

# ORWELL PARISH COUNCIL

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## unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held in the Committee Room at the Village Hall  
 on  
 19th January 2022 at 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 A Murray-Brown (**AMB**), Cllr T Morris Lowe (**TML**), Cllr I Phillips (**IP**), Cllr A Stone (**AS**) and Cllr E Tabor (**ET**).

*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 271/01/22 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.*

- 243/01/22 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  
 There were no apologies as all councillors were present.
- 244/01/22 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.
- 245/01/22 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 was one member of the public in attendance.  
 Items mentioned were whether the Parish Council had put funds aside for Chapel Orchard? The Chairman said yes they have (see item 256/01/22). There was also a discussion regarding the Jubilee and the hire of a marquee (see item 269/01/22).
- 246/01/22 Minutes of the meetings held on:**  
 15<sup>th</sup> September, 6<sup>th</sup> October, 7<sup>th</sup> November and 15<sup>th</sup> December 2021:  
 The minutes of 15<sup>th</sup> September had already been approved.  
 The minutes of the 6<sup>th</sup> October, following minor amendments, were proposed by Cllr Philips, seconded by Cllr Gould and agreed by all. Cllr Morris Lowe abstained as he was not present.  
 The minutes of the 7<sup>th</sup> November were proposed by Cllr Philips, seconded by Cllr Gould and agreed by all. Cllrs Tabor and Murray Brown abstained as they were not present.  
 The minutes of the 15<sup>th</sup> December were proposed by Cllr Philips, seconded by Cllr Gould and agreed by all. Cllrs Tabor and Murray Brown abstained as they were not present.
- 247/01/22 CCC Report: Circulated prior to the meeting**  
 Cllr Van de Weyer was not present and no report had been received.
- 248/01/22 SCDC Report:**  
 Cllr Kindersley circulated his report, there were no items raised by the Council.
- 249/01/22 Planning: (Planning Committee Only)**  
 All planning minutes and agendas can be found on the Past and Present website.  
 There has been no planning meeting held on the 5<sup>th</sup> or 19<sup>th</sup> January 2022
- 250/01/22 Proposal for a New Town in South Cambridgeshire (Thakeham):**  
 There is to be a zoom meeting on the 3<sup>rd</sup> February, once the Clerk has received the log in details she will forward on to all councillors.

- 251/01/22 East West Rail (EWR)**  
There was nothing to report
- 252/01/22 Neighbourhood Plan (NP):**  
There will be a meeting tomorrow 20<sup>th</sup> January to discuss the plan and how to proceed. There will also be three members of SCDC Alison Tolkinton, Ian Poole, who will be able to help and assist Orwell if they choose to undertake this project.
- 253/01/22 Overgrown Foliage:**  
It was proposed by Cllr Grimley that the new formatted letter was now ready to be agreed, this was seconded by Cllr Murray-Brown and agreed by all. This letter will be sent to households whose foliage is extending over the footways.
- 254/01/22 New Recreation Ground:**  
Cllr Bunnett reported that it was now time to spray the field again. Clerk will enquire with Buchan's as to when they can do this. **Action: Clerk**  
It was proposed by Cllr Bunnett that a full size Football Association football pitch is not being considered on the Hurdleditch Road land, at this time, due to financial reasons, this was seconded by Cllr Stone and agreed by all.  
Cllr Grimley thanked all the councillors for their recent observations and comments on the survey which she now thinks is ready. It was also suggested to put some hard copies in the shop and hairdressers; however, she reminded the council that this is designed to be an online survey. It was suggested that a reminder of the survey go out on the village emails system and website. The closing date of the survey will also crossover with the publication of the March edition of the Orwell Bulletin so it was suggested that a link to the survey be put in the Bulletin. **Action: SG**  
It was proposed by Cllr Chambers that the wording of the survey and the relevant questions are now correct and that the survey can now be circulated with reminders sent via the village email system and website, this was seconded by Cllr Gould and agreed by all.  
**Action: Clerk for village email**  
**Action: IP for website**  
**Action: SG survey**  
Cllr Bunnett suggested that he contact the Orwell football team and explain the position of the Parish Council regarding the FA full size pitch and that, at the present time, this will not be going ahead. **Action: GB**
- 255/01/22 Existing Recreation Ground & Pavilion:**  
MUGA – It had been raised whether people were able to book the MUGA and at the moment ~~yes~~ that is possible by contacting Mrs S Reid (caretaker). There is no charge for using the facilities but it seems that nobody, apart from the Tennis Club use the MUGA. This will be an item to be discussed over the next couple of months.  
Cllr Stone also reported that pits have been dug recently between the hedge and the MUGA to see what was causing the cracking. He reported that it does not appear to be major roots encroaching underneath as only fibrous roots were seen, therefore further investigation still needs to be done. This will be included within the remit of the MUGA.  
There has also been reports of dogs on the recreation ground. Notices have now been put up at all entrances stating that dogs are not allowed on the recreation ground. Clerk reported that a resident had also reported that she had been asked to leave the grounds, which she did, once she understood that dogs are not allowed. However, it has also been reported that at the recent football match there were many dogs on the recreation ground. This is not allowed, the Clerk to put in a notice on the village email system, website and the Bulletin stating this fact. **Action: Clerk**  
The Glebe Field is a designated dog walking area, but residents are reminded to still pick up after their dogs as many children play in this field.
- 256/01/22 Chapel Orchard:**  
There are funds available for Chapel Orchard from S106 and precept funds. This should help with what will be needed to carry out works on the Boardwalks.
- 257/01/22 Clunch Pit group of properties: (Clunch Pit, Quarry Lane, Glebe Field and Paddock).**  
Cllr Murray Brown reported that the sheep have been removed by the shepherd including two sheep which had escaped to Permains Close where the shepherd managed to catch them. Clerk to find out if the council insurance covers the council for such events. Is the public liability enough?  
**Action: Clerk**

