

ORWELL PARISH COUNCIL

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MINUTES OF THE PARISH MEETING

A remote meeting of Orwell Parish Council was held on
 16th September 2020 at 7.30pm (19.30hrs)

Present: Cllr N Szembel - Chair (**NS**), Cllr G Bunnett – Vice Chairman (**GB**), Cllr J Chuisseu (**JC**), Cllr T Tyndell (**TT**), Cllr Gould (**MG**), Cllr J Healy (**JH**)

In Attendance: Mrs J Damant (Clerk)

- 156/09/20** **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 received from Cllr Morris-Lowe, these were accepted and agreed by the Council. There were no apologies received from Cllr Mckenna.
 Cllr Ingrey has resigned from the Council; the clerk will enquire about the procedure as this may have changed due to Covid19 as elections will not be taking place until May 2021.
- 157/09/20** **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:
 Cllr Healy declared an interest in any financial items that may have a direct impact on the Football Club item 164/09/20. There were no other interests declared.
- 158/09/20** **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 no members of the public in attendance.
- 159/09/20** **Minutes of the meetings held on 15 July, 19th August and 2nd September.**
 The minutes of 15th July, 19th August and 2nd September were proposed by Cllr Healy, seconded by Cllr Tyndall and agreed by all.
- 160/09/20** **CCC Report:**
 Cllr Kindersley had given his apologies and his report had been circulated. There were no questions raised.
- 161/09/20** **SCDC Report:**
 Offices have now reopened and are observing the Covid rules. The collection of refuse bins has now resumed and is back on track. It is expected that there will be a big hit on finances but has been less dramatic than first expected. Business rate relief has helped many businesses during this difficult time.
 The Local Development Plan 'Call for Sites' and 'Call for Green Sites' has now been issued. There are about 6 sites in Orwell that have been put forward. Though this is the first stage of the process and many sites will not get through to the next stage it is still advisable to look at the proposed sites. There will be much focus set on these sites with emphasis on sustainability, climate change and zero carbon. All the information is presently on the SCDC website on each of these sites.
 Questions were raised by councillors with regards to some of the sites not being sustainable of which Cllr Ven de Weyer explained that again sustainability will be one of the considerations when it comes to Planning when they are to consider each of the sites, if they do not meet the standards then they will be dismissed.
 Cllr Gould enquired about the electric vehicle charging point that was in the SCDC newsletter. This is a scheme whereby SCDC will assist in setting it up but then it will be managed by the Parish Council. Cllr van de Weyer said that Jane Jackson was running this scheme and it would be advisable for the Parish Council to contact her directly (see item 179/09/20).

162/09/20

Planning:

28 High Street, 20/03329/LBC – Replacement of Three windows and One door. – **Decision**

It was proposed by Cllr Healy to recommend '**No Recommendation**', this was seconded by Cllr Chuissie and agreed by all the Planning Committee.

30 High Street, 20/1836/TTCA – Silver birch crown reduction to reshape and a crown lift. Noted but **No Comment** was made.

33 Town Green Road S/1495/11/CONDB Submission of details required by conditions 7 (shop opening hours) of planning permission S/1495/11/CONDB **INFORMATION ONLY**

Land at Hurdlditch Road s/3190/15/CONDA – submission of details required by condition 18 (surface water drainage) of planning permission S/3190/15/OL **INFORMATION ONLY**

SCDC Decisions:

1 Pearman's Close, 20/02707/HFUL – has been granted permission for a two-storey front extension and single storey rear extension.

163/09/20

New Recreation Ground:

The transfer of the land and the Pre-emption Deed were completed on the 10th September 2020.

Cllr Bunnett has met with Highways who have stated that the Parish Council can go ahead with the temporary access which is needed by the drainage contractor in order to carry out required works.

The works are scheduled to commence on the 21st September. This contract still needs to be signed, it was proposed by Cllr Healy that Cllr Bunnett can sign this agreement, this was seconded by Cllr Szembel and agreed by all. It is proposed that this work will finish by mid-October. A temporary fence is to be erected when the work has been completed. Cllr Bunnett has also been in discussion with SCDC with regards to the carpark, trees and hedges planning application. The boundary between the Recreation Area and the housing development will have a timber post fence and hedge, this is to be implemented by Croudace.

