

APPROVED MINUTES OF THE PARISH MEETING

A remote meeting of Orwell Parish Council was held on
20th May 2020 at 7.00pm (19.00hrs)

Present: Cllr Szembel (Chair) (NS), Cllr G Bunnett (GB), Cllr T Tyndell (TT), Cllr Gould (MG), Cllr J Healy (JH),
Cllr Chuisseu (JC) – joined at 7.15 pm

In Attendance: Mrs J Damant (Clerk), Mrs G Towner (Assisting Clerk), Cllr S Kindersley (part of meeting)

- 78/05/20** **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 were received from Cllr Morris, Cllr C Ingrey. Cllr McKenna and Cllr Van De Weyer were not in attendance.
- 79/05/20** **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 Healey declared a personal interest in issues relating redecoration of Village Hall.
- 80/05/20** **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council:** No members of the public were present. No items from the public had been received.
- 81/05/20** **Minutes of the meeting held 15th April 2020:** Minutes of the meeting were proposed as a true record by Cllr Healy, seconded by Cllr Tyndell, all in favour. Signed by Chair.
- 82/05/20** **CCC Report:** Cllr Kindersley had circulated his report.
- CCC had conducted their first remote meeting successfully.
 - Additional cycle routes are being planned in the area.
 - Reporting of potholes for repair was encouraged.
 - Information in his report on sports grants is up-to-date (it was noted these grants are separate to Football Association grants).
- Cllr Kindersley left the meeting (7.10 pm)
- 83/05/20** **SCDC Report:** No report had been received. Cllr Van de Weyer was not present.
- 84/05/20** **Greater Cambridge Local Plan:** Cllrs Healey and Bunnett had responded to the Clerk regarding feedback request from SCDC and CCC who wish to be advised of interest in the reports (Water Cycle Strategies and Strategic Flood Risk Assessment). The Clerk confirmed that the Parish Council are not going to be charged for the reports and will confirm the Council's interest.
(ACTION: Clerk)
- 85/05/20** **Planning:** No further comments on two tree work applications (20/1327/TTCA and 20/1273/TTCA). No objections had been raised. SCDC to be advised.
(ACTION: Clerk)
- 86/05/20** **New Recreation Ground**
- Planning Application almost completed and ready for submission.
 - Consent for drainage into the Brook may be approved without formal application, due to the amount of surveying information which has already been undertaken.
 - Heads of Terms have been agreed. The land acquisition is due to be completed by August 2020. Information has been circulated to Councillors. The final agreement allows for 2 buildings (maximum total area of 600 sq. metres), a pavilion and a workshop/store for maintenance equipment.
 - A temporary fence will need to be erected within 6 weeks of completion of final agreement. Cllr Bunnett asked to be sent contact details of fencing contractors known to Councillors.
(ACTIONS: Cllr Bunnett)
 - Solicitors fees were discussed. These were considered to be in-line with expectations and anticipated to be approximately £4,200 plus VAT. It was proposed that up to £6,000 be agreed payable on invoice. Proposed by Cllr Healey, seconded by Cllr Tyndell, all in favour.

As this is such a central project within the village, it may be appropriate to mark the occasion of the

transfer. Ideas for a suitable event will be discussed at the next meeting.

It was noted that within 5 years of the transfer date (22nd August 2020) the land must have been used for the purpose stated or it will revert to the landowner. Plans need to be considered from now regarding raising a rough estimate of £200,000 which will be needed for basic remediation of the land. It is anticipated £50,000 will be forthcoming from Croudace under the s106 agreement. The Clerk will check current reserves – previously it had been discussed that up to £50,000.00 could be made available from this source depending on financial regulations. **(ACTION: Clerk)**

It was proposed that all members of the Council investigate possible sources of grants and finance appropriate to this project. Proposed by Cllr Bunnett, seconded by Cllr Healy, all in favour. **(ACTION: All)**

Cllr Bunnett was thanked for the amount of work undertaken and expertise he has brought to this major village project.

87/05/20

Recreation Ground and Pavilion:

- The Clerk is to check that Cllr Ingrey is still making regular safety checks.
- The RoSPA and MUGA reports have been received and will shortly be reviewed by the Clerk and Cllr Ingrey. **(ACTION: Clerk)**

The insurance company has surveyed the pavilion and deemed it structurally safe. Outstanding repairs/redecoration will take place as soon as the contractors resume working (following Covid-19 shut down).

88/05/20

Covid-19 Update: Cllr Gould reported that of those notified to the PC as being potentially at risk it had been possible to determine that all but 10 of these had adequate support. Further efforts will be made to contact the remaining households and establish if they need help or not.

Cllr Szembel reported that it not looks unlikely that the Village Hall would be needed as a Covid-19 control but it is not yet time to fully 'stand down'. BT are due to undertake a survey prior to fitting a landline however as the provision of alternative and temporary wifi solution is almost completed it was agreed to complete this installation in case BT are unable to fit a line in a timely manner. The booster equipment needs to be earthed and an electrician will be retained to undertake this task. Other plans for village-wide support to be maintained in case there is a requirement to provide support to the community. **(ACTION: Cllr Szembel and Clerk)**

89/05/20

Clunch Pit Management Trust:

AGM scheduled for 21st May 2020 at 5.00 pm via Zoom.

Cllr Bunnett suggested that some repair/maintenance work will shortly be needed to the fending adjacent to the gate at the bottom of Quarry Lane. As Four Counties will be undertaking work in the vicinity shortly, the Clerk will ask them to take a look and quote for likely remedial work needed. **(ACTION: Clerk)**

90/05/20

Chapel Orchard: No updates.

