

# 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

## unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held in the Committee Room at the Village Hall  
on  
16<sup>th</sup> March 2022 at 7.30pm (19.30hrs)

**Present:** Cllr G Bunnett – Chair (**GB**), Cllr N Chambers – Vice Chairman (**NC**), Cllr A Murray-Brown (**AMB**) Cllr S Grimley (**SG**), Cllr I Phillips (**IP**), and Cllr A Stone (**AS**)

### In Attendance:

*Motion to exclude: In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item 242/12/21 it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.*

- 301/03/22**      **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 received from Cllrs Gould, Tabor and Morris-Lowe all due to work commitments. Mrs J Damant (the Parish Clerk) sent apologies due to illness. These were accepted and agreed by all.  
Cllr S Kindersley (CCC), and Cllr A Van De Weyer (SCDC) also sent their apologies.
- 302/03/22**      **Councillors to disclose any Pecuniary Interests:** (*disclosable pecuniary interests (DPIs) include interests held by a member's spouse, civil partner or similar*) listed on the Agenda:  
There were no interests declared.
- 303/03/22**      **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
If a member of the public intending to remotely attend the meeting wishes to make any comments or raise any questions under Standing Order 3e, about an item on the Agenda they are invited to send an email or letter with the script of their comments and question to the Clerk in advance of the meeting. Any such email or letter will be read out by the Clerk, subject to the time limits stated in the Council's Standing Orders, namely a limit of 15 mins in total and an individual limit of 3 mins per item.  
There were two members of the public, Mrs Sue Miller and Mrs Gill Kenyon, in attendance. Mrs Miller asked whether a sign could be erected on Fishers Lane/High Street indicating the location of the village shop. Cllr Bunnett said that the County Council's Highways Department should be contacted.
- 304/03/22**      **Minutes of the meeting held on 16<sup>th</sup> February 2022:**  
The minutes were approved.
- 305/03/22**      **Matters arising from minutes not discussed elsewhere**  
It was decided that Actions would remain in the body of the minutes and the Actions will also be listed in a separate schedule attached to the minutes. The schedule will contain a description of the action, the date the Action was entered on to the schedule and the person or group of people dealing with the Action.
- 306/03/22**      **CCC Report: Circulated prior to the meeting**  
There were no questions raised.
- 307/03/22**      **SCDC Report:**  
There was no report.
- 308/03/22**      **Footpath adjacent to "Charlie Rhodes Old Yard"**  
It was agreed that Cllr Bunnett will write to the Planning Department to advise them that the land has been cleared and to enquire whether the Department is aware of any enquiries regarding a possible planning application.

- 309/03/22 HRH Queen Elizabeth II Platinum Jubilee Celebrations:**  
It was noted that the company booked to supply the marquee is closing down and they have offered to refund the deposit paid by the Parish Council. It was also noted that the proposed barn dance will not go ahead and that alternatives are being discussed by the organisers.
- 310/03/22 East West Rail (EWR)**  
The Cambridge Approaches group has prepared a letter to the relevant Government minister asking for the business case regarding the construction of the proposed railway between Bedford and Cambridge to be published. They have asked various organisations, including parish councils, to sign the letter. It was agreed that Orwell Parish Council will sign the letter.
- 311/03/22 Neighbourhood Plan (NP):**  
The Steering Group has been established and the next meeting of this will be on 31<sup>st</sup> March.
- 312/03/22 New Recreation Ground:**  
The transfer document for the sale of the strip of land adjacent to the new recreation ground is ready to complete. The sale has been previously approved by the Parish Council. It was agreed that the Chairman and the Vice Chairman are given the authority to sign the transfer on behalf of the Parish Council. **Action: Cllrs Bunnett and Chambers**
- The Parish Council's solicitors, Tees, have requested the sum of £1,570.00 in respect of both parties' legal costs to enable completion to take place.
- Cllr Bunnett will provide the Terms of Engagement for Parsons, the engineers who measured the site, to Cllr Stone for review before writing to Mr Parsons.
- Cllr Stone has met with Stuart Buchan to discuss clearance of the land and weed control. A quote for the work is expected. Cllr Bunnett to contact David Breed regarding the best way to clear the dead material from the land. **Action: Cllr Bunnett**
- Cllr Grimley reported that there have been 164 responses to the survey and she was congratulated on the excellent response and her great work in preparing the survey.
- 313/03/22 Existing Recreation Ground & Pavilion:**  
Cllr Stone reported that it is proving difficult to find contractors to quote for the repair work to the pavilion.
- Cllr Bunnett is to look at the cleaning of the windows and interior of the pavilion. **Action: Cllr Bunnett**
- It was agreed that the arrangements for booking the pavilion and the MUGA are to be discussed at a future meeting.
- 314/03/22 Chapel Orchard:**  
It was reported that further investigations are required in respect of the silting up and cleaning of the pond.
- 315/03/22 Clunch Pit group of properties: (Clunch Pit, Quarry Lane, Glebe Field and Paddock).**  
Cllr Bunnett reported that heads of terms for the purchase of the Glebe Field and Paddock are close to being agreed. They include a provision for the Ely Diocese to retain a right of access from Fishers Lane through the Paddock and to the gate at the rear of the Burial Ground. This will permit the Diocese to construct a track at it's own cost and, if a track is built, maintenance costs will be shared 50:50 between the Diocese and the Parish Council. The construction of the track is to be to the approval of the Parish Council, not to be unreasonably withheld, but that a surface of hardcore will be acceptable. It was agreed that the heads of terms are approved subject to, if the track is to have a hardcore base it must be covered with gravel, and that planning permission for the track is obtained. **Action:Cllr Bunnett**
- It was also agreed that, when terms have been agreed, the Parish Council will arrange a meeting of residents to obtain their views on the proposed purchase. **Action:Cllr Bunnett**