Cllr Chambers reported that the CPMT had investigated all the fencing around the Clunch Pit and Glebe Field. There is over 1000m of fencing of which at least 400m needs to be replaced along with some posts.

**258/01/22 Environment Working Group: (EWG)**

Cllr Gould reported that the minutes of the first meeting have been circulated. What they would like to do now is carry out a survey of all the hedgerows and trees within the village as to where they are and what they are. This has nothing to do with ownership. The second meeting will take place in February.

Cllr Gould also reported that there are some free tree saplings available, however timing is crucial in ordering and planting. Can the Parish Council agree to the Environmental Working Group requesting these saplings so they can be delivered in March, otherwise it will need to wait until October? It is stipulated that the trees have to be accessible to everyone. It may be possible to use them at the Clunch Pit and Glebe Field. These saplings will require weed control but not watering. It was proposed by Cllr Gould that the Environmental Working Group acquire some free tree saplings from various organisations, at no cost to the council, this was seconded by Cllr Tabor and agreed by all. **Action: EWG**

Cllr Gould also enquired if the Parish Council would be happy for the Environmental Working Group to decide where to plant the new Rowan tree. It will be somewhere in the Recreation Ground, as this has already been agreed with SCDC who are supplying the tree, this was seconded by Cllr Morris Lowe and agreed by all. **Action: EWG**

**259/01/22 Village Hall:**

Councillors Stone, Tabor and Bunnett will take this on as a shared responsibility.

It was proposed by Cllr Bunnett that 1 to 3 councillors be included on the new Constitution that the village hall are looking into redoing, this was seconded by Cllr Philips and agreed by all. Clerk to inform the Village Hall Committee. **Action: Clerk**

**260/01/22 Precept: 2022/23**

It was proposed by Cllr Bunnett that a precept figure of £54,917.00 be requested from SCDC, this was seconded by Cllr Stone and agreed by all.

The precept will give a Band D equivalent for 2022/23 of £104.09. This is an increase of £4.88 or 4.92% to the Band D equivalent charge in 2021/22.

**261/01/22 Litter Bins for Meadowcroft Way:**

There will be a site meeting on the 2<sup>nd</sup> Feb with Cllrs Grimley and Bunnett along with the Clerk, to see where these two bins should be placed within the agreement of SCDC. Clerk will then attend with a contractor with regards to fixtures. Once all this has been done, the Clerk will order the bins in March/April so that the payment is in the next financial year. **Action: GB, SG, Clerk**

The Parish Council are also aware that residents have asked for bins at the corner of Leaden Hill and at West Croft, if time allows these areas will also be looked at.

The Parish Council need to confirm with SCDC on any bin, they wish to install, in order to make sure it will be emptied. Otherwise there is, at present, a £3 cost per visit.

**262/01/22 CCTV:**

As requested, the clerk made enquiries regarding the cost of the annual SIM cards and the company replied that they believe that they give a good service, at this cost, as they always try to get the best possible deal. The SIM cards have cost £1,545 plus VAT for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2022.

Contract details: the contract is for the amount of £1675 (exc vat) per annum to be paid for three mobile site cameras. This contract runs from 1<sup>st</sup> April 2021 to 1<sup>st</sup> April 2026. This payment is for monitoring and control of all cameras, recording, logging, storage, management and various other actions that maybe called upon if an incident happens.

