

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
 18th October 2017 at 7.30pm (19.30hrs)

Present: Cllr N Szembel – Chairman (**NS**), Cllr G Bunnett (**GB**), Cllr M Clarke (**MC**), Cllr C Hoptroff (**CH**), Cllr D Kennedy (**DK**), Cllr M Lawton (**ML**) and Cllr T Tyndall (**TT**)

In Attendance: Mrs J Damant – Clerk, Cllr A Van de Weyer (SCDC) (**AvdW**) and Cllr S Kindersley (CCC) (**SK**)

Cllr Szembel addressed the meeting: “Before we attend to the business of the Agenda, I invite Members of the Parish Council take a moment to remember Norman Hamilton who has been our colleague for three years, and for many of you and others in the village a friend for far longer, and who sadly is no longer with us. Every community needs those who step up to the plate and take on responsibilities to make the lives of others a little better. In this respect Norman has been an outstanding example to others. He has been very active in village affairs representing the Parish Council on both the Chapel Orchard Management Committee and the Village Hall Management Committee. On top of that, he has taken an active part in looking after the interests of those who live in Lordship Close, for example by ensuring that the council did not avoid their responsibilities in respect of the maintenance of dangerous trees and also the brook and its on-going clearance programme. We shall miss him as a colleague and as a friend. We shall miss his wit, which was subtle but nevertheless effective, and also we shall miss his smile. We extend our condolences to Julie, his wife, and to his daughter. I invite you all to join with me now in remembering our friend and colleague Norman”.

178/10/17 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 received as all councillor's were in attendance.

179/10/17 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 no were no interests declared.

180/10/17 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.
 There were two members of the public in attendance.
 Chapel Orchard – the first of the two bridges has now been refurbished. The working group are presently awaiting the grant cheque of £2000 from Rugby Cement. The Wildlife Trust were supposed to come out and do a survey on the trees, however this has not happened, however the Warden from Elsworth will come and give some advice on the trees and this will be reported back to the Parish Council when it has been completed. It is hoped that the survey will help with the long term management of the trees on the site. The stones on the footpath appear to be bedding in and no further problems have been reported.

181/10/17 Minutes of the last meeting 20th September 2017:
 Minutes were proposed by Cllr Clarke and seconded by Cllr Hoptroff, all agreed. The Chairman then signed the minutes as a true record.

182/10/17 CCC Report:
 The Council met on the 17th October. There will be a reconfiguration of the children's centres with many being closed, the Council are hoping to save £31m. They are going to introduce 'outreach' services but Cllr Kindersley reported that these have not always been successful and they do not always reach those that need them.
 Q. Cllr Lawton reported that again there have been some near miss accidents on traffic turning left onto the A603 from Hurdleditch Road and facing on coming traffic which is overtaking vehicles along the A603 travelling towards Cambridge. Can anything be done in this area such as a solid white line being installed?
 A. Cllr Kindersley replied that he tried getting a solid which line installed at this junction a few years ago but Highways stated that the road was long and site lines were good, he will however make further enquires to see if this can be looked at again. **Action: SK**

Q. Cllr Bunnett stated that the site lines at the junction at Fishers Lane and the A603 are not good, this concerns vehicles turning right onto the A603 from Fishers Lane and due to the foliage have to pull further out onto the road which can be hazardous due to the vehicles travelling east bound down the A603 to Cambridge. The foliage and trees have been cut back but not far enough is there a possibility this can be looked at and the foliage cut back further?

A. Cllr Kindersley will enquire.

Action: SK

183/10/17

SCDC Report:

- There is no update on Local Green Space concerning the Glebe Field, it is being looked at by the same team who are looking at the Local Development Framework (LDF).
- The LDF is still awaiting a report from the Inspector but it is hoped that the 5 year land plan will now be settled.
- There have been concerns with the Planning Department at SCDC, a new system was introduced in that Parish Council's had to request if they wished to have an application referred to the Planning Committee at SCDC, this was to help cut down with unnecessary applications going to Planning Committee, however it now transpires that only 6% of these requests have actually gone before the Planning Committee.
- The City Deal 'Great Cambridgeshire Partnership' is still ongoing. Rural buses are one of the projects being looked into.

