

**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 15<sup>th</sup> March 2017 at 7.30pm (19.30hrs)

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

In Attendance: Mrs J Damant, Clerk and Cllr A Van de Weyer - AvdW (SCDC)

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- 306/03/17 Apologies for Absence:**  
Apologies were received from Cllr Hamilton, Cllr Kennedy, Cllr Lawton and Cllr Kindersley (CCC) (personal reasons for all)
- 307/03/17 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:  
Cllr Talbot and Cllr Pulham both have an interest in item 325/03/17 however as the drawing up of the draft agreements by Cllr Pulham and the decision on fees has not yet been discussed they were both able to speak and did not have to leave the room during discussions.
- 308/03/17 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
There was one member of the public in attendance.
- 309/03/17 Minutes of the last meeting 15<sup>th</sup> February 2017:**  
The minutes were proposed by Cllr Hoptroff, seconded by Cllr Clarke and agreed by all. The Chairman then signed the minutes as a true record.
- 310/03/17 CCC Report:**  
Cllr Kindersley submitted his report. There were no questions raised.
- 311/03/17 SCDC Report:**  
The Council has agreed to a £5 raise in the Council Tax, however Cllr Van de Weyer also reported that the council will be looking at making savings in many areas.  
The Council will be entering purdah on 22<sup>nd</sup> March, this should not affect the Parish Council and planning will carry on as normal.  
Cllr Hoptroff raised a question regarding trees which have a trunk thickness of over 50mm in a conservation area. In the past permission was needed from the planning department. Is this still the case? There appears to be different advice being given regarding trees within the conservation area. Cllr Van de Weyer will enquire about the procedures. Cllr Talbot stated it would be of benefit to know exactly what the guidelines are as there does appear to be conflicting advice regarding trees. **Action AvdW**  
Cllr Talbot also enquired with Cllr Van de Weyer about, what appears to be self-seeding sycamores along the footpath between Town Green Road and Cross Lane Close. The Clerk reported that they had been in contact with Sharon Maloney CCC who was considering it, however Mrs Maloney has now left CCC and the Clerk is awaiting a response from her replacement. Cllr Kindersley had also suggested using the website. Cllr Van de Weyer will make some enquiries. **Action: AvdW/Clerk**
- 312/03/17 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 1<sup>st</sup> March 2017**  
**10 Meadowcroft Way, S/0540/17/FL** - Proposed to build a single storey side extension. New single storey porch with lean to roof with new entrance door to existing property. The Parish Council recommend 'No Recommendation' with no comments. Proposed by Cllr Hoptroff, seconded by Cllr Kennedy all agreed.  
**SCDC Decisions: S/2627/16/FL & S/2628/16/LB - Stacies Barn, The Grove** has been granted permission for a single storey extension, conversion of existing garage to bedroom within modern construction, modification of first floor partitions to change position of en suite bathroom and wardrobe position.  
**Planning meeting held on Wednesday 15<sup>th</sup> March – verbal report**  
Lilac Farm, Farm Buildings, S/0445/17/PN Application for prior notification of an agricultural barn. Parish Council noted the application as this was for information only and no questions were raised.

Bramleys – There was concern raised with regards to a hedge being removed prior to any decision being made on the planning application. However, the removal of the hedge is not part of the planning application in that it is not a protected/ancient hedge and therefore would be seen as site clearance. Although the trees are in the conservation area their removal is a matter for the householder alone.

**313/03/17**

**Councillor position:**

Cllr Rees has given notification that he wishes to step down as a Parish Councillor this to take affect from 16<sup>th</sup> March 2017. Cllr Talbot expressed his and the Council's gratitude to Cllr Rees for all his hard work over the years and that he will be missed.

Clerk will now start the process for election or cooption.

**Action: Clerk**

Cllr Rees will attend the Village Warden meeting next week.

**314/03/17**

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

Clerk contacted Ms Ward (planning officer) at SCDC regarding item 282/02/17 and was informed that SCDC did not have this information. Clerk contacted Mrs Gillian Beasley (CEO) at CCC to see if it would be possible to have answers from the correct Highways department at CCC with regards to the Travel Plan and the question of additional parking. Mrs Beasley informed the clerk that they needed to now contact Victoria Keppey CCC.

A letter has now been sent to Ms Keppey. Clerk to follow up as the application will be going to appeal on 21<sup>st</sup> March.

