

ORWELL PARISH COUNCIL
UN-APPROVED MINUTES OF ORWELL PARISH COUNCIL

A meeting of Orwell Parish Council was held in the back room of the Village Hall on 15th February 2017 at 7.30pm (19.30hrs)

Present: Cllr W Talbot – Chairman (**WT**), Cllr A Pulham – Vice Chairman (**AP**), Cllr M Clarke (**MC**), Cllr N Hamilton (**NH**), Cllr C Hoptroff (**CH**), Cllr D Kennedy (**DK**), Cllr D Rees (**DR**) and Cllr N Szembel (**NS**)

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

- 274/02/17 Apologies for Absence:**
Apologies received from Cllr Lawton (personal reasons)
- 275/02/17 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:
Interests were declared by Cllr Pulham regarding the football club flood lights request (290/02/17)
Interests were declared by Cllr Talbot regarding the MUGA flood lights. (290/02/17)
Interests were declared by Cllr Szembel regarding the school holding a summer fete as he is a school governor. (291/02/17)
- 276/02/17 Dispensation:** (*Section 33 of Localism Act 2011*) *If a Parish Councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011*
Dispensation applications are now to be resolved by the Parish Council and not as previously done by the Monitoring Officer at SCDC or the Standards Board. A request from Cllr Pulham has been received requesting dispensation on item 290/02/17. Cllr Pulham is a named officer of the football club and therefore if the club folded he would, along with all other officers of the football club, be entitled to any dispersed assets.
A vote was taken on two counts:
1. To participate in the discussion – Unanimous in supporting Cllr Pulham to participate.
2. To be able to vote – Unanimous in supporting Cllr Pulham to take part in any voting.

It was voted unanimously that the Parish Council will decide on Dispensations as a whole Council.
- 277/02/17 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**
There were three members of the public in attendance.
A presentation was given by members of the football club in regards to the latest demonstration of the proposed floodlights on the recreation ground. The lights are needed in order that the team can train in the evenings and not have to go to other venues. They apologised for the first trial as it was not carried out well, however the second trial was more successful and the club would like to thank all those who attended to see the demonstration. The Chairman of the Football Club reported that they had not received any negative responses either in writing or verbally, but had received verbal positive responses. The Tennis and Netball clubs are not interested in using these temporary floodlights at this moment.
It is proposed that training will take place once a week for approximately 1.5 hrs. Cllr Kennedy reported that the football club had conducted the trial very well and had advised residents as to what was happening.
There was concern expressed in regards to overuse of the goal mouths. The football team representatives advised the meeting that they are looking at purchasing moveable goals. At the moment they will use posts and cones to avoid churning up the pitch.
- 278/02/17 Minutes of the last meeting 18th January 2017:**
The minutes were proposed by Cllr Pulham and seconded by Cllr Hoptroff and agreed by all. The Chairman then signed the minutes as a true record.
- 279/02/17 CCC Report: (report circulated)**
Cllr Kindersley reported that Orwell's application for Minor Highway Improvement Scheme had been heard

Cambridge City Football Club were due to build a new stadium at Sawston. The planning application has been approved by SCDC. Subsequently the application has gone to a judicial review as SCDC 'had not given a reason for approving the application'. CCC have agreed next years budget but will claim only the 2% adult social care increase. Only Suffolk and Cambridgeshire are not taking the maximum 1.99% precept increase permitted by Government as it is believed that with focusing on transformation, changes can be made in the way things are carried out and making them more efficient. However, there will still be major cuts and Parish Councils may have to step in for those services they wish to keep or improve on.

280/02/17

SCDC Report:

Cllr van de Weyer reported that SCDC will be meeting next week to discuss 2017/2018 budget, they are proposing a 2% or £5 increase, whichever is the greater in the council tax, however there will still be cuts. Refuse bin collections have been reorganised in order to save money and improve efficiency as routes are now designed across administration borders, SCDC and Cambridge City have joined forces in the collection of refuse. Network Rail have given up fighting to close the Barrington Road pedestrian gate at Foxton Level Crossing, which would have benefited Network Rail by reducing its overall risk but it was felt it would have transferred new risk to pedestrians, cyclists and vehicle drivers. Cllr Hoptroff enquired if SCDC are penalising developers that have not started building homes that had planning approval over 2 years ago in line with Government directives? Cllr Van de Weyer replied that they have not done so yet.

281/02/17

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

Planning meeting held on Wednesday 1st February 2017

Bramleys, Malton Road, S/3632/16/FL - New Garden store, garden room, swimming pool, terrace and associated works. The Parish Council recommended 'Objects' with comments. Main concerns were: Overlooking, overshadowing, possible noise, layout and density, materials, and effect on wildlife.