184/10/17

Planning: NS, MC, CH, DK and ML (Town and Country Planning Act 1990 schedule 1, paragraph 8) Full planning minutes are available on line or from the Clerk).

Planning meeting held on Wednesday 4th October – No meeting

Planning meeting held on Wednesday 18th October – verbal report

1 High Street, S/3463/17/TC - Large sycamore tree behind house on north side, on edge of steep bank, endangering house and blocking light. Small sycamore tree wedged between shed and front wall, causing damage to shed and wall. Large leylandii tree in south west corner of garden, overhanging public footpath, pavement and road. Large Christmas tree near to house (to the east), tilting dangerously, threatening neighbour's outbuilding. NB. Many other trees in garden. Plans to plant at least 4 trees to replace overgrown ones. Parish Council note the application but have No Comment.

16 Lotfield Street, S/2928/17/VC - Variation of condition 2 (Approved plans) to planning permission S/3064/17/VC. Orwell Parish Council recommend 'objects' with comments. 'The Parish Council are concerned that there will be a loss of privacy if the velux window, overlooking the neighbouring property, opens. The elevation appears to be higher than the original plans and that Highway safety has been compromised as the boundary wall appears to be very close to the highway and is over the verge, and the road in this area is already very narrow'. The photographs appear to show that the wall is being built beyond the property boundary as shown on a revised plan.

185/10/17

Councillor Vacancy:

Information on vacancy has been sent to SCDC and a notice has been placed on the notice board and on the village email system. If nobody asks for an election, notice from SCDC will be given to the Parish Council to coopt.

Clerk will put out another notice for Cllr Hamilton's vacancy.

Action: Clerk

Action: Clerk

186/10/17

Position of Vice Chairman:

Cllr Szembel nominated Cllr Hoptroff, this was seconded by Cllr Kennedy, all agreed. Cllr Hoptroff agreed to take the position of Vice Chairman.

187/10/17

Development Proposal on Hurdleditch Road (next to the primary school)

Cllr Szembel reported that contact had been made with the land agent concerning the possibility of the Parish Council purchasing additional land alongside the land offered as part of the S106, but the land agent advised that his client thought it was too early for further discussions to take place. The land agent was subsequently advised that the Parish Council needed to know, as soon as possible, if acquiring the additional land was a possibility as it then had to find the necessary resources to make the acquisition, and some sources of funding would require considerable lead time.

It was also reported that the development for 49 houses, which has been approved, is in the process of being sold to another developer, who would then put in the 'detailed' plan. Cllr Szembel asked Cllr Kindersley if this presented an opportunity for both the SCDC and the village. SCDC were falling behind in their Right to Build programme, and the village was concerned to ensure the proposed development fitted well with the village and that a complex of Right to Build properties might have some merit.

Therefore, there could be seen to be a possible community of interest in the Hurdleditch development for both SCDC and the village. Cllr Kindersley stated that it may be possible to find opportunity in this but it would need looking into further. Cllr Szembel will seek to obtain further information on this matter. It was noted that the development might not proceed for several years.

Action: NS

188/10/17

CCTV:

Clerk has approached businesses along Malton Lane to see if their CCTV footage would benefit the Parish Council, however the CCTV cameras are focused on entrances and not on the road itself. It was suggested by Cllr Szembel that the Parish Council should stay with Herts Partnership, whose "package" after all made provision to address all the FOI and other legal considerations. Accordingly, the Herts Partnership should be asked to do a survey re the possibility of placing a fourth camera along Malton Lane. Clerk to arrange.

Action: Clerk

189/10/17

Recreational Ground Working Group (RGWG):

Update from Cllrs Tyndall and Bunnett

The group will look at the new recreation ground but could only consider that in the context of the provision of sport and recreation facilities village-wide so the group will also consider current provision and how the the current recreation ground will fit within an enhanced recreational provision in the future. An item will be placed in the next bulletin and village email system with a request to all sport groups to put forward a representative to sit on the RGWG, it is also hoped to include others to join the RGWG representing other groups who either do not currently use the recreation ground or who represent a club or society not currently in existence, such as cricket.

190/10/17

Recreation Ground:

- Play equipment weekly inspection. All equipment appears to be in good working order. Slide has been repaired and Clerk has arranged to have the stepping stones, which though solid are showing signs of some rot, to be looked at.