Expenditure, where appropriate, for the New Recreation Ground to come from the Community Benefit account, this was proposed by Cllr Healy, seconded by Cllr Chuissie and agreed by all.

Motion Carried

Agreement to set up a separate committee: Cllr Bunnett requested that it might be appropriate to set up a new committee to be known as the New Recreation Ground Committee. This was felt by all to be a good idea. Members will be Cllrs Bunnett, Gould, Healy and Szembel. It was proposed by Cllr Healy that the maximum expenditure on a single proposal to be £10,000, this was seconded by Cllr Chuissie and agreed by all. The Committee will look at expected expenditure for the next six months and come back to full Council with a proposal for a budget. If the Committee believes it will need more funding it will submit a proposal to the Council. **Motion Carried**

Agreement of the Terms of Reference: This will be forwarded to all members prior to the first meeting. **Action: Clerk**

164/09/20

Recreation Ground & Pavilion:

Pavilion – sealing of windows – Clerk still to do.

Kick Wall: Clerk has noted that the brick work has still not been carried out, will contact the contractor to find out what the holdup has been. **Action: Clerk**

Water heater has been inspected and it was advised to replace – Clerk organising. **Action: Clerk**

It was proposed by Cllr Szembel that for the time being, due to covid payments due from Mr Dexter and Mr Corrias, should not be sought, this was seconded by Cllr Healy and agreed by all. **Motion Carried**

This will also be affective for the football team, this was proposed by Cllr Szembel and seconded by Cllr Bunnett and agreed by all apart from Cllr Healy abstained. **Motion Carried.**

The Parish Council have received £10,000 from SCDC with regards to loss of revenue.

165/09/20

Opening up the facilities on the Recreation Ground:

The Pavilion has been opened up for the Youth Club, Pannier Market and Football. All of which are being controlled by their own Covid19 teams and following the guidelines set down by the Parish Council, in conjunction with Government guidelines. The football club are using the football pitch.

166/09/20

Orwell Rainbows and Brownies:

Request to hold their meetings in the Recreation Ground. They need a new venue for holding some outside meetings. Rainbows meet on Thursday 5pm to 6pm and at present there are 5 members aged between 5 and 7 yrs. Brownies meet on the same Thursday from 6.15 to 7.30pm and they have about 15 girls aged between 7 and 10 yrs. Update as of 10.9.2020 – confirmation that Girlguiding are allowed to meet outdoors with up to 15 girls plus leaders.

It was proposed by Cllr Bunnett that Rainbows and Brownies can use the recreation ground, this was seconded by Cllr Szembel and agreed by all. **Motion Carried**