91/05/20

Village Hall:

- Plans for redecoration are in hand. Previous agreement for up to £5,000 towards this has been agreed.
- It was agreed to send a letter from the Parish Council welcoming the new Chairman. It was also agreed that a letter of thanks should be sent to the old Chairman. **(ACTION: Clerk, Cllr Szembel)**
- The village hall is in receipt of an automatic £10,000 grant from SCDC awarded to village organisations whose income has been adversely affected by Covid-19 (including village halls). This award is designed to prevent financial collapse. Cllr Healy was thanked for attending meetings which helps facilitate communications between the two organisations.

92/05/20

Village Hall Car Park: Bollards are to be installed imminently. Whilst these are not as robust in design as previously discussed (and which could not be installed as the utilities companies did not respond to requests for site visits to determine locations of pipes/cables), they will still act as an immediate deterrent to unwanted visitors (e.g. congregating youths and potential drug dealers). Clear signage is essential (detailing times the bollards will be down and warning motorists of the barriers). The Clerk will investigate, including requirement for permission from CCC Highways. **(ACTION: Clerk)**

93/05/20

Financial Matters:

1. Financial Statements for May 2020

Payments and Additional payments for May (Additional payments are shaded; these costs have already been

Payment already made:

Payee	Amount	Item	Vat
Garrent Building	1000.00	Excess insurance	0
Plumridge Printers	1772.00	Printing for Bulletin	0
Anagellis Communications	939.60	Laptop (COVID grant)	0

Payments awaiting authorisation: Additional items (not on the agenda) are shaded.

Payee	Amount	Item	vat
J Damant	739.91	salary	0
S Reid	379.17	Salary	0
G Towner	581.38	Salary	0
Inland Revenue	51.72	PAYE/NI	0
Smart	78.66	Pension	0
Meldreth parish council	200.00	Office rent April and May	0
LGS Services	154.80	Payrole	25.80
Eon	103.06	Electric for pavilion	4.91
Clerk's expenses	69.97	Postage, webhosting and Vodafone	8.99
Buchans	714.60	Grass cutting	119.10
Haven	280.99	Street light	10.02
Rospa	164.40	Inspection	27.40
N Szembel	49.99	Padlock	0
Cambridge Water	31.88	For water at	0
Payments	3600.53		196.22

There was no payment to N Szembel for the padlock

Inland Revenue had an overpayment last month this has now been adjusted.

Income:	precept ¼	£11832.50
	Orwell bulletin contribution	£ 696.00
	Burial Ground	£ 170.00
	Grant (covid)	£ 3217.00

All payments were proposed by Cllr Healey, seconded by Cllr Chiusseu, all in favour.
New signatories and access online banking is being processed by the Clerk.

94/05/20

Audit: Finances almost ready for audit. It was agreed not to take advantage of extended audit deadline offered due to Covid-19 situation. Sally Walmesly and the Clerk will meet with Finance Committee to explain the figures and prepare a simplified/explanatory document for sharing with the Parish Council. **(ACTION: Clerk)**

95/05/20

Correspondence and Clerk's Report: The Clerk had circulated their report.

- Opportunity to receive sapling oak trees – information to be forwarded to Cllr Gould for consideration.
- Policies and procedures are all under review and almost complete and ready to present to the Council. As these are proving difficult to review within Council meetings, the Clerk proposed that an extra meeting for an annual review takes place in future years.
- The 2019 LHI approved project may overlap with highways signage and marking to be undertaken by Croudace. As the Highways actions will cost the Parish Council £4,166 it is important that any overlap is identified to reduce costs if possible. Cllr Bunnett and the Clerk to investigate. In the meantime, it was proposed that, should it be necessary for the LHI project to go-ahead the expenditure is agreed. Proposed by Cllr Healey, seconded by Cllr Bunnett, all in favour. **(ACTION: Cllr Bunnett and Clerk)**

- 96/05/20** **Community Art Fund:** Expenditure of up to £3,000 had previously been agreed. The project, in conjunction with the Royal British Legion and anticipated to include an exhibition originally to coincide with VE Day is ongoing, with a later date for the exhibition to be arranged. A request has been made to include a multi-media element which will require the purchase of an i-pad and associated equipment such as a microphone. This equipment would become a Parish Council asset and insured as such. The cost of this would come from the £3,000 allocation. This expenditure was proposed by Cllr Bunnett, seconded by Cllr Gould, all in favour.
- 97/05/20** **Annual Meeting of the Parish Council:** This has been cancelled for 2020 (due to Covid-19). The Clerk will still be collecting in annual reports (including from the Parish Chair) in order to provide full historical records. **(ACTION: Cllr Szembel and Clerk)**
- 98/05/20** **Councillors' Reports and Areas of Responsibility:**
- It was confirmed that Cllr Bunnett is currently the Clunch Pit representative, and Cllr Healy Village Hall representative.
 - Cllr Szembel was thanked for all his work during the peak of Covid-19 support planning.
 - It was suggested that the support team for Covid-19 be acknowledged in some way when the crisis is over.
 - The toilets in the village remain closed. Hygiene and personal safety supplies are being ordered in anticipate of these re-opening (e.g. masks, gloves, sanitiser etc.).
 - The Parish Council website is in dire need of improvement. It is anticipated that a professional web designer be retained to develop the site, after which it will be maintained by the Clerk. It may be possible to identify a suitable help to manage the project through the Bulletin.
- 99/05/20** **Agenda Items for Next Meeting:**
- Fundraising for new recreation ground and land transfer celebration
 - New website design
 - Acceptance of policies and procedures

There being no further business the Chairman closed the meeting at 20.07. The next meeting will be held on 17th June 2020.

NB: Forthcoming Government guidance on public meetings will be observed. Any changes to public meetings will be advertised on the PC notice board and parish council website.

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.