

ORWELL PARISH COUNCIL

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unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held in the Village Hall on
15th January 2020 at 7.30pm (19.30hrs)

Present: Cllr G Bunnett –Chairman (**GB**), N Szembel (**NS**) (part), Cllr J Healy (**JH**), Cllr C Ingrey (**CI**), Cllr J Chiusseu (**JC**) Cllr T Tyndell (**TT**)

In Attendance: Mrs S Walmsley – Assistant Clerk and County Councillor Kindersley

- 01/01/20** **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 Mrs J Damant (Clerk/RFO), Cllr Gould and Cllr Morris Lowe. These were agreed and accepted by all.
Cllr van de Weyer also sent his apologies.
Cllr Szembel had notified the acting Chairman that he would be late. Cllr Bunnett took the chair.
- 02/01/20** **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:
There were no interests declared.
- 03/01/20** **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**
There were no members of the public in attendance.
- 04/01/20** **Minutes of the meetings held on 18th December 2019:**
Signing of the minutes was deferred until the next meeting.
- 05/01/20** **CCC Report:**
Cllr Kindersley advised that he had not put together a report in January due to the Christmas/New Year break.
He stated that it would be very helpful if the Parish Council would take part in the consultation relating to the proposal for a rail station at Addenbrookes and report that there was enthusiasm for a station as soon as possible and not years ahead
He also urged participation in the County Climate Change Strategy consultation adding that Cambridgeshire County Council had declared a climate emergency and aimed to be carbon neutral by 2050. One of the largest landowners in Cambridgeshire was the County Council and Cllr Kindersley gave examples of how the land could be utilised.
It was very unlikely that there would be an announcement on the East West Rail route due the new political environment. Cllr Kindersley suspected that the announcement would be hidden in the March Budget presentation. He had written to East West Rail for an update. The CAMBED Railroad group had sufficient funds to pursue a judicial review if a Bassingbourn route was selected. If the route was to run via Cambourne, then south, into parishes such as Shepreth, the money promised for the Judicial review would not be available to protect these villages so they would have to make their own arrangements to oppose the plan. Cllr Kindersley added that feedback from Councillors showed, in their view, that the railway would be able to thread through the villages without causing too much damage.
Cllr Kindersley was asked where the new station at Addembrookes was to be sited. He suggested that Councillors look at the consultation which would show the location.
The Chairman thanked Cllr Kindersley for his report.
- 06/01/20** **SCDC Report: Cllr Van de Weyer was absent.**
- 07/01/20** **Planning: NS, GB, TT, JC, LH, JH and TML** (*Town and Country Planning Act 1990 schedule 1, paragraph 8*)
Full planning minutes are available on the website or from the Clerk.
Planning Ref S/3615/19/FL
21 High Street –Single storey rear extension – Planning Permission Granted by SCDC
Planning Ref S/3731/19/FL
21 Fishers Lane –Demolition of existing prefabricated element of bungalow and construction with additional extensions to front and rear. New open oak framed entrance porch –Planning Permission Granted by SCDC
The Chairman drew Councillors attention to conditions relating to planning consent for

S/2337/16/FL, the self storage development. He advised that in the consent there was a condition for a certain number of trees to be planted. There was also a condition that the site should not be operational until the conditions were met. The Chairman believed neither of these conditions had been met. The Clerk was asked to follow up with the SCDC Enforcement Officer.

–**ACTION CLERK**

Notification had been received regarding confirmation the location of the bus alighting point in Hurdleditch Road for buses travelling into Orwell from Cambridge. Concern was raised by Councillors over the location due to the close proximity to the school. It was questioned whether residents had been consulted.

08/01/20

Parish Youth Club:

The Clerk reported that the invoices for the equipment purchased for the youth club had been urged. It was noted that the expenditure had been agreed and so cheques would be issued once the invoices were received.

09/01/20

New Recreation Ground:

Progress on Planning Application.

The Chairman was in possession of the final drawings for the ground. The only outstanding issue was drainage and permission would be required, from Cambridgeshire County Council, to allow discharge into the brook. A drainage specialist would need to be appointed to estimate the current and future flow once the land was a recreation ground. It was noted that there had been flooding in the past. A drainage pond was a requirement and this would be sited on the recreation ground. The Chairman referred to the location on the plan.