**263/01/22 Financial Matters:**

1. Financial Statements for January 2022

2. Payments and Additional payments for January 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 19<sup>th</sup> January 2021**

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	1530.66	0	Employees payments for January 2022	LGA 1972 s112
J Damant	116.35	0	Expenses (additional payment)	LGA 1972 s112
Wave	117.95	0	Water for pavilion	LGA 1972 s144
Meldreth Parish Council	162.63	0	Contribution to MPC for clerk's office chair	LGA 1972 s111
CPMT	4186.80	697.80	Information boards – money to come from S106 Art fund to reimburse the CPMT	LGA 1972 s142
CPMT	840.00	140.00	Information boards as above	LGA 1972 s142
Drax	42.63	2.04	Street lighting for November	HA 1980 s301
Eon	127.82	6.39	Electricity for pavilion DD payment	LGA 1972 s111
Meldreth Parish Council	100.00	0	Office Rent contribution	LGA 1972 s111
Tents & Events UK	£370.00	0	Deposit for the Marquee for the Jubilee celebrations	S137

Payments were proposed by Cllr Grimley and seconded by Cllr Philips and agreed by all apart from Cllr Stone abstained.

Clerk will ask Lloyds Bank to include Cllr Chambers onto the bank signatories, this has already been agreed. The Clerk will also ask for all the signatories to have internet payment responsibilities.

**Action: Clerk**

Cllr Philips will work with the Clerk and Assistant Clerk in getting the new spreadsheet ready for the new budget figures agreed at item 260/01/22. It is hoped that a format for the monthly report will be ready at the next meeting.

**Action: IP, Clerk, Assistant Clerk**

**264/01/22 Second Defibrillator:**

Clerk has ordered the second defibrillator, awaiting a date for installation. Once this has been done and Covid regulations allow Clerk will look into some further training for residents.

**265/01/22 Clerk's Report:**

SCDC Litter pick – forward to Cllr Murray Brown for WOW

Clerk to look for an internal auditor.

**Action: Clerk**

The LHI panel meeting has now been confirmed as the 1<sup>st</sup> February @ 10.45. This meeting will be done via zoom and Cllrs Bunnett and Tabor will attend. They will also put together a brief 500 word report for the meeting, this is just in case there is a problem with the internet link.

**Action: GB, ET**

**266/01/22 Policies:**

Orwell Beacon – H & S policy This to be ready to sign off at the next meeting.

**Action: Clerk**

**267/01/22 Risk Management:**

Councillor Gould and the Clerk will be looking at the risk management table over the next couple of weeks.

**Action: MG, Clerk**

The Clerk is responsible for Health and Safety but it would be advantageous to have a councillor to assist if needed. Cllr Tabor volunteered to assist with this.

**268/01/22 Website:**

Cllr Phillips stated that there is nothing new to report.

Cllr Philips also mentioned that it had been requested if there could be an electrical version of the Orwell Bulletin. The Bulletin is a Parish Council magazine so it was suggested that Cllr Philips look into this to find out what is needed and if it is possible.

**Action: IP**

The appointment of IT consultants has been agreed, Cllr Philips to speak with the company to find out what is needed and the Clerk to contact them to find out what she needs to do.

**Action: IP, Clerk**

269/01/22

**HRH Queen Elizabeth II Platinum Jubilee Celebrations:**

Hiring of a Marque – two quotes have been received, other companies have been called but marquees are in short supply. Decision using the two quotes obtained.

It was proposed by Cllr Gould to accept the quote from Events & Tents at a cost of £1,235.00 (net), this was seconded by Cllr Murray Brown and agreed by all. Clerk to let them know and to arrange payment of £370.00 deposit. **Action: Clerk**

The marquee will give a venue for any events over this long weekend but until the Parish Council know what is needed via the different organisations, items such as lighting etc have not been ordered. It was agreed by all that the toilet facilities at the pavilion should be enough to support this event.

The beacon will be lit, and there will be instructions to timings however as to who will light the beacon has not yet been decided.

There has been a meeting which unfortunately was not well attended, though there were various reasons that may have attributed to this. It is hoped that the next meeting will get a better response and now that a Marquee has been hired some of the village organisations will come forward with some ideas on what they would like to happen.

Commemorative gift for children – Could this be a project with the school. Further discussion needed. Agenda item.

270/01/22

**Councillors' Reports:****Cllr Stone**

Is still to meet with the electrician to install the electric smoke detectors, at the moment the battery one's are working. **Action: AS**

**Cllr Bunnett**

Has received a thank you letter from the Carpet Bowls Club with regards to the donation they received from the Parish Council.

271/01/22

**Staffing: There were no members of the public in attendance.**

Recruitment of an Administrative Assistant:

The Clerk reported that she had sent out four job specifications but as yet had not received any responses. Cllr Chambers suggested that a wider area be looked at and that an advertisement be posted in Royston Crow and Cambridge Independent. Councillors Bunnett and Grimley will monitor. **Action: GB, SG**

Cllr Bunnett will ask for it to be resent on the village email system. **Action: GB**

272/01/22

**Agenda items for the next meeting:**

Commemorative gift for children.

There being no further business the Chairman closed the meeting at 22:29hrs (10.29pm). The next meeting will take place on 16<sup>th</sup> February @ 19:30hrs (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