- 167/09/20 Covid 19**
 Though things are getting back to a new 'normal' there is still concern that a new spike may arise. Volunteer Covid teams that worked tirelessly during the lock down period have been stood down. However, if a new spike emerges or Orwell has to go into lockdown for some reason, these teams will need to be re-established.
 Cllr Szembel reported that all personal information has been deleted.
- 168/09/20 West Croft Housing:**
 One house has been sold but it is estimated that a further 5 will be sold by the end of the month and 7 of the social houses are presently occupied.
- 169/09/20 Village Welfare Matters:**
 Cllr Szembel reported that there is nothing new to report at the present time. Clerk to enquire as to who is responsible for the road at Meadowcroft Way which leads to the sewage works.
 Mr Talbot has used the youth club funds to pay for the tennis lessons which were arranged by Mr Talbot on behalf of the Parish Council. It was agreed to transfer £90.00 to the youth club earmarked funds, which the Parish Council hold.
- 170/09/20 Clunch Pit Management Trust (CPMT):**
 Update
 Clerk has ordered new notices with regards to risks, these will be put up by the CPMT.
 Beacon: The Clerk has contacted SCDC for a letter of ownership that SCDC were supposed to send to the Parish Council after they had made the previous repairs to the beacon. Photos of the beacon have been sent to SCDC; the maintenance work should hopefully take place soon. Once this has been done, and the works are deemed satisfactory, a letter of ownership will be issued to the Parish Council and once this has been done it will be entered onto the Parish Council asset register.
 Cllr Szembel asked if the clerk could contact Natural England and SCDC as to how the beacon will be secured. **Action: Clerk**
 Cllr Bunnnett reported that winding up the trust is presently being looked at with the solicitors and will hopefully be able to report at the next meeting. **Action: Cllr Bunnnett**
 Clerk is arranging to have the Apple tree branches cut back from the tree which is presently overhanging the track leading to the Clunch Pit. **Action: Clerk**
- 171/09/20 Chapel Orchard:**
 Cllr Morris Lowe had given his apologies. There will be a working party in October.
- 172/09/20 Village Hall:**
 Mr Collins – Chairman of the Village Hall has finalised the setting up and installation of the new wireless connection for broadband. County Broadband, if Orwell is connected have offered to connect the Village Hall. It has already been agreed that the Parish Council would pay for broadband for the first year, and may continue to do so.
- 173/09/20 Village Hall Carpark:**
 The Council considered representation from the contractor who had installed the bollards on the entrance to the car park. The Chairman reprised the series of events that led the Council to install the boards, and to do so more quickly than might have been ideal. Over a year ago it had been decided to install bollards to restrict access to the car park overnight, this was because of a general increase of anti-social activity taking place in the car park, and the increasing use of the car park for drugs use. At the time, it was decided that automatic retractable bollards were preferred, but over the course of many months the Clerk was unable to get either of the utility companies who had installations under the access road to visit the site and/or to provide information as to the location/routes of their pipes/cables. It was not possible therefore to progress this matter in any reasonable time frame, although it remains the ambition of the Council to install such bollards. Fast forward to 2020 and the Covid lockdown, and there was a significant increase in visits to the village by those from outside to use the Clunch Pit, and also a marked increase in the use of the car park and the Clunch Pit for anti-social activities. In successive nights early in the lock down parties of young people would gather in the Clunch Pit for parties, and upwards of 200+ NOS canisters were being discovered each morning, together with a large amount of take-away food boxes and drinks containers.
 Rumours were circulating round the village that young people from outside the village were now coming to the Clunch Pit for these gatherings, and the numbers were expected to increase. Accordingly, the Parish Council decided a quick fix was required to discourage if not stop these gatherings, and the decision taken to install the manually operated and lockable barriers that were subsequently installed.

It was recognised, when taking the decision to install these barriers, that they were suboptimal, but they were thought to be the best immediate solution to address the problem. Once installed the night time gatherings ceased.

The Parish Council would not want the contractor to feel responsible for installing the barriers that they were asked to install and which by some yard-stick may be thought to be suboptimal, and it was agreed that a letter should go to the contractors with a copy of these minutes which it was hoped would address their concerns.

The clerk is presently looking into a better long-term solution for the installation of possible electric bollards or barrier. **Action: Clerk**

174/09/20

Trees:

Discussion of the possibility of planting trees in and around the village.

Mulberry Tree: Clerk has contacted Acacia with regards to the pruning of the Mulberry Tree, this cannot be done until October. Cllr Gould will enquire if members of WOW would include the clearing of the undergrowth in their next village maintenance plan. **Action: Cllr Gould**

Other Tree Items: Cllr Gould would like to encourage residents in planting more trees in the village and will put a notice in the next bulletin. **Action: Cllr Gould**

Cllr Bunnett will liaise with Cllr Gould as he has contact information for the local farms who may like to help with regards to planting trees. **Action: Cllr Gould & Bunnett**

It was also discussed that the Parish Council look at potential grant funding and to look for possible sites/land that would be appropriate. **Action: All Councillors**

Cllr Gould also reported that the Cherry tree, which she is looking after, will need to be planted at some stage so a suitable place needs to be agreed.

175/09/20

Staff:

Clerk and assistant clerk have been paid on the wrong scale for 2019/20. This will be corrected as of this month to the correct hourly rate.

Caretaker's salary to be increased to be in agreement with the SCP scale.

