

ORWELL PARISH COUNCIL

MEETING OF THE PARISH COUNCIL

AGENDA

Clerk: Mrs J.E Damant
Parish Office, Sheltered Housing Scheme
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To members of the Public & Press:

You are invited to attend the meeting of the Parish Council in the Committee Room of the Village Hall on Wednesday 20th April 2022 at 7.30 p.m. for the purpose of transacting the following business.

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".

To members of the Council:

You are hereby summoned to attend the meeting of the Parish Council in the Committee Room of the Village Hall on Wednesday 20th April 2022 at 7.30 p.m. for the purpose of transacting the following business.

Clerk: *Judy Damant*

Date: 13th April 2022

Guest speaker: Jenna Bramme from Cambridgeshire Acre Re: Housing Survey for Orwell

- 01/04/22** **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
- 02/04/22** **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:
- 03/04/22** **Public participation:** for up to 15 minutes members of the public may contribute their views and comments to the Parish Council on items on the agenda, with a limit of 3 mins per item, in accordance of the Standing Orders.
- 04/04/22** **Minutes of the meetings held on 16th March 2022:**
- 05/04/22** **Matters Arising items for information, no actions can be taken.**
- 06/04/22** **CCC Report: Circulated prior to the meeting**
- 07/04/22** **SCDC Report:**
- 08/04/22** **HRH Queen Elizabeth II Platinum Jubilee Celebrations**
Update on village response for the Jubilee celebrations
- Marquee, Clerk has booked one Capri marquee, decision to have either another marquee or possibly a pergola. Clerk ask about insurance and the marquee is insured with the company and is also covered on the Parish Council's insurance. It is not however covered during the time it is not being used but the company did not seem concerned. Clerk to have this in writing.
 - Risk assessments will need to be completed by the individual users.
 - Request to increase amount underwritten for Saturday evening event.
 - Request for the Parish Council to hold any Jubilee donations within their accounts. This can be done; however, it must be remembered that any money in the Parish Council accounts has to abide by Parish Council regulations and that there are restrictions on giving money to the Church or School.

- 9/04/22 East West Rail (EWR) – 2nd Letter**
Update Cambridge Approaches –Letter re EastWestRail Central Section (EWR CS) - Bedford to Cambridge Business Case. Agreement for the Chairman to sign, the second letter, on the Council's behalf.
- 10/04/22 Neighbourhood Plan (NP):**
Update from Cllrs Gould and Grimley
- 11/04/22 New Recreation Ground:**
Update from Cllr Bunnett. on sign transfers, terms of engagement, and re-clearing of the land. Letter to Engineer regarding a contribution towards legal costs.
- 12/04/22 Existing Recreation Ground & Pavilion:**
Cllr Stone to report on the new quotations for Pavilion
Cllr Bunnett to report on the windows and interior.
All councillors to have looked at possible booking systems for the MUGA.
- 13/04/22 Chapel Orchard:**
Update (report from Cllr Morris-Lowe)
- 14/04/22 Glebe Field and Paddock**
Cllr Bunnett to report on the negotiations with Carter Jonas regarding the purchase.
Topic for discussion for the Annual Meeting of the Parish.
- 15/04/22 Clunch Pit group of properties: (Clunch Pit, Quarry Lane, Glebe Field and Paddock).**
Update on Revisions to the Heads of Terms
- 16/04/22 Youth Club Worker:**
It was agreed under item 213/11/21 that the Youth Club could apply for a grant from SCDC, in order for them to employ a youth worker, this they have been successful and the Parish Council have now received the funds of £4,860.00.
Cllr Bunnet to report on what happens to any surplus funds.
- 17/04/22 Environment Working Group:**
Update by Cllr Gould.
- 18/04/22 Village Hall: (Cllrs GB, ET and AS)**
Update
- 19/04/22 Financial Report:**
There is a new financial report structure for April, now that the cost codes have been set up within Scribe it will be easier to take out reports that Councillors may need.
- 20/04/22 Financial Matters:**
1. Financial Statements for April 2022
2. Payments and Additional payments for April 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 20th April 2022