**Action: Clerk**

Cllr Talbot and Cllr Szembel will attend the appeal hearing on 21<sup>st</sup> March along with Cllr Pulham and a representative from the school. Cllr Szembel reported that the confusion in the County Council regarding the travel plan is that two Departments felt unable to endorse the school's need for improved parking when they were initially consulted. First a team concerned with transport policy who objected to it as it introduced another entrance onto Hurdleditch Road, and a second team concerned with environment policy who objected on the grounds that by having a larger parking facility would encourage more parents to drive their children to the school. The school is desperate to improve the parking situation at the school, and the Parish Council is committed to assisting the school in this matter.

Cllr Szembel also asked if the Clerk could confirm with Rebecca Ward (planning officer) that the Parish Council would accept the land under S106 if offered. Cllr Talbot also suggested copying in James Fisher SCDC into the correspondence.

**Action: Clerk**

**315/03/17**

**Beacon at the Clunch Pit:**

Clunch Pit Committee have contacted Cllr Van de Weyer with regard to SCDC contacting Natural England before they do any maintenance work on the Beacon, the land is a Site of Special Scientific Interest (SSSI) and Natural England needs to be notified prior to any works commencing. Cllr Van de Weyer reported that Natural England has given some specifications and that the officer at SCDC is aware of this.

**316/03/17**

**Chapel Orchard:**

Cllr Talbot and Cllr Hamilton have had a meeting with Mrs Miller regarding the future management of Chapel Orchard. It was agreed that one possibility is to set up a sub-committee which will look after the management of the orchard and that the day to day running of the orchard will still be organised by Mrs Miller with the volunteers, who all do a fantastic job in keeping the orchard looking well.

There are a couple of key factors which need further investigation such as: a formula on how to go forward and negotiating a renewal of the lease which terminates in 10 years. It was suggested that a working group be set up, headed by Cllr Hamilton to consider all aspects of the Parish Council taking over the general management of Chapel Orchard. **Action: NH** Finances, including all funds raised by Chapel Orchard, would come under the Parish Councils accounts, but would be ring fenced. It was reported that most expenses incurred are around £50, this includes the annual cost for grass cutting.

Insurance also needs to be clarified, at present Chapel Orchard is covered under public liability by the Parish Council, however as this does not cover volunteers, who are not councillors. Chapel Orchard has a separate insurance which covers volunteers. It was suggested that combining an insurance may be a cheaper option, however Cllr Hoptroff stated that may not be the case but should be investigated.

Mrs Miller has also reported that the bridges will, at some stage, need replacing. This winter they appear to have deteriorated significantly. It was suggested the Clerk consider possible grants which may help. The SCDC Community Chest reopens in April 2017. **Action: Clerk**

317/03/17

**Chapel Orchard (storm damage)**

Cllr Talbot reported in Cllr Hamilton's absence that the two residents who had experienced damage to their fences during the recent storms will be submitting a joint insurance claim. This will be sent to the Clerk. Cllr Pulham reported that depending on the cost of reinstating the damage due to the insurance excess, it may not be worth putting a claim forward. The removal of the fallen tree was undertaken by Chapel Orchard at a cost of £600. It was suggested by Cllr Hoptroff that the Parish Council should cover this cost. Cllr Pulham enquired if this could be taken from the Hoback Fund as it is of community benefit and comes under the environmental heading, Cllr Szembel agreed that this would be a good use of the fund as it is a conservation issue.

It was proposed by Cllr Pulham, seconded by Cllr Szembel, agreed by all that the money for the tree work be taken out of Community Benefit and Chapel Orchard reimbursed.

318/03/17

**Clunch Pit:**

**Report from Clunch Pit representatives regarding the Deeds etc.**

Cllr Hoptroff stated that the Clunch Pit has been an incredible success. The Clunch Pit requires on going and constant management and that any work carried out is always checked by Natural England. In the past year there have not been enough sheep grazing the area and therefore the wild flowers may be less this year. The volunteers help clear the scrub land which the sheep do not like to graze. The steps along footpath 6 which runs through the Clunch Pit are deteriorating. Following a site meeting with Mr Bryant, the Clerk, Cllr Hoptroff and Peter Gaskin (CCC) it was suggested that the Clerk write enquiring if there was any possible funding. Mr Gaskin did report that there was no funding from CCC as he only has £1500 to cover all the footpaths in Cambridgeshire, but there may be funding from other areas available. The result is that £500 has now been granted to the Parish Council to help towards the cost of replacing/repairing the steps. It was also suggested that the steps should be made wider and to see if Natural England would agree to other materials being used, which may be of more benefit and therefore last longer.

