

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 remote meeting of Orwell Parish Council was held on
16th February 2022 7.30pm (19.30hrs)

Present: Cllr G Bunnett – Chair (GB), Cllr N Chambers – Vice Chairman (NC), Cllr M Gould (MG), Cllr S Grimley (SG), Cllr I Phillips (IP), Cllr E Tabor (ET) and Cllr A Stone (AS)

In Attendance: Mrs S Walmesley (Assistant Clerk), Cllr S Kindersley (CCC) and 2 members of the public

273/02/22 **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
Mrs J Damant (Clerk), Cllr Morris-Lowe, Cllr Murray-Brown and District Cllr Van De Weyer

274/02/22 **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 Pecuniary Interests declared.

275/02/22 **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**

Orwell Friendship Club

Councillors were advised that the Club, for people of 55 year of age and over, currently had 15 members and were actively seeking more. To attract new interest speakers were needed and therefore funding to pay for their service. The Club had written to local businesses and had received a good response. The Club was hoping to be able to join forces with other similar clubs around the area for trips and meals to help with costs.

Councillors were asked if they would consider a grant for the Club to go towards expenses. The Chairman advised that the Parish Council had a fund and suggested that a request was put in writing to the Clerk with details of requirements and costings. The Parish Council would then consider the request at a Parish Council meeting.

Cllr Kindersley advised of the SCDC Community Chest grant, and Rugby Cement Benevolent Fund, which might be able to help.

Queen's Platinum Jubilee

Councillors were updated on a proposal for a Barn Dance on the 3rd June which was planned to be held in the marquee arranged by the Parish Council. Seven Ceilidh bands had been contacted but there had been no reply. The cost of a band was likely to be around £600 with additional costs relating to PA systems etc. It was intended to charge for entrance to recoup the costs and if a profit was made this would be put back into village organisations.

The Parish Council was asked if they would underwrite the event by upto £1,000 to get the plans underway.

Councillors agreed to bring forward Item **297/02/22 for discussion so that a decision could be made.**

A discussion took place on alternative entertainment if a band was not available. Councillors were advised that more detail would be known within the next week.

On a proposal by Cllr Chambers, seconded by Cllr Gould, it was agreed that the Parish Council would underwrite the Barn dance costs of up to £1000 (LGA s145). All Councillors in agreement.

276/02/22 **Minutes of the meetings held on 20th January 2022:**

The minutes of the Parish Council meeting held on the 20th January had been circulated. On a proposal by Cllr Grimley, seconded by Cllr Phillips, the minutes were approved as a true record. Cllr Chambers requested on future agendas the item 'Matters Arising', be included so that actions agreed at a meeting, and not scheduled to be discussed as an agenda item, would not be overlooked. This was agreed.

Action; Clerk

277/02/22

CCC Report: Cllr Kindersley.

A report had been circulated prior to the meeting

Cllr Kindersley referred to a briefing arranged by the SCDC Planning Director, Stephen Kelly, relating to Thakeham. It was reported that they were no further forward and no plans had been submitted.

East West Rail is currently holding 17 group meetings along the proposed route for residents. Cllr Kindersley advised that he had been invited to three of these due to geography. He had attended two so far and raised a number of issues including a request for minutes of the meetings to be produced with answers to questions all in a timely manner.

Cambridgeshire County Council had agreed their budget with a general precept increase of 1.99% and an additional 3% for adult social care.

The Fire Authority had agreed a 2% increase. Cllr Kindersley added that the authority was always rated good but was at the lower end of the tax scale. This meant that very good service was provided. The service was also expanding to assist the Ambulance Service although there were some issues with the Unions as this additional work was adding to the jobs.

Cllr Kindersley referred to the Household Support Fund and asked for the help of the Parish Council in advertising the fund for people on lower incomes. This is a one off grant which was not very well advertised. There is also a social benefit available for reduced broadband costs. It was suggested that the Support Fund could be advertised through the village email and also food bank and school.

The Chairman thanked Cllr Kindersley for his report.

278/02/22

SCDC Report:

A report was not available.

279/02/22

Planning: (Planning Committee Only)

All planning minutes and agendas can be found on the Past and Present website.

A Tree Work application for trees in the garden of 40 High Street had been discussed at the earlier Planning Committee Meeting. The committee agreed that pruning of the trees would be sufficient to address the problems identified in the application. The trees were also in a conservation area and added to the street scene. The committee also agreed that an application for a TPO on the trees be made with South Cambridgeshire District Council. Permission was requested to make the application.

Councillors agreed that Cllr Gould should make the application for a TPO on behalf of the Parish Council.

Action: MG

280/02/22

Proposal for a New Town in South Cambridgeshire (Thakeham):

An update was given by Cllr Kindersley in his report. There was nothing further to add.