Action: Clerk

Clerk has written to Mrs Reid to enquire if she would be prepared to take on the role of inspecting the play equipment and undergo training with Rospa. Next session will be in 2018. Mrs Reid is unable to attend the training sessions due to work commitments but is happy to help carry out the inspections.

It was suggested that the Clerk undergo the training at a cost of £235.00, this was Proposed by Cllr Szembel and Seconded by Cllr Kennedy, all agreed.

Action: Clerk

191/10/17

Lighting on the MUGA

Clerk has enquired about planning in regards to installing lighting at the MUGA. A pre planning application would need to be submitted along with a lighting design. There are no fees for a Parish Council in submitting a pre application, but there is a £98 charge for submitting a full planning application.

Clerk has contacted three companies who install lighting for a MUGA, who would also do the lighting design. Lighting has to conform to all groups who use the facilities and the unofficial quotes have ranged from £10,000 to £40,000.

It was proposed by Cllr Tyndall that this project be incorporated into the larger picture for the recreation ground, seconded by Cllr Kennedy, all agreed.

192/10/17

Community Gritting:

Community gritting scheme 2017/18. Under this scheme the parish agree specific routes in their area, which are important to the local community, with the County Council. Volunteers can then sign up to grit these routes using equipment provided by County Council.

Cllr Hoptroff reported that he believed this would be a very good project for the village and suggested that he and the Clerk work on this together. Clerk has contacted Highways who suggested that the form be filled in and to also state what footways and footpaths the Parish Council are concerned about and would like to arrange gritting. The footways put forward, so far, are from Lordship Close down to the shop, around the school along Hurdleditch Road and from Town Green Road to Meadowcroft Way. It was proposed by Cllr Clarke that Cllr Hoptroff and the Clerk work on this, seconded by Cllr Kennedy all agreed.

Action: CH/Clerk

Cllr Hoptroff will also put in an article on the village website asking for volunteers.

Action: CH

Cllr Szembel suggested that if there are no volunteers or not enough to enquire if Mr Weir would be interested in undertaking the gritting, which would then be paid for by the parish council on his hourly rate. Clerk to enquire.

Action: Clerk

193/10/17

Hurdleditch Development - Artist

Cllr Clarke to contact both artists to see what progress is being made.

Action: MC

- 194/10/17 Beacon at the Clunch Pit:**
Cllr Van de Weyer reported that the surveyor who unfortunately has been absent is now looking at this and once the survey has been completed by SCDC it will be forwarded to Natural England for their approval this will be prior to any works being carried out.
- 195/10/17 Chapel Orchard:**
Update on S106 funding. Clerk has contacted Mr James Fisher (S106 Officer) at SCDC to enquire if the Parish Council can use the funding which is due to the Parish Council from the S106 for the Hurdleditch development prior to it being received as the works to the bridges is needed. One bridge has been repaired already due to its condition and the second bridge will be done soon.
- Report from Cllr Tyndall regarding the Constitution. Cllr Tyndall stated that he had seen a copy of the lease and constitution and reported that the constitution was put together for a grant application and has no legal standing; however, it may need reworking at a later date. This allows the Parish Council to take over the running of Chapel Orchard along with the working group assisting.
- Another concern raised was due to insurance and if Chapel Orchard is covered by the Parish Council public liability, Clerk thought that it was, but insurance does not cover volunteers other than Parish Councillors' so Chapel Orchard have their own insurance to cover volunteers working on the site.
- Clerk suggested that Cllr Tyndall put together questions he would like the insurance company to answer and the Clerk will submit to the insurance company. **Action: TT/Clerk**
- 196/10/17 Chapel Orchard Working Party:**
The working group consists of Cllr Lawton, Mrs S Miller and Mr D Miller, another Councillor will be appointed onto the working group at a later date.
Also see item (180/10/17).
- 198/10/17 Community Benefit:**
There have been no applications.
- 199/10/17 Harston and District Warden Scheme:**
Harston & District circulated a newsletter around the village asking for donations as it was foreseen that the scheme may have to close. The Parish Council contribute an annual fee for the scheme and the Clerk made enquiries as to whether more funding was needed. 'I am pleased to be able to report that the response has been hugely supportive and we have more than met our target gained two new members and offers of help from a number of volunteers. All is now looking much more financially secure and we are hoping that we shall be able to look at how we can improve/extend our service in the villages, very much encouraged by the number of gifts and support received'.
John Cowan – Chairman.
Mr Dai Rees would like to step down as the contact for the Warden Scheme, he is not a Trustee. With the unfortunate passing of Cllr Hamilton, the Parish Council need to nominate, at least, one Councillor, as a contact point for the scheme. Agenda item for next month, with a possible deferral until two new councillors have been co opted. **Action: All Cllrs**
- 200/10/17 Financial Matters:**
1. Financial Statements for October
2. Payments and Additional payments for October (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 | Confidential | 0 | September Salaries | LGA 1972 s112 |
| Salaries | Confidential | 0 | September Salaries | LGA 1972 s112 |
| Inland Revenue | Confidential | 0 | September PAYE/NI | LGA 1972 s112 |
| SMART | Confidential | 0 | September Pension | LGA 1972 s112 |
| MPC | 90 | 0 | September office rent | LGA 1972 s133 |
| PKF Littlejohn | 360 | 60 | External audit | LGA 1972 s133 |