Appointment of Drainage Consultant

A request had been forwarded to three drainage consultancies. One had advised that the company did not have enough experience, the second consultant had not responded. One quotation had been received from Parsons Consulting Engineers Ltd.

The Chairman explained the specification to Councillors. All agreed that this was a competitive quote. On a proposed by Cllr Tyndell seconded by Cllr Ingrey the quotation for £1050 plus VAT (additional works charges at £55.00 per hour) was agreed by all Councillors.

Update on other Items

The Chairman then advised that a meeting was to be held with the Landowner's Agent on the 24th January 2020 to try to agree the outstanding matters in respect of the recreation ground. He added that the land was still to be transferred over to try to agree the outstanding matters in respect of the recreation ground

10/01/20

Recreation Ground & Pavilion:

Play Equipment Weekly Inspection report from Clerk –this was not available.

The Chairman advised that forms authorising the go-ahead for the repairs to the Pavilion, through the Insurance Company, had been signed and returned.

Cllr Ingrey reported that he had looked at the area where the tree had been removed and queried whether the root killer put down would be powerful enough. He suggested another option was to remove the tree stump. The Chairman advised that the tree was removed as instructed by the insurance assessor in his report so if there was any issues with the roots the insurance company would be contacted.

11/01/20

Clunch Pit Management Trust (CPMT):

It was noted that the time to apply to include the Glebe Field as a protected open space would be now while the consultation on the next Local Development Plan was on. Cllr Bunnett will work with the Clunch Pit Management Trust. It had been advised that Natural England had agreed to provide a letter of support.

The Chairman advised that the paddock was open and sheep had been grazed there but have now been removed due to lack of grazing.

12/01/20

Chapel Orchard:

There was nothing to report. The Chairman was not aware of any problems.

13/01/20

Village Hall:

Cllr Healy reported that there had been a meeting the previous evening with the new officers on the committee.

There was to be a review of hire fees with an increase of 10% across the board as the committee needed to build up some reserves. Further annual increases would then only be around 2-3%. A new Terms of Hire document was being produced which would tidy up the hire process and structure.

New guttering would be put in place during the Spring. Cllr Healy added that there was currently a roof leak which was being investigated. There were other maintenance issues and most of these were being dealt with.

The committee was looking for a new Chairman to be appointed at the AGM on the 30th April. The

current alcohol licence would continue until it ran out be renewed under someone else's name. There was a committee project to redecorate the hall. Proposals were being put together. Cllr Healy concluded his report by advising that a key safe had been installed, and the combination would be given to hirers, which would mean that the Committee Chairman would no longer need to meet with people needing access.

14/01/20

Financial Matters:

1. Financial Statements for January 2020

2. Payments and Additional payments for January 2020 (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)

Payments awaiting authorisation

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	1902.98	0	Employees payments for January 2020 inc Employees payments Oct-Dec 2020	LGA 1972 s112
Meldreth Parish Council	101.00	0	Contribution towards SLCC membership	LGA 1972 s112
E-ON	126.07	6.00	Pavilion Electricity	LGA 1972 s126
Haven Power	288.54	2.66	Street Light Energy January 2020	PCA 1957 s3
Anglian Water Business	78.56	0	Pavilion sewage charge June-Dec 2020	LGA 1972 s126
Cambridgeshire County Council	2550.13	0	Street Lighting October 2018 –September 2019	PCA 1957 s3
Community Websites Ltd	360.00	60.00	Past and Present website	LGA s142
Arcacia Tree Surgery		96.00	VAT on invoice 36797 paid 18/12/19	PHA 1875 s164
Majestic Garden Services	54,00	9.00	Additional works to paddock Nov 19	PHA 1875 s164

All payments were proposed by Cllr Ingrey, seconded by Cllr Tyndell and agreed by all.

