

ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant
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unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held on
 21st July 2021 at 7.30pm (19.30hrs)

Present: Cllr G Bunnett –Chair (GB), Cllr N Chambers (NC), Cllr Gould (MG), Cllr S Grimley (SG), Cllr A Murray-Brown (AMB), Cllr A Stone (AS), Cllr E Tabor (ET), and Cllr S Grimley (SG)

In Attendance: Mrs J Damant (Clerk)

The meeting was held as a face to face meeting and was conducted in the School Room of the Methodist Chapel. All Covid regulations were adhered to. Councillors had separate tables set 2 meters apart, masks were worn when entering and leaving the building, tables and chairs were wiped down before and after the meeting and hand sanitiser was available.

- 099/07/21** **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-Lowe (personal reasons) these were accepted and agreed by all.
- 100/07/21** **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 given.
- 101/07/21** **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: Resident had written to the Parish Council will reference to further development within the parish of Orwell. The resident had met with Mr Tebbitt a landowner within the parish who gave the impression that Pegasus (Planning Consultants) had contacted the Parish Council regarding land for development. The Clerk responded that, as yet, nothing has been received from Pegasus. The other matter regarded a shopping list and that the Neighbourhood Plan would help with this. Cllr Bunnett responded that the Parish Council do need to put a new list together. He also explained that a new Village Hall would not be allowed in the new recreation area as it is has already stated that only Sport and Leisure facilities would be allowed. The resident believed that he could get the landowner to change this.
 The resident also stated that Carter Jonas had contacted him directly with regards to affordable housing, this recent matter has not come to the Parish Council.
- 102/07/21** **Minutes of the meetings held on 16th June 2021:**
 Item 054/05/21 according to Cllr Gould needs to be reworded and clarified. This was not needed. June minutes were proposed by Cllr Gould, seconded by Cllr Tabor and agreed by all. Chairman then signed the minutes as a true record.
- 103/07/21** **CCC Report: Circulated prior to the meeting**
 There were no questions raised.
- 104/07/21** **SCDC Report: There was no report**
 There were no questions raised.
- 105/07/21** **Planning: (Planning Committee Only)**
 There was no planning.

- 106/07/21 Proposal for a New Town in South Cambridgeshire (Thakeham):**
Cllr Stone stated that nothing has happened. Cllr Tabor mentioned that there is now a webpage.
<https://www.southwestcambridgeshire.com/>
- 107/07/21 Neighbourhood Plan:**
Cllr Gould reported that the whole of the Parish should be included in the Neighbourhood Plan and that SCDC have agreed to help in putting a map together. What is now needed is an agreement of what should be submitted. It was proposed by Cllr Gould that the present parish boundary marks the extent of the area to be covered by the Neighbourhood Plan, this was seconded by Cllr Murray-Brown and agreed by all. The process will probably take up to a few months to prepare and submit the application. The next stage will be that a Designated Area Plan be drawn up.
With regards to the letter submitted to the Parish Council (see item 107/07/21), Cllr Gould reported that part of the Neighbourhood Plan needs to do a wish list, with regards to planning. It was suggested that a separate meeting would be needed to go over a wish list. The Wish List may be similar to the Shopping List but there may be differences.
Cllr Bunnett also confirmed that the Parish Council have not heard from Pegasus and that the Parish Council are not allowed to make any deals with developers.
It has been suggested that the land the present village hall stands on could be sold and the funds used to assist with a new village hall.
Cllr Bunnett will respond to Mr Kruger stating that the Parish Council are not allowed to make deals with developers, they may at the beginning, have meetings but these are always reported and that no opinions can be given.
- 108/07/21 East West Rail (EWR)**
There is nothing new to update.
- 109/07/21 New Recreation Ground:**
Cllr Bunnett reported that he had received a quote from Bidwells, this is for them to draw up a plan with regards to the ditch land that needs to be transferred back to Mr Tebbitt, the adjoining landowner. The quote received was £130.00. It was proposed by Cllr Bunnett that this quote be accepted, this was seconded by Cllr Grimley and agreed by all.
The planning application was withdrawn and at the moment the New Recreation Ground Committee are relooking at the plan, once they have come up with a decision it will be put to the Parish Council for agreement.
- 110/07/21 Recreation Ground & Pavilion:**
Update from Cllrs Bunnett and Stone with regards to a way forward.
Cllr Stone reported that he had visited the pavilion and has prepared a schedule of works for issue to tender, it is proposed that the works will be carried out in two phases. The first phase will consist of external repairs, internal repairs and decoration, the second phase will be external decorations. Cllr Stone will put together a covering invitation to tender letter that the Clerk can send out to prospective contractors. Cllr Stone will assist the clerk when these have been received. This will be an agenda item for September.
The Parish Council have received a grant of £10,000 from SCDC. It was proposed by Cllr Stone that this grant be used towards the maintenance costs of the pavilion, this was seconded by Cllr Bunnett and agreed by all.
Cllr Stone will take a look at the reported window handle and oven which appears to be fusing. Cllr Stone will notify the Clerk and caretaker if required works are required. **Action: AS**
With the easing up of Covid restrictions the pavilion can again be used, however Cllr Gould reported that a legionnaire check should be carried out before the showers can be used. So, for the time being showers are not to be used.
It is also a request that anyone hiring the Pavilion should also take their own actions with regards to covid regulations. The Parish Council are not asking people to wear masks; however, some hirers may wish to keep this part of the regulations. Risk assessment will need to be given to the Clerk. Caretaker can now take bookings for the pavilion. **Action: Caretaker**
It was also reported that the toilets can now be opened. Clerk to notify the Caretaker. **Action: Clerk**
It was also suggested that some of the signs can now be removed (masks, social distancing), but that a new sign be placed 'Please be considerate of others.'
It was also suggested that a meeting should take place with all councillors to have an informal meeting to look at the new recreation ground land along with the existing recreation ground and pavilion, that way they can get a better feeling of both areas and what the needs are. Cllr Bunnett will arrange. **Action: GB**