Cllr Szembel also reported that the governance arrangements for the Clunch Pit, were not properly understood, and it would be helpful if they were. It was noted that the circumstances that existed at the time the Management Committee was established by the Trust Deed had changed, most notably in respect of the freehold ownership of the site that now was with the Parish Council.

In the interests of good governance it was suggested by Cllr Szembel that it would be helpful to properly understand the relationship between the Parish Council and the Clunch Pit Management Committee (CPMC), and with that in mind someone qualified in trust law should review the arrangements. Although it was stressed by Cllr Szembel that this suggestion should not be construed in anyway that there were concerns about the management of the Clunch Pit, which it was agreed were exemplary, the suggestion was only about understanding the governance arrangements. Clerk to make some enquiries.

**Action: Clerk**

It could be that a Sub- Committee should be set up which would also consider the management of the Glebe Field and paddock as well as the Clunch Pit, the maintenance of the Glebe field has been carried out, in the past, by the CPMC under a gentleman's agreement.

**Chairman vacancy:**

Cllr Hoptroff gave a report on what is happening with the Clunch Pit. Mr Robert Bryant is stepping down as Chairman after 18 years. Cllr Talbot will write a letter of thanks to Mr Bryant.

**Action: WT**

319/03/17

**Community Benefit:** See item 317/03/17

320/03/17

**Financial Matters:**

1. Financial Statements for March

2. Payments and Additional payments for March

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

Item	Amount	VAT	Description	Power
Salaries	£ confidential	0	March salaries	LGA 1972 s112
Inland Revenue	£ confidential	0	March PAYE/NI	LGA 1972 s112
SMART	£ confidential	0	Pensions	LGA 1972 s112
MPC	£ 90.00	0	office rent March	LGA 1972 s133
Carter Jonas	£ 187.50	0	rent for Glebe Field	OSA 1906 s9/10
Eon	£ 96.94	4.62	Electric pavilion	LGA 1972 s133
Stationery Cupboard	£ 51.82	1.64	Leaflet printing for youth club	LGA 1972 s133

Dalrod	£ 86.40	14.40	Blocked toilets in pavilion	PHA 1936 s87
Trade UK (screwfix)	£ 259.98	43.33	Hand blowers for pavilion	LGA 1972 s133
Hales Printers	£1004.00	0	Bulletin printing	LGA 1972 s144
Village Garden Services	£ 430.00	0	Village maintenance	OSA 1906 s9/10
J Damant	£ 12.60	0	Clerk expenses	LGA 1972 s133

Payment were proposed by Cllr Pulham, seconded by Cllr Hoptroff and agreed by all.

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

**Deposits:**

Jeremy Rule Funeral £170.00; Bulletin cheques £615.00

**321/03/17**

**Parish Office:**

Orwell have received notification from SCDC that the annual rent would be £2,210.00 and that there would also be a charge of an annual charge of £600 (Business rates) this is because SCDC have removed the office at Meadowcroft and to reinstate it as an office, business rates would be payable.

Other options have been discussed. One possibility is to hire a two hour slot at the community rooms at Lordship Close at a cost of £5.00 per hour, though this is presently being considered with a possible increase in rental fees. Storage is also being considered. Cllr Pulham and the Clerk will have a site visit to the proposed office on 31<sup>st</sup> March.

**322/03/17**

**Summer Fayre (Petersfest)**

Cllr Talbot is still waiting for meeting dates from the PTA.

**Action: WT**

**323/03/17**

**Local Highways Improvement (LHI):**

Unfortunately, Orwell was not successful in its bid this year.

**324/03/17**

**Village Maintenance Programme:**

Asset register with regards to tree ownership status still being done.

**Action: Clerk**

**325/03/17**

**Agreement Document between the Tennis Club and the Parish Council:**

Cllr Pulham has drafted four agreements, Cllr Clarke will proof read the drafts which have been done for the Tennis Club, Football Club, Netball Club and Pavilion. The agreements need to be standardised, once the drafts have been inspected the agreements will be sent to all Councillors and it is hoped they can be agreed and signed off at the April meeting.

**Action: AP/MC**

**326/03/17**

**Recreation Ground:**

Play equipment weekly inspection

The slide has now been repaired and the toddlers play equipment has been refurbished,

**327/03/17**

**Pavilion:**

Due to the continuing problems (fires and blocked toilets) regarding the hand towels it was agreed by the Chairman and Vice Chairman that the Clerk order two hand blowers at a cost of £129.99 each from Screwfix. These have now been ordered and awaiting the electrician to install.