SCDC Decisions: 35 Town Green Road, S/2923/16/FL and S/2930/16/LB has been Approved for demolition of existing detached garage, erection of new detached garage and cart store, single storey side extension to house.

Planning meeting held on Wednesday 15th February – verbal report

1 Pearman's Close, S/0329/17/FL - 2 storey front extension and single storey rear bay. It was proposed by Cllr Hoptroff to recommend 'No Recommendation, with no comments' seconded by Cllr Pulham, agreed by all.

77 High Street, S/0299/17/TC - Removal of 1 Fir tree. The tree in question, a type of Fir has grown too big for the garden. The tree is also blocking sunlight. Application Noted.

282/02/17

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

The appeal hearing conducted by the Inspectorate will take place on 21st March 2017. Cllrs Talbot and Szembel will attend the hearing subject to work diaries. Cllr Pulham also stated that he would be available to attend the hearing and may attend in a private capacity even if not required to attend in an official capacity. **Action: WT/NS/AP**

At the meeting between Cllrs Talbot and Szembel with the planning officers the land offer as part of a proposed s106 agreement of 1.62 hectares was discussed. The offer would recognise the parish's under provision of recreation ground but would be only one factor that the inspector might consider. The Parish Council have recommended refusal on this application, however if it does get approved by the Inspectorate the Parish Council need to make sure that S106 agreements are in the best interest for the village

The travel plan has been sent to Gillian Beasley (CEO) of CCC. It was asked if the Clerk can contact SCDC planning officer to see if they know which department of CCC did not originally support the travel plan, Cllr van de Weyer would like to be copied into this.

Action: Clerk

The school will also be sending a representative to the hearing on the 21st March and it was suggested that those going to the hearing should clarify what they wish to say.

Cllrs Talbot and Szembel have met with Mr Tebbit in regards to the S106 (1.62 hectares of land) and there is no problem in changing the orientation of the land to either position as previously discussed by the Parish Council.

Standing Orders suspended: Meeting closed at 8.30

Football Chairman addressed the Councillors to give clarification on what the football club would need in order of space. The land being offered would be sufficient for a football pitch which is urgently needed.

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Meeting opened at 8.35

It was reported by Cllr Szembel that even if the football club could not use the land it could be used for other things and thus taking some pressure off the present recreation ground. If the Parish Council had extra land it would always be a benefit. Cllr Pulham reminded the Council that according to accepted nationally agreed formulae, Orwell is woefully under provided for in terms of recreation land, The addition of 49 new houses would only exacerbate this position.

283/02/17 Beacon at the Clunch Pit:

Once SCDC have repaired the beacon the Parish Council will take over ownership and have it included onto the insurance. Clerk reported that SCDC should make contact with Natural England concerning the nature of the repairs to be conducted as the land is a Site of Specific Scientific Interest (SSSI).

284/02/17 Chapel Orchard:

Parish Council to look at setting up a Sub Committee for Chapel Orchard. Cllr Talbot will look into this and contact Mrs Sue Miller.

Action: WT

285/02/17

Clunch Pit: The Clunch Pit Trustees have asked for clarification of the relationship of the Committee to the Parish Council. They have asked for clarification about the Clunch Pit Management Committee being either a sub committee of the Parish Council or a separate Management Trust,. Further clarification is needed but the Clerk believes the Clunch Pit is a sub-committee of the Parish Council. Information concerning Deeds, Leases and responsibilities have been sent to Clunch Pit members.

Action: Clunch Pit Representatives

286/02/17

Community Benefit:

No applications submitted

287/02/17

Financial Matters:

1. Financial Statements for February

2. Payments and Additional payments for February

Local Government Act (LGA); Public Health Act (PHA); Open Space Act (OSA)

Payments awaiting authorisation

| | | | | |
|----------------|----------------|------|------------------------------|---------------|
| Salaries | £ confidential | 0 | February salaries | LGA 1972 s112 |
| Inland Revenue | £ 172.03 | 0 | February PAYE/NI | LGA 1972 s112 |
| MPC | £ 90.00 | 0 | office rent February | LGA 1972 s133 |
| Richard Burns | £ 20.00 | 0 | Resetting of sensor | LGA 1972 s133 |
| Eon | £ 90.52 | 4.31 | Electric for pavilion | LGA 1972 s133 |
| MPC | £ 78.50 | 0 | SLCC membership contribution | LGA 1972 S144 |
| CCC | £1726.98 | 0 | Footway Lighting | PCA 1956 s3 |

Additional payments: These costs have already been agreed but may not have appeared on the agenda.

Deposits: £55.00 FW Cook

Payments were proposed by Cllr Kennedy and seconded by Cllr Rees, all agreed.

288/02/17

Harston & Impington Village Warden Scheme:

Request for 2017/18 for £600. An amount has been precepted for the Warden Scheme. To be allocated after April 2017.