- 111/07/21 Clunch Pit Management Trust (CPMT)**
Cllr Murray Brown reported that the burial gate lock was still there and that she has now relocked the gate. It is now secure for the sheep that will be put into the Glebe field soon.
Cllr Chambers enquired about the S106 funding and if SCDC were still refusing the request that some of the Art fund (S106) can be used towards the art work used for the Clunch Pit information boards. Cllr Bunnett reported that he had not heard back from SCDC, he will chase up. **Action: GB**
- 112/07/21 Village Hall Carpark:**
Cllr Chambers reported that the barriers are to be installed soon and that there had been a hold up due to lack of steel. The waste basket will be done at the same time. It is expected that it will take another 4-6 weeks.
- 113/07/21 Chapel Orchard:**
Reminder that the picnic is going ahead on the 25th July.
- 114/07/21 Red Telephone Box:**
Still on going.
- 115/07/21 Local Highways Initiative (LHI) Project:** *(The new application for 2022/23 has now been received, the deadline for submission is September 2021)*
Cllr Tabor proposed that the Parish Council apply for LHI funding to install a MVAS (mobile vehicle activity sign). This was seconded by Cllr Grimley and agreed by all. The MVAS will be placed along the High Street and will be a mobile unit so that it has to be moved on a regular basis. It was proposed by Cllr Tabor that the Parish Council should put forward a percentage of 10% towards the project. This would mean that if the submission is successful that the Parish Council would contribute 10% towards the overall costs, this was seconded by Cllr Bunnett and agreed by all.
Cllr Tabor will complete the paperwork and send round to all councillors, the deadline for submission is September. **Action: ET**
- 116/07/21 Environment Working Group (EWG):**
It was agreed that the working group meet to discuss the Terms of Reference (ToR) and to elect a Chairman. The ToR will be brought back to the council at the next meeting. **Action EWG**
- 117/07/21 Financial Matters:**
1. Financial Statements for July 2021
2. Payments and Additional payments for July (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 FOR AUTHORISATION –ORWELL PARISH COUNCIL MEETING 21st July 2021

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	£1530.66	0	Employees payments for July 2021	LGA 1972 s112
Salaries, HMRC, Pension	£1530.66	0	Employees payment for August 2021	LGA 1972 s112
Haven Power	£42.63	£2.04	A/C In Credit and will be used against this invoice	PCA 1957 s3
E-On	(136.23)	0	Pavilion electricity in credit	LGA 1972 s143
J Damant	26.13	0	Clerks Expenses -voda phone	LGA 1972 S113
Starboard Systems Ltd	£416.40	£69.40	Scribe Annual subscription 2021/22	LGA 1972 S113
B Huett	£130.00	0	Internal Audit 2020/21	LGA 1972 S113
Playsafety Ltd	£164.40	£27.40	RoSPA Inspection 2021	LGA 1976 s19
Meldreth Parish Council	£100.00	0	Contribution towards office expenses July 21	LGA 1972 S113
Buchans	£809.95	134.99	Grounds mtce June 2021 incl clearing of shrubs at pavilion	OSA 1906 s9/10
SCDC	£180.00	0	Licence for the pavilion	LGA 1972 s