| Payee | Amount £ | Vat £ | Description | Power |
|-------------------------|--------------|-------|---|---------------|
| Salaries, HMRC, Pension | Confidential | 0 | Employees payments for April 2022 | LGA 1972 s112 |
| Drax Power | 0 | 0 | Street light energy February 2022 We are still in credit | PCA 1957 s3 |
| E-On | £317.63 | 15.30 | Pavilion electricity | LGA 1972 s143 |
| J Damant | 48.71 | 0 | Expenses | LGA 1972 s112 |
| Meldreth Parish Council | £100.00 | 0 | Contribution towards office expenses April 2022 | LGA 1972 S113 |

| | | | | |
|-------------------|---------|--------|---|---------------|
| S Walmesley | £54.18 | 0 | Expenses (stamps/mileage) Oct21 –March 22 | LGA 1972 s112 |
| Starboard Systems | £489.00 | £81.50 | SCRIBE subscription 2022/23 | LGA 1972 s112 |

3. Update on presentation of accounts from April 2022

4. NALC/SLCC Pay Review 1st April 2021

The new pay scales have now been received with an increase of 0.26p and hour.

Parish Council acknowledgement of the increase to staff salaries and that they are to be back dated to March 2021. SCP scales for staff remain the same.

5. Appointment of Internal Auditor

The Clerk has two internal auditors who have said they would do the Parish Council's accounts. Mr Huett has agreed that he would do the accounts this year but that this will be his last year as he is no longer doing internal audits. CAPALC have also said that they are happy to take on the internal audit for Orwell from either this year or from next year. So, decision on whom needs to be done tonight. Assistant Clerk will be ready to send to the internal auditor within the next few days.

21/04/22

Clerk's Report:

Defibrillator: update on when it will be received. It was agreed at a past meeting that the Parish Council would now like the contractor to place the defibrillator.

Repairs to play equipment/benches in the recreation ground: Clerk has emailed two contractors but has not heard back from anyone, so still looking to get this work carried out.

Request for direction sign for shop/Post Office – update

Millenium Beacon – update

22/04/22

Housing Survey in Orwell:

Update following on from the guest speaker.

23/04/22

Risk Management:

Cllr Gould and the Clerk have started the process.

24/04/22

IT Support:

Update from Cllr Phillips.

25/04/22

Annual Meeting of the Parish Council 2022 (AGM) – 18th May 2022

This meeting is where the new council sign their Declarations of Acceptance, Register of Interests and the Chairman and Vice Chairman are elected. There will be no election as this is an Uncontested Election with eight councillors for nine seats. This vacancy will now be filled via the Cooption Process.

26/04/22

Annual Meeting of the Parish (village meeting)

Agreement to hold this on the 25th May 2022 in the main room of the Village Hall.

This is not a Parish Council meeting; it is where the public can come and speak on any item they feel needs to be discussed. There can also be some projects that the Parish Council have been working on and will use this time to inform the residents on what has been happening and ask for feedback.

Items up for discussion:

- New Recreation Ground
- Old Recreation Ground and Pavilion
- Glebe Field and Paddock

27/04/22

Parish Council Elections 5th May 2022

Orwell have an uncontested election and they have one chair available which can now be filled via co-option, in order to have a full council.

28/04/22

Councillors' Reports:

Cllr Bunnett has finished the Action Point document, is everyone happy with this format?

Cllr Bunnett – letter to planning re The Old Yard

29/04/22

Staffing:

Update of recruitment of an Administrative Assistant

30/04/22

Agenda items for the next meeting:

Policies to be reviewed in June; Standing Orders; Financial Regulations; New policies to be agreed if any; Caretaker salary; Red telephone Box