289/02/17

Parish Office:

There is nothing to report at the moment, request is still with SCDC. Clerk to make further enquiries as to what is happening as this is taking too long to conclude.

Action: Clerk

290/02/17

Flood lighting: Update on floodlights in the recreation ground for Football Team and MUGA. Football Team:

- Is planning permission required for portable flood lights
The floodlights are not a permanent fixture and do not require a generator as they will be battery powered and kept off site. SCDC have asked for further details before commenting although the County Councillor who was in attendance suggested strongly that it is not needed and that the Parish Council did not need to engage with SCDC on this issue.

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- Insurance – Mr C Randall confirms that the football secretary has spoken to their insurers who confirm that OFC are covered by their existing policy for training in the dark under floodlighting.

Orwell Parish Council agreed that battery powered portable flood lights can be deployed on the Recreation/MUGA for training providing:

- They are adequately insured for injuries as a result of the deployment of portable flood lights.
- They are insured for the loss/damage/theft of the portable flood lights.
- They agree to store, recharge the lights independently from the recreation facilities.

It was proposed by Cllr Hoptroff, seconded by Cllr Kennedy, agreed by all to accept the Orwell Football Club using their floodlights on the recreation ground.

MUGA: (see item 277/02/17)

291/02/17

Summer Fayre (Petersfest)

Request has been received to hold a 'Petersfest' on the school ground and recreation ground.

- Stalls, fairground rides on the recreation ground?
- Would the school need to hire the recreation ground and pavilion?
- Would camping be allowed on the recreation ground?
- Licensing requirements
- Would like local clubs/societies from the village to be involved?

The Parish Council discussed the matter and it was agreed, in principal, that the school would be able to use the recreation ground, (Cllr Szembel abstained from the conversation) Further clarification would be needed from the PTA as to what they are wanting and a hire agreement signed. Cllrs Pulham and Talbot to put together an agreement. **Action: WT/AP**
Vendors' insurances will also need to be checked by the Parish Council.

292/02/17

Local Highways Improvement (LHI):

Cllr Pulham attended the meeting on the 30th January. Results will be sent to the Parish Council.

293/02/17

Village Maintenance Programme:

Covered on item 293/02/17

Clerk to check asset register for all trees and will be clarifying ownership status for all assets given results of enquiries about trees on Hurdleditch (See 294/02/17). **Action: Clerk**

Cllr Clarke enquired if the village sign can be cleaned along with sweeping up the leaves.

Clerk to contact Mr Campbell.

Action: Clerk

294/02/17

Hurdleditch ditch:

Tree ownership: The landowner has been clearing the ditch along Hurdleditch Road for better drainage; however, it was noted that the ditch in question is between the road and the trees. Thus suggesting that the trees belong to the landowner, it was believed that the Parish Council owned the trees which were planted in the 1980s. However the land was sold to the present landowner with no provision or clause saying that the Parish Council owned the trees, there is also no written agreement.

Response from Highways CCC. - 'I believe the Highway boundary is not more that 1m from the edge of the carriageway, and the ditch is not within the Highway. Clearly the trees are behind the ditch and are, therefore, the responsibility of the adjoining landowner'.

Cllr Hoptroff reported that the trees along Malton Lane do belong to the Parish Council as they are on the verge and there is paperwork to back this up. Clerk to confirm. **Action: Clerk**

295/02/17

Agreement Document between the Tennis Club and the Parish Council:

Cllr Pulham and Cllr Talbot to put before the council a draft agreement.

296/02/17

Recreation Ground:

- Play equipment weekly inspection – all equipment, apart from the slide, appears to be in good working order.

- The new slide on the tower has been vandalised leaving a sharp edge, Cllr Pulham will sand it down.

297/02/17

Pavilion:

Costings of putting in hand blowers into the pavilion thus reducing the risk of vandalism, including fires involving paper towels. WT to report

Electricity Plan: fixed price plan ends on 18th February. Has been reapplied for two years fixed plan at 27p per day (14.73 per Kwh) there is also 7% discount for direct debit.

1 year: 27p per day (£15.18 per Kwh) and 3 years: 27p per day (£16.79 per Kwh)

Water: Cambridge Water will still be providing water however from April 2017 you will be able to switch to a Retailer of your choice who will provide you with a full customer service, from issuing bills to dealing with enquiries and complaints. A new water Retailer has been created under the name of Cambridge Water business to deliver these services. Your account will automatically transfer as of 1st April 2017. There will be no changes to charges or existing T&Cs.

Cllr Talbot agreed to look at hand dryers for the toilets.

Action: WT

298/02/17

Community Flood Groups and Flood Plans:

Developing a community flood group and/or flood plan in order to increase the flood resilience of your community. Cllr Talbot will put an article into the Bulletin asking if there are any volunteers in the village who would like to be involved.