- 316/03/22 Youth Club Worker**  
It was agreed that the Parish Council approve, in principle, the recruitment of a Youth Worker subject to the appointment of a particular person being approved at a later Parish Council meeting. A question was raised regarding what will happen to any surplus of the grant if it is not all spent.  
**Action: Cllr Bunnett**
- 317/03/22 Environment Working Group:**  
The next meeting has been arranged for 13<sup>th</sup> April.
- 318/03/22 Village Hall:**  
There was no report.
- 319/03/22 Financial Matters:**  
1. Financial Statements for March 2022  
2. Payments and Additional payments for March 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)*

**PAYMENTS FOR AUTHORISATION –ORWELL PARISH COUNCIL MEETING 16<sup>th</sup> March 2022**

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	Confidential	0	Employees payments for March 2022	LGA 1972 s112
Drax Energy	5.96	0.28	Street light energy	HA 1980 s301
E-On	183.88	8.76	Pavilion electricity January 2022	LGA 1972 s111
Carter Jonas	187.50	0	Glebe field licence Sept 21 to March 22	SHAA 1908 s34
Meldreth Parish Council	100.00	0	Office rent contribution	LGA 1972 s111
Balfour Beatty	72.00	12.00	Street light maintenance Y3 Q1	PCA 1957 s3
Buchans Landscapes	103.20	17.20	Dig out trench at Recreation Ground	LGA 1976 s199
Tees	1,570.00	TBC	Hurdleditch Road legal fees balance	PHA1875 s164

Payments were proposed by Cllr Philips, seconded by Cllr Chambers and agreed by all.  
3. A new format for reporting the accounts on a monthly basis was agreed.  
4. Cllr Bunnett reported that the NALC/SLCC pay review due on 1<sup>st</sup> April 2021 has been agreed.  
5. Cllr Chambers will find out the dates of deadlines for the appointment of an Internal Auditor and will report back to the next Parish Council meeting. Cllr Bunnett to inform the Clerk that no Internal Auditor is to be appointed at present.

- 320/03/22 Clerk's Report**  
The Clerk was not at the meeting due to illness.
- 321/03/22 Risk Management:**  
Cllr Gould reported that progress is being made.
- 322/03/22 Website:**  
There has not been any feedback from ITEX regarding their appointment as IT consultants.
- 323/03/22 Annual Parish Council Meeting:**  
In the absence of the Clerk, this was deferred until the next meeting.
- 324/03/22 Parish Council Elections 5<sup>th</sup> May 2022:**  
All Councillors who wished to were requested by Cllr Bunnett to give their papers to Cllr Phillips. The Clerk will collect them from Cllr Philips so that she can hand deliver them to the District Council.

**325/03/22 Councillors' Reports:**  
There were no Councillors reports.

Meeting closed at 22.03

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**326/03/22 Staffing:**  
It was agreed that the Administration Assistant position will be on the Local Council's grade SCP14 for which the salary is currently £12.21 per hour but subject to review on 1<sup>st</sup> April 2022. It was also agreed that the position and salary will be reviewed after 3 months.

Meeting opened at 22.13

**327/03/22 Agenda items for the next meeting:**  
There were no agenda items mentioned for the next meeting.

There being no further business the Chairman closed the meeting at 22.15. The next meeting is scheduled to be held on 20<sup>th</sup> April 2022.

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

Date: \_\_\_\_\_

**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**