

ORWELL PARISH COUNCIL
ANNUAL MEETING OF THE PARISH COUNCIL (AGM)
CHAIRMAN: Mr Graham Bunnett

Clerk: Mrs J Damant
Parish Council Office
Sheltered Housing Communal Room
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Meldreth SG8 6LX

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AGENDA

To members of the Council:

You are hereby summoned to attend a meeting of the Parish Council in the Committee Room of the Village Hall on Wednesday 18th May 2022 at 7.30 pm for the purpose of transacting the following business.

To members of the Public & Press:

You are invited to attend a meeting of the Parish Council in the Committee Room of the Village Hall on Wednesday 18th May 2022 at 7.30 pm for the purpose of transacting the following business on the agenda.

If you also wish to make any comments or raise any questions under Standing Order 3(e), about an item on the Agenda the Council would prefer you to do this by sending the text of your comments and questions in an email or letter to the Clerk in advance of the meeting. Further arrangements are noted below in the item "Public Participation".

Clerk: Judy Damant

Date: 12th May 2022

- 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))
- 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.*
- 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.
- 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)*).
- 040/05/22 Code of Conduct:** (*Localism Act 2011 s27 (1&2)*)
To adopt and sign the new Code of Conduct.
- 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*
- 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*)).
- 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.
- 44/05/22 Minutes of the meetings held on 20th April 2022:**

- 45/5/22 Election of Planning Committee:**
- 46/5/22 Election of New Recreation Ground Committee:**
- 47/05/22 Working Groups & Responsibilities:**
Neighbourhood Plan Steering Group
Environmental Working Group
Recreation Grounds Working Group
Finance Working Group
- 48/05/22 CCC Report: Circulated prior to the meeting**
- 49/05/22 SCDC Report:**
- 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:**
Comments/updates
- 52/05/22 Planning:**
Appeal against refusal – application No 21/04556/FUL
- 53/05/22 HRH Queen Elizabeth II Platinum Jubilee Celebrations**
Update on village response for the Jubilee celebrations
- 54/05/22 Neighbourhood Plan (NP):**
Update from Cllrs Gould and Grimley
- 55/05/22 New Recreation Ground:**
Update - Terms of Engagement
Clearance of the land of weeds
- 56/05/22 Existing Recreation Ground & Pavilion:**
Update from Cllr Stone
Electrical charges, check smart meter – electricity charges seem extreme.
- 57/05/22 Chapel Orchard:**
Update
- 58/05/22 Glebe Field and Paddock – Purchase of land**
Update
- 59/05/22 Clunch Pit group of properties: (Clunch Pit, Quarry Lane, Glebe Field and Paddock).**
Update
- 60/05/22 Youth Club Worker:**
Update on employment of Youth Worker and what is to happen with any surplus funds.
- 61/05/22 Environment Working Group:**
Update by Cllr Gould.
Update regarding Parish Online – Clerk has sent information to all members regarding training
Decision on what training programme is better suited.
Cost of tree planting ceremony.
- 62/05/22 Village Hall: (Cllrs GB, ET and AS)**
Update
- 63/05/22 Financial Report:**
Cllr Phillips, Clerk and Assistant Clerk are in the process of setting up Scribe with the new Cost Codes for the financial year 2022/23.

64/05/22 Office Equipment:
Laptop and software for the Administrative Assistant, in order to work from home

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 18th 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

3. Update on presentation of accounts from May 2022
4. Update on online banking and Cllr Chambers as a signatory.

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 – update
- Millenium Beacon – update
- There is a survey running and they are asking for Parish Council input, the survey is [CCC Transport Strategy Stakeholder Engagement Survey](#)

68/05/22 Housing Survey in Orwell:
Councillors asked for more information in the last meeting so they can make a decision on whether to support a survey.

69/05/22 IT Support:
Update.

70/05/22 Annual Meeting of the Parish (village meeting)
Agreement to hold this on the 25th May 2022 in the main room of the Village Hall.

71/05/22 Councillors' Reports:

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.