281/02/22

East West Rail (EWR)

An update was given by Cllr Kindersley in his report. There was no further comment.

282/02/22

Neighbourhood Plan (NP):

Cllr Gould reported that a village meeting had been held on the 20th January with around 40 residents in attendance. A list of volunteers had been compiled for a range of actions. There was to be a steering group meeting arranged in early March when it was hoped someone would take over the role of Chairman.

283/02/22

New Recreation Ground:

The Chairman reported that the small strip of land being sold back to the Farmer was nearing completion. The Parish Council had agreed to pay costs and the Farmer's Solicitor had provided the amount of their costs. An invoice for a similar amount is also expected from the Parish Council's Solicitor.

New Councillors were advised of the history relating to this where the Engineer had not measured correctly when carrying out a survey. The Engineer had waived his fee for the survey as a result but had not admitted liability.

A discussion took place on liability with a suggestion that the Engineer should be asked to contribute to the legal costs too. Councillors agreed that nothing would be lost by taking this action. It was agreed that the Chairman and Cllr Stone to prepare a letter.

Action: GB & AS

To enable the Solicitor fees to be paid promptly the Chairman proposed that up to £1500 plus VAT be agreed which was seconded by Cllr Grimley. All Councillors in agreement. The Chairman confirmed that the payment would be made from the earmarked funds.

It was noted that the survey on the land at Hurdleditch Road was ready to go out. The Chairman also confirmed that he had spoken to the Football Club who are aware that ~~happen~~ a football pitch will not be constructed on the area at the present time.

284/02/22

Existing Recreation Ground & Pavilion:

Cllr Stone was investigating a replacement cooker in preparation for the Jubilee celebrations. He would report back once a specification and price was available. Unfortunately the original contractor was no longer able to carry out the works to the Pavilion. It was recognised that contractors were in short supply which was suggested could be as a result of them taking PAYE work.

A discussion took place on the work and the need for the changing rooms to be upgraded and extended to comply with the Football First Team league requirements. It was advised that the team had not played in Orwell for a number of seasons. The Club had asked if facilities would be available for the next season. Due to the amount of work involved to bring them up to the required standard the Club would be advised that they would not.

Councillors then discussed whether to continue seeking quotations for the remedial work so that the Pavilion could be used until the new recreation ground was established. It was agreed that three quotes would be sought using the original specification. **Action; Clerk & AS**

A discussion then took place on the amount of litter left on the recreation ground believed to be following football matches. The Caretaker was aware of those responsible.

285/02/22

Chapel Orchard:

Cllr Morris-Lowe was due to provide an update but was not in attendance.

The Chairman advised that the Gardening Club had folded and had indicated that it would like to donate £2,000 towards the purchase of Chapel Orchard. The club were also planning a donation of £500 to the Youth Club's Allotments project.

Cllr Chambers stated that it was a long term intention of the Parish Council to try and acquire Chapel Orchard from South Cambridgeshire District Council to preserve it in perpetuity. A discussion took place on accepting the funds towards the purchase and the use of the money should the District Council not agree to sell as it could not be refunded. Councillors agreed that more detail was needed.

Cllr Chambers proposed that the Parish Council welcome the donation as a contribution towards a fund towards the purchase of Chapel Orchard, or ongoing maintenance should the District Council not agree to sell. This would be subject to agreement of details. The proposal was seconded by Cllr Tabor with all Councillors in agreement.

The Clerk and Chairman to prepare the response to the Gardening Club. **Action; Clerk & GB**

286/02/22

**Clunch Pit group of properties: (Clunch Pit, Quarry Lane, Glebe Field and Paddock).
Glebe Field and Paddock**

Cllr Chambers declared a non Pecuniary interest as treasurer of the Clunch Pit Management Trust and did not take part in the vote.

Following the decision at the October 2021 Parish Council meeting to investigate the purchase of the Glebe Field and Paddock, to preserve them in perpetuity as green open spaces, correspondence with the Diocese had taken place. The Chairman read the requirements of the Diocese relating to access the burial ground. The latest request was that if an access path was constructed that the Parish Council would be required to contribute 50% to any maintenance. Councillors did not think that a path would be installed as it was not needed.

Councillors discussed the wording of the correspondence agreeing that it needed to be a lot tighter, If a path was to be constructed the Parish Council would require the right to approve the specification.

On a proposal by Cllr Tabor, seconded by Cllr Gould, it was agreed subject to wording that the purchase negotiations continue and a full set of Terms be prepared for the March Parish Council meeting. All Councillors in agreement. The Chairman would send a note to the Diocese's land agent, Carter Jonas with the suggested revisions to the Heads of Terms

Action; GB

It was stated that the funding would come from reserves and from a fundraising campaign in the village which Cllr Chambers had offered to lead. Cllr Chambers added that he had received a good response from a number of residents he had approached informally.