Caretaker's appraisal. – documentation has been sent to Mrs Reid. **Action: Clerk**

Clerk's appraisal – Date to be arranged

Cllr Chiusseu left the meeting at 20.53

176/09/20

Financial Matters:

1. Financial Statements for September

2. Payments and Additional payments for September (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

Payments awaiting authorisation

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	Confidential	0	Employees payments for June	LGA 1972 s112
Four Counties	185.000	0	Bollards	OSA 1906 s9/10
Haven	290.68	47.24	Street Lighting	PCA 1957 s3
Balfour Beatty	72.00	12.00	PC street light maintenance charge	PCA 1957 s3
Pimoron Ltd	162.00	27.00	Pi Zero W Starter Kit Youth club Track and Trace	LGA 1972 s111
Eon	54.93	2.62	Electric for the pavilion	LGA 1972 s111
Carter Jonas	50.00	0	Paddock rental	OSA 1906 s9/10
Buchans	476.40	79.40	RG and BG grass cutting and strimming	OSA 1906 s9/10
B Huett	145.00	0	Internal audit	LGA 1972 s1
J Damant	85.71	0	Expenses (fuel, stamps, vodophonex2, keys)	LGA 1972 s113

Payments were proposed to be correct by Cllr Szembel, seconded by Cllr Tyndall and agreed by all.

Mr Talbot has been using youth club funds to pay for the tennis coaching over the summer, can the Parish Council transfer £90.00 to the youth club fund? Agreed under item 169/09/20
 Internet banking has still not been set up, if this continues to be a problem then the Clerk to investigate opening up with Utility Banking. **Action: Clerk**

177/09/20

Correspondence and Clerk's Report:

North East Cambridge Area Action Plan – have until the 5th October to comment. The draft action plan can be seen via www.greatercambridgeplanning.org/nec.

The clerks applied for a £10,000 grant this was a similar scheme offered to village halls and Covid 19. This has been successful and the money has been received.

The barbed wire along the paddock boundary with the neighbouring property will be cleared in October.

Clerk reported that Orwell need to look at a new website. The present website does not meet the new disability requirements (WCAG 2.1AA). A notice on the website will be placed explaining this. All documentation will now have to meet the requirements. Mr Walmesley is currently looking at the site to see what can be done in the interim period.

178/09/20

Event in the Clunch Pit:

WOW is hoping to put on an event at the Clunch pit, this will be a Birds of Prey event. It is hoped the event will take place on the 4th July 2021. The CMPT have been notified. WOW will carry out a risk assessment and insurance in due course which they will pass onto the Parish Council.

179/09/20

Councillors' Reports and Areas of Responsibility:

Cllr Bunnett – unfortunately was unable to attend the meeting on the 'call for sites' which SCDC had put on.

Cllr Gould – electric car points. As mentioned under item 161/09/20 Cllr Gould would like to pursue this scheme as it might be on benefit to the village. It was proposed by Cllr Healy that Cllr Gould may proceed in getting information and if they felt this would be beneficial to the village and due to the time constraints have the authority to pursue further. This was seconded by Cllr Szembel and agreed by all. **Action: Cllr Gould**

Cllr Bunnett – can a new councillor Responsibility List be sent out as he would like to step back from some, he stated that he will still undertake the winding up of the Clunch Pit Committee and the New Recreation Ground but not the Glebe Field and Burial Ground. Clerk to email the list and this to be discussed at the next meeting. **Action: Clerk**

Cllr Healy – the village hall is due to have a meeting soon.

Cllr Tyndall – the site meeting due to take place with Highways Officer Mr J Rutherford can he please be included.

Cllr Szembel – reported that there had been an incidence where CCTV coverage was proven to hold an important component, though luckily it was not needed.

Cllr Szembel – reported that due to COVID19, greater pedestrian use is being made of the grass parking areas by the side entrance to the recreation ground play area which is causing the surface to deteriorate rapidly. There has been reports of vehicles driving onto the grass area where children are walking/playing, putting the children at risk. This risk will increase as the nights draw in. It was proposed by Cllr Szembel that measures should be introduced to reduce this risk which may involve putting up fencing of some sort, this was seconded by Cllr Bunnett and agreed by all.

Cllr Szembel will investigate what measures may be suitable re the erosion of the grass by the entrance to the play area. **Action: Cllr Szembel**

180/09/20

Agenda items for the next meeting:

Electric Car points

Trees

Bollards/barrier

New Recreation Ground

Clunch Pit

Website

List of Responsibilities

Traffic Calming along the High Street – Site meeting with Highways Report

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.