Balfour Beaty	£72.00	0	In lieu of 1058 (replacement)	Pg 019
Community Website	£360.00	0	Replacement cheque for inv 202313	
Zurich Insurance	£215.15	0	Amendment to revalue the pavilion from £124K to £340K – Already Paid	LGA 1972 s

Zurich Insurance has already been paid last month.

Cllr Chambers enquired if councillors could receive a financial report possibly every quarter, he will send the clerk some reports that other parish councils carry out. The Clerk explained that nearly all Parish Council's use the accounting software 'Scribe' so this should be easy to achieve but the Clerk will enquire with the Assistant Clerk who is presently doing the accounts.

Action: Clerk/Ass Clerk

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

118/07/21

Clerk's Report;

New Light on the High Street to hold a CCTV camera – ongoing.

Clerk has enquired with Longstanton for a copy of their Working with Councils poster, this could be amended to fit Orwell's needs.

Residents at Chequers Close have become concerned with youths who appear to be taking photos of their properties and cars. They were enquiring about putting up a sign stating 'Private Road', clerk has enquired with Highways who have no problem with it as it is a private road, however they now need to contact SCDC for permission to put up any road signs.

119/07/21

Policies:

Orwell Beacon – H & S policy still in progress.

Clerk is working on a policy with regards to H&S for the Beacon, this has to be done as part of the agreement to taking on the Beacon from SCDC.

All policies need to be signed off for this year, this is done on an annual basis. Cllr Philips will help the clerk with this by looking over all the policies first. All policies should be on the website Clerk will send Cllr Philips the policies which need to be placed on the website.

Action: Clerk/IP

Cllr Bunnett will look over the Financial Requirements.

Action: GB

120/07/21

Website:

Cllr Philips reported that he has uploaded nearly all documents, policies are the next to do.

121/07/21

County Broadband:

Concern has been raised by a resident with regards to County Broadband putting in telegraph poles. Clerk has asked the resident to contact the County Council, which they did. Clerk has also contacted CCC, but as of this meeting had not heard back. Cllr Bunnett believed that CCC should have been aware of this as they would need to give permission for the footways to be dug up in order to place the telegraph poles. Clerk will keep requesting answers.

Action: Clerk

122/07/21

20 mph:

It was agreed in June that the Parish Council would support this scheme; however, wording needed to be put into the minutes:

"This Parish supports 20's Plenty for Cambridgeshire's aim for wide area, default signed 20mph limits with public engagement for this Parish and across Cambridgeshire's urban and village settlements".

123/07/21

HRH Queen Elizabeth II Platinum Jubilee Celebrations:

Cllr Murray Brown reported that WOW would like to put on an event to celebrate the occasion, they will help coordinate but they are not able to organise the whole event. There may be other groups within the village who would also wish to celebrate this occasion.

WOW would like to do a 'Street Party' on the recreation ground, thus avoiding having to close the road. A request that the Parish Council fund a marquee which will be placed on the recreation ground for 4 days. WOW would use it on the Sunday when they do the 'Street party'.

Cllr Bunnett suggested that WOW come forward with what is actually needed and what the costs would be with regards to the marquee, this can be precepted for in next year's budget.

It was proposed by Cllr Tabor that the Parish Council support WOW and other groups with holding celebrations, this was seconded by Cllr Bunnett and agreed by all.

124/07/21

Councillors' Reports:

There were no reports

125/07/21

August Meeting:

It was proposed by Cllr Bunnett that there will be no August meeting, this was seconded by Cllr Chambers and agreed by all. Planning, however will take place as normal.

126/07/21

Agenda items for the next meeting:

Policies (Financial Regulation, Standing Orders ect)

LHI

Platinum Jubilee celebrations

Environmental Working Party

Neighbourhood Plan

There being no further business the Chairman closed the meeting at 22.20hrs.

The next meeting will take place on 15th September 2021

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