

Copy of the income and expenditure for financial year 2021/22. This is the income and expenditure document and the Account Statement of the AGAR. These figures will be submitted to the internal auditor and the external auditor. Clerk has contacted CAPALC who will do the internal audit.

67/05/22

**Clerk's Report:**

- Defibrillator: update. Clerk is in the process of ordering the equipment, information on the electrics was required which the Village Hall have now given. There is a back log on machinery so it could be a few months before the defib is received.
- Repairs to play equipment/benches in the recreation ground: Clerk is still trying to find someone to repair the bench, paving stones around the pavilion and pavilion car park.
- Request for direction sign for shop/Post Office. This is for CCC to decide it is not a Parish Council decision.
- Millenium Beacon – Clerk has received the Agreement and has sent it to Cllrs Bunnett and Chambers to look over, once this had been approved the Clerk will sign and send back, it is hoped that ownership will take place after the Jubilee event. Clerk is looking into the cost for the insurance.
- There is a survey running and they are asking for Parish Council input, the survey is [CCC Transport Strategy Stakeholder Engagement Survey](#)

The recreation ground needs to be looked at and the equipment assessed. Clerk has recently received the Rospa report. Agenda Item.

**Action: Clerk**

68/05/22

**Housing Survey in Orwell:**

Councillors have received the information and a discussion took place.

It was stated that the survey is probably in respect of a proposed planning application which will be for an exception site, which is outside the Village Envelope. The housing survey is being conducted by Cambridgeshire Acre. The information they collect can be used for the Neighbourhood Plan; the survey is looking at the needs of housing within the village. However, Councillors feel that if they give a supporting letter, they are then supporting the development which they are not, at this time. It was proposed by Cllr Chambers that the Parish Council, though in support of a Housing Survey for the village, that they cannot formally endorse it and so they are unable to give a letter of support. This was seconded by Cllr Tabor. A vote was taken with 3 in favour of not giving a supporting letter, 2 not in agreement with this proposal, 2 abstaining. So, motion carried to not offer a letter of support. It was also noted by Cllr Chambers that a housing needs survey would need to be undertaken as part of Neighbourhood Plan and that this would identify any requirements for additional houses including social housing

69/05/22

**IT Support:**

Cllr Philips said that iTEX are now going to look at the system and Cllr Philips will assist the Clerk in letting them know exactly what needs to be done.

70/05/22

**Annual Meeting of the Parish (village meeting)**

Agreement to hold this on the 25<sup>th</sup> May 2022 at 7.30pm in the main room of the Village Hall. The survey results will be included.

71/05/22

**Councillors' Reports:**

Cllr Gould to meet with the Clerk and Administrative Assistant to look into the Risk Assessment document.

When is the next tree survey due? It was reported that one was carried out last year. Clerk will confirm this at the next meeting. Some trees may need to be checked annually; full surveys are conducted on a three-year basis.

**Action: Clerk**

Cllr Tabor reported that Orwell have been successful in the LHI application. The Parish Council confirm that they are in agreement to pay 10% of the costs, this has already been agreed at a previous meeting.

72/05/22

**Agenda items for the next meeting:** Policies to be reviewed in June along with Standing Orders; Financial Regulations, signing off the Audit, CCTV,

There being no further business the Chairman closed the meeting at 10.31pm.

Chairman: \_\_\_\_\_

Date: 15<sup>th</sup> June 2022

For the avoidance of doubt the only legally acceptable version of the Minutes of Orwell Parish Council are those signed in Public Meetings by the Chairman. They are available for public inspection from the Clerk.