Clunch Pit Management Trust (CPMT)

The Chairman explained that the Trust currently received an annual grant from Natural England towards Clunch Pit maintenance. It seemed likely that the agreement would not be renewed when it expired at the end of 2022. The Parish Council had been asked if they would allocate £1500pa, should this happen. The Trust had some reserves but there were some substantial fencing costs coming up estimated at £5,000. It was noted that £3,000 had been allocated in the 2022/23 budget to the CPMT toward this.

Cllr Phillips stated that Councillors also needed to discuss the solar contribution ending and need to consider the availability of funds.

On a proposal by Cllr Phillips seconded by Cllr Grimley was agreed by all Councillors that the CPMT's request for funding would be supported subject to budgeting constraints at the time. Cllr Stone asked why the replacement stock fencing was needed and if electric fencing could be used instead. Cllr Chambers explained that the purpose of the stock fencing was to keep the sheep in the Clunch Pit and Glebe field and that their grazing formed a key part on the management of the SSSI. Electric fencing had been investigated but was not considered suitable for a number of reasons including public access.

The Chairman then advised that previous proposals by the CPMT, which had been supported by the Parish Council at the September 2021 meeting, had been reworded for clarification. Councillors were asked to ratify their previous decisions.

On a proposal by Cllr Grimley, seconded by Cllr Gould and agreed by all Councillors the following statement was agreed –

'Orwell Parish Council confirm that it will never sell part or all of the SSSI Clunch Pit land without the prior approval at a village meeting of at least 100 residents or 75% of residents voting in a village referendum.'

The second statement –

'That Orwell Parish Council request the CPMT to manage for them (in line with OPC lease agreements) the Glebe Field and Paddock as well as the Clunch Pit SSSI (in line with any agreements with Natural England or other funding body).'

It was confirmed that the statement only related to the Clunch Pit.

The statement proposed by Cllr Phillips, seconded by Cllr Grimley was agreed by all Councillors. The CPMT would draft a Memorandum of Understanding to propose how to deal with funding, reporting, insurance matters etc. The CPMT would also continue to provide an annual report back to the Parish Council on activities in these areas.

287/02/22

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 in. The youth worker will be employed by the Parish Council.

The Chairman hoped that Mr Talbot, the Youth Club Leader, would be in attendance to update Councillors further. He added that it was envisaged that, to avoid the youth worker becoming a permanent employee, a casual contract would need to be issued. Advice had been sought from CAPALC on how to progress.

It was agreed by all Councillors that the Chairman and Cllr Grimley liaise with Mr Talbot regarding Terms of Employment. It was stressed that the youth worker would not cost the Parish Council anything.

Action;GB & SG

288/02/22

Environment Working Group:

Cllr Gould reported that the working group had met and the minutes had been circulated to Councillors. These were noted.

Cllr Gould then proposed that the Parish Council agree to expenditure of £100 for membership of the Tree Warden Scheme. This was seconded by Cllr Tabor with all Councillors in agreement. Cllr Gould requested that the mapping tool, Parish Online, which would cost £72 plus VAT be investigated. It was agreed that the Clerk and Chairman progress the purchase.

Action;Clerk & GB

289/02/22

Village Hall: (Cllrs GB, ET and AS)

It was noted that Parish Councillors take the role as a Trustee of the Village Hall which was not just a Councillor responsibility.

290/02/22

Financial Matters:

1. Financial Statements for February 2022

2. Payments and Additional payments for February 2022 (Additional payments are shaded; these costs have already been agreed but may not have appeared on the agenda.

PAYMENTS FOR AUTHORISATION –ORWELL PARISH COUNCIL MEETING 16th February 2022

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	1530.66	0	Employees payments for January 2022	LGA 1972 s112
Meldreth Parish Council	100.00	0	Office Rent contribution	LGA 1972 s111
SLCC	104.00	0	Annual membership (society of local councils and clerks) shared with Meldreth	LGA 1972 s144
J Damant	26.36	0	Vodafone	TCA 1986
Buchans	135.00		Excavation holes near the tennis courts to investigate what is causing the cracks Not paid as awaiting invoice	LGA 1976 s199
Richard Burns	214.00	0	Replacement smoke detectors in Pavilion	LGA 1972 s133

Payments were proposed by Cllr Grimley, seconded by Cllr Gould and agreed by all Councillors.

Councillors discussed what level of financial information they would want on a monthly basis. It had been agreed at the last meeting that the Chairman and Cllr Phillips would liaise with the Clerk and Assistant Clerk to look at a new format to present the monthly income and expenditure and variance against the budget for 2022-23.