Sally Walmesley	125.6	0	Clerk cover	LGA 1972 s112
Sally Walmesley	29.25	0	Clerk expenses	LGA 1972 s133
LGS Services	134.4	22.4	Payrole services	LGA 1972 133
J Damant	27.43	0	Expenses	LGA 1972 s133

Pavilion bookings	117
Allotment	10
Peasgood & Skeats	170
Bulletin ads	108.75

Finances were proposed by Cllr Hoptroff to be accurate, seconded by Cllr Szembel, all agreed.

201/10/17 Changes to Public Rights of Way:

Proposal to make various changes to the Public Rights of Way network across Wimpole Estate. This will affect Footpath 2. It was felt by the Parish Council that the changes proposed for footpath 2 would be a more sensible route. No comments were made.

201/10/17 Village Maintenance Programme:

Cllr Kennedy has looked at the document and would like to walk around the village with the Clerk to check all trees which the Parish Council are responsible for. **Action: DK/Clerk**
All Councillors to look at the policy so that it can be signed off at the next meeting. **Action: All Cllrs**

202/10/17 Village Hall Committee:

Update on the refurbishment of the Village Hall frontage. Cllr Hoptroff reported that the Village Hall Committee were very please with the work carried out and agree that the payment can now be made. Clerk is awaiting the invoice.
Charitable Status - Cllr Tyndall has inspected the paperwork and confirms that the Village Hall has charitable status and all their accounts are up to date.
Cllr Szembel enquired as to when the last structural survey was carried out, Cllr Hoptroff believed it was about three years ago and that there has been no movement recorded of the building, the tie bars appear to be working.

203/10/17 Policies and Procedures:

Standing Orders. It was proposed by Cllr Hoptroff that the Standing Orders can be signed off, seconded by Cllr Lawton, all agreed.
Chairman's part of the Standing Order to be discussed and agreed. It was proposed by Cllr Hoptroff that the Chairman's part can also be signed off, seconded by Cllr Tyndall, all agreed.

204/10/17 Defibrillator/Red Telephone Box: (PHA 1936 s234)

Change of use documentation to be sent to SCDC Planning, once this has been granted BT will remove the telephone equipment and Community Heartbeat Trust (CHT) will install the defibrillator. BT and CHT work together on this
Clarification on whether this is to be an unlocked cabinet or whether a locking system be installed. It was proposed by Cllr Tyndall to have the defibrillator unlocked, seconded by Cllr Kennedy all agreed. Cllr Kennedy also suggested that, if possible, to arrange some CPR training. The Clerk reported that there will be some training for the defibrillator and will enquire if CPR training can be include or if it is better to have this as a separate training session.

205/10/17 Mulberry Tree Information Board:

Clerk has contacted Filcris to arrange for this to be done, and once done the Clerk will collect. The placing of the board was originally to be place in the ground, however another suggestion is to place it on the wall. The wall is maintained by the Parish Council but the land which the Mulberry Tree is placed is owned by the householder who is happy for the plaque to be placed in either position (wall or in the ground by the tree).