15/01/20

Agreement of Budget/Precept 2020/21

Proposals had been circulated to Councillors. The Chairman advised that during the current and previous financial years reserves had subsidised the precept with day to day running costs. If there was a small increase made annually this would address the depletion of reserves and solar fund. The Chairman suggested that the layout of the current budget should be reviewed as at present it combined capital with day to day expenditure. Other income sources also needed to be reviewed. After discussion it was proposed by Cllr Healy, seconded by Cllr Ingrey, to request a precept for 2020/21 of £47330.00. This was agreed by all Councillors. Clerk to make the Demand to South Cambridgeshire District Council.

-ACTION CLERK

16/01/20

Correspondence and Clerk's Report:

-Greater Cambridge Joint Local Plan Consultation 13th January -24th February 2020

The Clerk had put a poster on the village notice board and would put details on the website and request they are included in the next Orwell email.

-Fews Lane Consortium –Changes to Planning Decision Procedures

The letter from a private company expressed concern that changes to the planning process were to be made so that a decision on whether an application went to committee was down to a single planning officer.

-SCDC –Items referred to Planning Committee

A letter from Bridget Smith, the South Cambridgeshire District Council Leader, had then followed advising that the process for determining which applications went before the Planning Committee would remain the same.

Councillors advised that they had not seen the correspondence relating to Planning. The Clerk was asked to circulate.

-ACTION CLERK

17/01/20

Joint Village A10 Working Party:

The next meeting was to be held on the 30th January 2020 in Foxton Village Hall. Cllr Szembel reminded Councillors that the meeting was in relation to the proposal for a large car park hub in Foxton and whilst there was merit in attending these meetings there was simply not the time available for anyone to attend. Councillors noted that a lot of time was wasted at the Foxton and Shepreth level crossings and the proposed hub was likely to make the queues waiting to cross the level crossing on the A10 worse.

18/01/20

Grass cutting contract:

The contract had been agreed at the December 2019 Parish Council meeting.

19/01/20

Community Art Fund

Cllr Szembel referred to the expenditure on artwork from the fund. He reminded Councillors of the anniversary of D Day in May 2020 and the changes to the bank holiday where a street party was planned.

He acknowledged that there would not be enough money to provide a War Memorial in the village at this time and suggested a project, relating to the war, with the British Legion and local children. Through the British Legion children could be asked to work individually and research and design a memorial for a portfolio of ideas to be compiled for the event in May. If in future a War Memorial was possible these designs could be used as part of the groundwork.

A discussion took place on how the project would be led by the British Legion. The Clerk suggested that the idea be put to the SCDC Section 106 Officer to confirm that such a project would be appropriate and within the S106 rules.

Cllr Szembel then proposed that the Parish Council agree in principle, subject to agreement by the Section 106 Officer, and allocate a budget of £3,000 to the project. This was seconded by Cllr Ingrey with all Councillors in agreement. **-ACTION CLERK**

20/01/20

Parish Clerk Cover of Duties

The Chairman asked for a list of actions usually carried out by the Clerk so that arrangements could be made to carry these out in her absence. It was acknowledged that the Clerk/RFO, Judy Damant, carried out a lot more tasks on behalf of the Parish Council than were in her job description.

The weekly inspection of the play equipment in the village was one regular task. Cllr Ingrey volunteered to carry out the visual check, and advise the Assistant Clerk if he found any problems. Cllr Szembel stated that the latest issue advised by South Cambridgeshire District Council was the requirement to carry out regular inspections of the Parish Council owned street lighting columns. There was also the professional Tree Survey of the village trees which Councillors had agreed should go ahead at a previous meeting.

The Assistant Clerk advised that she would be able to assist with the day to day running of the Council, in the absence of the Clerk, with Councillor guidance.

21/01/20

Councillors' Reports and Areas of Responsibility:

Cllr Szembel –advised that the Orwell Run organisation had asked permission to use the image from the Orwell Village Sign for their medals and merchandise. It was acknowledged that the artwork for the sign probably belonged to the originator when the sign was made in the 1990s. As this was now over 20 years ago Councillors agreed in principle to the sign image being used.

Cllr Ingrey –reported that he had contacted the Youth Club organiser to offer his help. He was waiting to hear back.

22/01/20

Agenda items for the next meeting:

Road Closure Process for VE day Street Party

There being no further business the Chairman closed the meeting at 09.20. The next meeting will be held on 19th February 2020.

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.