The Assistant Clerk explained how the budget did not go into enough detail to align with the Scribe cost codes used. Cllr Phillips confirmed that he now had access to Scribe and that there were reports to cover Councillor requirements once the correct budget information and cost codes were set up for the next financial year. A further update would be made at the next meeting.

Action:IP and Asst Clerk

291/02/22

Grass cutting contract:

The Parish Council contractors, Buchans Landscapes, had advised that there would be a 3% increase in their prices for 2022 in respect of any work under the landscaping contract which would be an additional cost to the Parish Council of around £150 per year. It was noted that their contract was due to expire on the 31st December 2022.

On a proposal by Cllr Grimley, seconded by Cllr Chambers, the 3% increase was agreed.

292/02/22

Clerk's Report:

- Defibrillator update
- Repairs to play equipment/benches in the recreation ground
- North East Cambridge city Council and SCDC - Proposed submission on the draft plan can be seen on North East Cambridge webpage.
<https://consultations.greatercambridgeplanning.org/greater-cambridge-north-east-cambridge-area-action-plan/document-library>. The consultation period as yet to be decided.
- CAPALC training for councillors (Feb 9th, 16th and 23rd)
- SCDC Planning training on Saturday 26th Feb 9.30-12.30pm (request for only two cllrs)
- WOW litter pick will take place on 26th March 2022. It has also been confirmed by Sara Philips (SCDC) that SCDC will be carrying out a litter pick from Hariton Crossroads through to Fishers Lane Junction in Orwell, however a date has not been given but it will be completed before the WOW group litter pick. This includes the A603 whereby only the local authorities should be carrying out such activities due to the speed of the traffic.

293/02/22

Orwell Run 2022

Run Orwell 5 & 10km Run Sunday 26th June 2022. All documentation for this event has been passed to the Clerk including the Risk Assessment.

It was noted that this run would be similar to the event held in 2021 except for the fun run which would not happen this time. It was proposed by Cllr Grimley, seconded by Cllr Tabor, that permission be granted to hold the event. All Councillors in agreement.

294/02/22

Policies:

Orwell Beacon – H & S policy

The Clerk was in the process of putting together a draft policy. There had been a delay due to insufficient information on requirements. Cllr Stone offered his help to the Clerk.**Action:Clerk & AS**

295/02/22

Risk Management:

Cllr Gould and the Clerk have started the process. Cllr Gould stated that it would take a little while to compile but once in place should be invaluable. Cllr Phillips asked if new risks would be added as they occurred. Cllr Gould confirmed they would and that the review of the document would be ongoing.

Action: Clerk & MG

296/02/22

IT Support:

Cllr Phillips reported that the IT company ITEXS had been in contact and were getting the account details set up with the Clerk. Potential dates were also being discussed for their audit.

Action: Clerk & IP

297/02/22

HRH Queen Elizabeth II Platinum Jubilee Celebrations:

This item had been brought forward in the meeting to discuss a request relating to a proposed barn dance event.

Cllr Gould reported on the plans of the village. The current organiser was hoping that someone would come forward to take over the running this time.

A discussion took place on a gift for the children with a suggestion that the school might be able to help. It was advised that the school was under pressure with other projects so was not going to arrange any extra event for the Jubilee. Councillors would continue to look at possible mementos.

Action: Cllrs

The criteria for a Community Chest grant would be investigated. It was believed that a grant of up to £700 could only be used for a Jubilee project such as the purchase of a bench. The Clerk to circulate the SCDC email to Councillors.

Action: Clerk

298/02/22

Councillors' Reports:

Cllrs Tabor and Bunnett had attended the LHI Panel meeting on the 31st January to support the application made by the Parish Council for a MVAS. She stated that the 3 minute presentation went well but was aware that there was a lot of competition for the funding. The outcome would be advised in a few weeks.

Cllr Tabor then reported that she had been approached by a resident who advised that grass was starting to come through on the new recreation area and suggested that a process to control weed growth be carried out.

It was noted that the grass had been 'topped' at the end of last season. The Chairman reminded Councillors that it had been agreed to ask the Parish Council's landscaping contractor to spray.

Cllr Stone offered to meet with the contractor to discuss options.

This was agreed by Councillors.

Action: AS

Motion to exclude public and press. There were no members of the public in attendance.

299/02/22

Staffing:

The discussion was excluded from these minutes as being Confidential.

300/02/22

Agenda items for the next meeting:

Parish Council Elections 5th May 2022

Annual Parish Meeting 2022

There being no further business to discuss the meeting closed at 22.35pm. The next meeting will be on 15th March 2022 at 7.30pm in the Committee Room of the Village Hall.

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