206/10/17

Correspondence and Clerk's Report:

Grass Cutters - Clerk has contacted the grass cutters with regards to placing the cut grass behind the mound. The grass cutters will try this. The grass cutters have also notified the Parish Council that due to the weather further cuts will be necessary.

Grass Cutters – a resident was concerned that the grass is not being blown away from the graves when the grass has been cut, Clerk has notified the grass cutters that this needs to be done.

Local Development Plan – Draft of the Cambridgeshire Local Council Development Plan 2017-2021 is online <http://cambsacre.us15.list-manage.com/track/click>. Comments need to be submitted by 10th November.

Fireworks at Petersfield Primary School: The firework display will take place on Friday 3rd November 2017 at Petersfield School. For safety reasons the access points from the recreation ground will be fenced off this is to make sure that members of the public do not find themselves in the 'drop zone' for firework debris. We will also have Marshalls on the Town Green road entrances of the rec. The fire service will have been informed of this event by our organiser.

NALC Larger Councils Conference and Exhibition 2017 – on 13 December at Holiday Inn, Coram Street, Bloomsbury, London, WC1N 1HT. NALC Larger Councils Conference and Exhibition is an essential event for councillors, council officers, clerks, county associations to join with the public sector (including government and principal authorities), the private sector and the voluntary sector to discuss the key policy issues around local economic development and growth. The important themes for this one-day event will centre on local economic development, community led housing and planning, accessing funds and grants and the well-being of communities.

Tennis Courts – An incident occurred whereby the nets have been damaged, this was originally thought to be an act of vandalism and, as such, was reported to the police and an incident number given..

Hedges: The hedges at the burial ground and recreation ground are due to be cut soon.

Burial Ground: There was a report that some damage had been done to the rabbit fencing bordering Mr Perryman's property. The Clerk has been in contact with the grave digger who has agreed to repair the fence.

207/10/17

Audit: Passed

On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the smaller authority.

'We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2017/18 for the exercise of public rights, since the for the exercise of public rights was less than 30 consecutive working days in length. As a result, the smaller authority must answer 'NO' to Assertion 4 of the Annual Governance Statement for 2017/18 and ensure that it makes proper provision for the exercise of public rights during 2018/19.

The Chairman thanked the Clerk for her work in respect of managing the budget, and for her part in ensuring the Council passed the Audit this year.

208/10/17

Councillors' Reports and Areas of Responsibility:**Allotments:**

Cllr Lawton has now been able to sort out the allotments and who is responsible for each plot, there will shortly be a vacancy at Chapel Orchard. Clerk to complete the invoices and Cllr Lawton will deliver them.

Action: Clerk/ML**Cllr Clarke**

The bus stop post opposite the shop is showing signs of rot can this be reported to who ever is responsible. Cllt Hoptroff believed that the bus stop belongs to Whippet.

Action: Clerk**Cllr Lawton:**

Has attended a meeting for Colbatch and Hooper.

Cllr Bunnett

It may be necessary to put in place a new agreement for the Clunch Pit. Cllrs Hoptroff and Bunnett will proceed and report back to the council.

Action: CB/CH**Cllr Szembel**

There appears to be some unwanted evening activity taking place at the carpark, Neighbourhood Watch are aware.

209/10/17 Glebe Paddock Agreement:

Licence awaited.

Clerk has written to Carter Jonas asking if the maintenance of the paddock can be done before the agreement can be signed, the hedging and well need looking at along with the removal of the old shed. No response received.

210/10/17 2018/19 Budget:

Meetings to be arranged to start the budget process. Cllrs Szembel and Hoptroff to oversee the budget along with the Clerk/RFO.

Action: NZ/CH/Clerk

All Councillors to think of any items they feel should be included in the budget for the next financial year.

Action: All Cllrs

211/10/17 Grass Cutting Specification:

Specification to be drawn up for the next grass cutting year so that it can be sent out for tender.

212/10/17 Agenda items for the next meeting:

Grass cutting specification, Precept for 2018/19, Glebe Paddock, Defibrillator/red telephone box
Bus stop, Chapel Orchard, Clunch Pit

There being no further business to discuss the Chairman closed the meeting at 9.55pm. The next meeting will take place on the 15th November at 7pm in the back 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.