

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 in the Village Hall on 18th April 2018 at 7.30pm (19.30hrs)

Present: Cllr N Szembel – Chairman (**NS**), Cllr C Hoptroff- Vice Chairman (**CH**), Cllr G Bunnett (**GB**), Cllr J Chiusseu (**JC**), Cllr D Kennedy (**DK**), Cllr T Morris-Lowe (**TML**) and Cllr T Tyndall (**TT**)

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

- 001/04/18** **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 M Clarke (personal reasons) which were agreed by the council. Cllr Kindersely (CCC) also sent his apologies.
- 002/04/18** **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 by any Councillor.
- 003/04/18** **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.
 It was asked if the bus shelter opposite the village shop is being repaired? Yes, this is in hand.
 The question regarding the website was asked. At the moment the Parish Council contribute to the hosting costs of the Past & Present website, however the Parish Council do also have their own website. The Past & Present group have been notified that their website will need to be upgraded at a later date. Agenda item.
- 004/04/18** **Minutes of the last meeting 21st March 2018:**
 Following an amendment to 363/03/18 the minutes were proposed by Cllr Szembel, seconded by Cllr Hoptroff, all agreed. The Chairman then signed the minutes as a true record.
- 005/04/18** **CCC Report: circulated**
 Cllr van de Weyer reported on behalf of Cllr Kindersley. Update of the Ely Southern Bypass. It will need substantially more funding.
- 006/04/18** **SCDC Report:**
 The housing development is going ahead at Barrington and permission for demolition will be carried out separately to the building development.
 Q. Cllr Hoptroff reported that many residents had sent emails to Smart Distributions saying they have not had a SCDC magazine for a year or more, this conflicts with Smart Distributions claim that numerous Orwell residents have sent emails stating they get the SCDC Magazine regularly. Cllr Van de Weyer will enquire. **Action:AVdW**
- 007/04/18** **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).**
 Minutes held on the 04.05.18 and 18.04.18
- 008/04/18** **Development Proposal on Hurdleditch Road (next to the primary school)**
 Cllr Van de Weyer confirmed that there was now a new housing developer and that contracts have now been exchanged, it is hoped that progress will now start to move forward.
- 009/04/18** **CCTV:**
 The clerk has had a site meeting with North Herts Partnership to look at where the lights can be placed. The lights need to be placed on metal columns and not on the wooded columns and they also need an electricity supply.

Cllr Szembel will look at the proposed light columns as it was felt that the light on the High Street will not cover the required part of the road ie near the junction to Malton Lane.

Clerk stated that the Parish Council could put in a new light and column if they thought this would be needed.

Action: NS

Copy of the letter which will need to be sent out to residents nearby the proposed lights to be sent to councillors.

Action: Clerk

010/04/18

Recreational Ground Working Group:

Cllr Bunnett reported that with the possibility of a new contractor for the Hurdleditch development and the prospect that the project will start soon it is important to proceed with what the village would like to do with the recreation ground. The next meeting will be held at the end of May.

011/04/18

Recreation Ground:

Clerk reported that all equipment appears to be in good working order. Will await the annual Rospa inspection regarding soil replacement in areas around the springy animals and fireman's pole on the small tower.

012/04/18

Beacon at the Clunch Pit:

Cllr Van de Weyer reported that the SCDC contractors have inspected the beacon and have now removed the pole and basket. The pole will be replaced. Natural England have been notified and are aware of the works being carried out. Rev'd Couch has the plaque.

It was also asked if there are going to be celebrations throughout the area to celebrate WWI with regards to lighting the beacon on 11th November and if so will it be repaired in time. Cllr Van de Weyer will enquire, it was also suggested the clerk write to SCDC to confirm this.

Action: Clerk/AVdW

013/04/18

Chapel Orchard:

There is nothing to report. It was suggested by Cllr Szembel that this item can now be taken off the agenda. All agreed.

014/04/18

Chapel Orchard Working Party:

At present there is no working party. Cllr Morris-Lowe agreed to take this on as a responsibility.

Open the meeting to the public: 8.00

The working party as it stands is made up of volunteers from the village. Cllr Szembel advised that it was important to be precise with language. The item on the agenda was about a PC Working Party (which was set up for a period to ensure governance arrangements were in place between the PC and Chapel orchard), and it should not be confused with the Chapel Orchard working party (when the community comes together to undertake works). There was no need to continue with the PC Working Party. It might be necessary to establish a new Working Party to consider Chapel Orchard governance matters, for example in connection with insurance, but at the present time this was not necessary.

Closed the meeting to the public: 8.07

015/0418

Clunch Pit Management Trust (CPMT):

Cllr Hoptroff reported that work on the steps on the footpath will commence soon. Cllr Hoptroff will put out an article on the village email system informing residents when the work will start once the Clunch Pit Trust have been informed, much of this is dependent on weather conditions.

Pg003

Money for this is coming from the grant that the Parish Council are holding and the CPMT.

Action:CH

Q. It was asked if there were any monies coming to the Clunch Pit from the S106 contribution for the development at Hurdleditch?

A. Yes, there was a sum proposed of £3,500 which was agreed with the developers and Natural England, this request was not put forward by the Parish Council.

There is also increasing rabbits on the Clunch Pit, Cllr Hoptroff reported that he was looking into this matter with the Shepherd.