**Action: Clerk/Caretaker**

**Damage sustained at the Pavilion:** Following a football match between Orwell FC and Milton FC some damage has been sustained at the pavilion. Orwell Football Club are dealing with the matter and will make good any repairs. Cllr Talbot commended OFC for how they handled the situation and it was reported by Cllr Pulham that Milton FC have now formally apologised.

**328/03/17**

**Community Flood Groups and Flood Plans:**

Article was not submitted.

**329/03/17**

**Paddock at Glebe Field:**

Clerk is still awaiting an Agreement for the paddock from Carter Jonas.

**330/03/17**

**Grass Cutting:**

Tenders have now been received from two companies but is still awaiting a third, during the interim the Clerk has also gone out to other companies. Herts & Cambs will carry out Aprils cuts at the regular price. Cllr Pulham along with the Clerk will look over the tenders once they have all been received. Decision to be made at the April meeting.

**Action: AP/Clerk**

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- 331/03/17 Defibrillator/Red Telephone Box:**  
Documents have been sent to SCDC regarding planning consent. Clerk has notified Community Heartbeat Trust for some advice on painting and refurbishing the box. It is hoped that there will be still free paint available which is the correct paint for the telephone box. Clerk is also awaiting a quote from Mr Weir. **Action: Clerk**
- 332/03/17 CCTV:**  
Cllr Pulham reported on this item. Cllr Pulham has managed to look at how Herts CCTV Partnership undertake their policies in this matter, he also reported that it is not a simple procedure. Cllr Szembel suggested that costs and what is involved needed to be looked at before any decision can be made. Cllr Pulham will continue with his enquiries. **Action: AP**
- 333/03/17 Mulberry Tree Information Board:**  
It was proposed by Cllr Hoptroff to accept the recent draft which Cllr Rees had submitted, seconded by Cllr Clarke all agreed. Even though Cllr Rees has resigned he would like to contact Filcris at Bourn to see if they can now quote for an information board. **Action: DR**
- 334/03/17 Correspondence and Clerk's Report:**  
South Cambridgeshire and Parish Council elections will take place in 2018 and then every four years.  
Area around Lordship Close/Fishers Lane along with the Village sign has been cleared up at a cost of £60.00.  
Clerk notified the Councillors that the National Minimum wage will be increasing as of April 1<sup>st</sup> 2017 and that the Caretaker's salary will be adjusted accordingly.
- 335/03/17 Council Meetings Recording Equipment:**  
Clerk has been in contact with [www.onedirect.co.uk](http://www.onedirect.co.uk) a company who supply recording equipment which may be of assistance to parish meetings.  
Cllr Pulham reported that meetings appear to be getting quite complex and he believed that it might be worth considering some form of recording device which could be used to assist the Clerk with minute taking. Cllr Talbot expressed his concern that it could have a negative impact in that debate can be stifled. Cllr Szembel also expressed concern. However, it was agreed that the Clerk make enquiries and get further details and costings. To be discussed further. **Action: Clerk**
- 336/03/17 Councillors' Reports and Areas of Responsibility:**  
Affordable Housing Training held at SCDC on 13<sup>th</sup> March has been postponed.  
**Allotments**  
There has been a request from a resident for an allotment. It was agreed that Ms Templin could take over Mr Lawton's allotment at Fishers Lane. Clerk to confirm with Mr Lawton when he would like to relinquish ownership. Once that is known the Clerk will contact Ms Templin. **Action: Clerk**  
**Cllr Clarke**  
Reported that the ditch, which has recently been cleared along Hurdleditch Road and runs around the back of Oatlands is falling in. Clerk has already notified the land agent who was going to pass the information onto the landowner. Clerk will check that this has been done. **Action: Clerk**  
**Cllr Hoptroff** also reported that the ditch on the south side could also be of concern if all the water collects.  
**Cllr Talbot** reported that the Youth Club is running well with increased attendants. Cllr Talbot also suggested that it would be helpful to look at all areas which may be incurring duplication and to see if they can be brought under one management sub-committee.
- 337/03/17 Annual Village Meeting:**  
It was agreed that the Annual Village Meeting will be held on 10<sup>th</sup> May 2017.
- 338/03/17 Agenda items for the next meeting:**  
Standing Orders – June meeting  
  
There being no other business the Chairman closed the meeting at 9pm. The next meeting will take place on 19<sup>th</sup> April 2017.

**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.