Action: WT

299/07/17

Paddock at Glebe Field:

Carter Jonas have offered the rent of the 'paddock' for an annual fee of £50.00, however Clerk is still awaiting an agreement for this piece of land. The shepherd, who grazes the Glebe Field and Clunch Pit would be interested in using the paddock and is prepared to fence the area. Cllr Hoptroff reported that the 'donkey shed' needs to be removed. There is extra soil in the paddock, which needs removing, Clerk reported that, in the past, grave diggers left soil for the previous renter who used it to put around the entrances where it gets muddy,.

It was also reported that the vicar's property also has a gate onto the paddock.

Cllr Szembel reported that the Clunch Pit Management Committee overlooks the Glebe Field maintenance and it may therefore be acting for the Parish Council and not as he had previously thought see item (285/02/17) . Clerk reported that when the Parish Council were able to receive Rural Payment Agency (RPA) grants it was done with the land from both the Glebe Field and the Clunch Pit combined and the grant was then given to the Clunch Pit Committee who then oversaw the maintenance of both areas.

It was agreed in principal, depending on the agreement, that the Parish Council would like to take on the rental and thus maintenance of the 'paddock'. Proposed by Cllr Talbot, seconded by Cllr Pulham all agreed.

300/02/17

Defibrillator/ Red Phone Box:

Clerk has spoken to BT, English Heritage and SCDC.

BT are not happy to refurbish the telephone box if it is to be adopted by the Parish Council, and all that is required by BT is to make sure the telephone box is weather resistant. Clerk has spoken to Celia Wignall at SCDC who will contact BT to find out what they would be able to do in getting the box to a standard for the Parish Council to take it over. It was also suggested that the Parish Council could put in a formal complaint about the state of the listed building, which would then be followed up by SCDC Enforcement Team, if the box is not weather proof then the district council has the power to issue an Urgent Works Notice to BT, requiring the glazing to be replaced. This is likely to be a protracted process. However, BT have been out and replaced the missing panels with plastic so they may have done all they need to do. So it may be that the Parish Council will have to adopt the box and then refurbish it themselves. There are supposedly paint available free if you are putting in a defibrillator. Clerk has received the paperwork from SCDC which needs completing for a listed building consent. English Heritage are not too concerned as to who is responsible for it just that they look after the structure. The listed building covenant will remain regardless as to who owns it. Clerk will also enquire with other parishes on how much they have paid to get their boxes maintained.

Clerk will complete paperwork for listed building consent.

Action: Clerk

Action: Clerk

301/02/17

CCTV:

Cllr Talbot has met with Lindsay Gardner (PCSO). It would be a good idea to place CCTV cameras at the three entry points to the village. It was also advised that a community consultation is carried out. Cllr Talbot is investigating further.

Action:WT

- 302/02/17 Mulberry Tree Information Board:**
Cllr Rees thanked fellow Councillors and Mrs Miller for their responses to his document for the Mulberry Tree. The piece will be shortened and will include a link on the information board to the History site which has further information on the Mulberry Tree. **Action: DR**
- 303/02/17 Correspondence and Clerk's Report:**
Clerk is still requesting the A10 Corridor Group Survey from other parishes, so far has only received two.
Precept request for 2017/18 for £40,898.62 has been submitted to SCDC.
Clerk has contacted SCDC Tree Officer stating that Orwell Parish Council may be interested in the tree survey scheme whereby SCDC will carry out inspections on Parish Council owned trees, but that it would be dependant on cost.
Emergency Plan has been updated.
Bespoke Planning Training at Melbourn Hub – date to be confirmed but would any councillors like to be included in this training which is being given by SCDC?
Mr T Lawton wishes to cancel his allotment rental.
Street Lights: Survey and invoice received. Clerk has started checking and has managed to get 3/4 of the way round but will need to recheck some of the lights.
Lock for recreation ground: Mr Damant will have the lock for the recreation done as soon as he is able.
- 304/02/17 Councillors' Reports and Areas of Responsibility:**
Cllr Clarke reported that he felt that the stones along the footpath at Chapel Orchard are too large. It was reported that Marriots will be going over the stones again and that they will also lay some binding material down.
Cllr Hoptroff reported that dog walkers are taking their dogs onto the recreation ground and allowing them to foul without picking it up. Cllr Talbot will include in report for the Bulletin. **Action: WT**
Cllr Szembel reported that the next police panel meeting is due and are there any questions councillors would like raised. Cllr Clarke asked if an update on the burglaries in Orwell could be asked for.
- 305/02/17 Agenda items for the next meeting:**
Standing Orders
Clerk's updated contract
- There being no further business to discuss the Chairman closed the meeting closed at 9.35pm

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.