Action: CH

016/04/18

Community Benefit:

No applications received this month.

17/04/18 Maintenance of general village environment:
Clerk is arranging to purchase dog fouling signs and biodegradable spray. **Action: Clerk**

18/04/18 Financial Matters:
1. Financial Statements for April
2. Payments and Additional payments for April (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
 Payments were proposed to be correct by Cllr Hoptroff and seconded by Cllr Tyndall all agreed. Cheques were signed by Cllr Hoptroff and Cllr Kennedy.

Payee	Amount £	Vat £	Description	Power
Salaries	Confidential	0	April Salaries	LGA 1972 s112
Inland Revenue	Confidential	0	April PAYE/NI	LGA 1972 s112
SMART	Confidential	0	April Pension	LGA 1972 s112
MPC	90	0	April office rent	LGA 1972 s133
DC Windows	24	0	Cleaning of bus shelters	OSA 1906 s9/10
Dalrod	117.60	19.60	Pavilion toilets	PHA 1936 s87
Eon	99.37	4.73	Electric for pavilion	LGA 1972 s133
Rospa	282.00	47	Clerk training	LGA 1972 s133
Jane Harvey	400	0	Painting (S106 Art budget)	LGA 1972 s133
Janet Gammans	1020.00	0	Painting (S106 Art budget)	LGA 1972 s133
D Kennedy	52.00	0	Replacement expense chq	LG 1972 133

Payments Received

None	
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019/04/18 Cheque signatories:
Cllr Chiussue and Cllr Bunnett to complete the required documents in order for them to be bank signatories. Cllr Szembel to take identification into Lloyds bank. **Action: NS/GB/JC**

020/04/18 No. 75 Bus:
Cllr Hoptroff reported that the bus may be cancelled so suggested that the Parish Council contact other neighbouring parishes who also use the service to see if something can be done in order to try and save the service. Clerk reported that residents have been contacting her with concern as they use the service. Clerk to contact other parishes. **Action: Clerk**

The only other form of transport for residents in Orwell is the Heron Transport Scheme. If the 75 bus is removed this will put added pressure on the Heron service which relies totally on volunteers. It is important that residents use the bus or it will be stopped.

021/04/18 Lighting the Beacon for 11th November 2018 to celebrate the end of WW1:
Cllr Szembel will enquire with the British Legion representative to see if there is anything official being organised for this event and other activities with which the PC needed to consider involvement. Orwell would like to light the beacon but it could be in conjunction with other beacons, this at the moment is not known. **Action: NS**

022/04/18

GP Health Provision:

Cllr Chiussue attended the meeting held by Barrington Parish Council to look at the provision of health care provided by the NHS with regards to the amount of development taking place in the surrounding area. Heidi Allen MP was unable to attend and many other local authority councillors were also absent due to purdah.

There was however a good representation from parish councillors and health authorities.

The GP surgery in Harston are looking at expanding but are concerned about parking problems. Melbourn are not looking at expanding due mainly to parking problems. Concern was also expressed with regards to lack of transport and that many people are relying on home visits this is also putting extra pressure on surgeries. The NHS would like to have one large surgery/health practice providing a variety of services. Surgeries will soon have to provide 24hr care. A committee of 5 which included Cllr Kindersely has been set up who will meet with the CCG. Cllr Hoptroff also reported that the development in Hurdleditch will also add pressure onto this as residents try to find a doctor's surgery.

023/04/18

Insurance Cover:

Cllr Hoptroff reported that he had circulated a document and that Chapel Orchard representative had responded. Cllr Hoptroff had also heard from Zurich insurers who have looked at the parish council insurance policy and it does not differentiate the public liability so the parish council can cover volunteers on the policy, at the moment the parish council insurance only covers councillors and does not cover volunteers which is why other organisations (Chapel Orchard and Clunch Pit) have their own insurance cover in order to make sure volunteers are covered. It was reported by Zurich that if organisations have their own bank accounts this will stop them coming under the parish council's insurance. So, if organisations passed on their accounts to the Parish Council they would then be able to be incorporated. Each group will need to include their assets onto the parish council asset register. Risk assessments need to be carried out and procedures tightened up. Further discussions need to take place. Insurance renewal dates are: Clunch Pit (Jan 2019), Chapel Orchard (March 2019), Parish Council (June 2018)

Open Meeting: 9.08

Sue Miller, as organiser of maintenance work within Chapel Orchard on behalf of the parish council, said that volunteers carrying out this work were adequately covered against third party claims by a Zurich Insurance policy arranged through the Trust for Conservation Volunteers when using both hand and power tools, excluding chain saws. If the work were in future to be covered by a policy arranged by the parish council, restricting work to the use of hand tools and necessitating the employment of contractors for such jobs as grass cutting and strimming, the ecology of the site would be at risk and the emphasis on the responsibility of the village community for caring for Chapel Orchard would be reduced.

Mrs Miller therefore suggested that voluntary work in Chapel Orchard should continue to be insured under Chapel Orchard Community Group's current policy.

Close Meeting: 9.25 Cllr Chiussue left the meeting at 9.20

024/04/18

Village Hall Committee:

The next meeting is to be held on 1st May.

Clerk is still awaiting responses from contractors with regards to cutting back of the hedge and general tidy up around the Village Hall carpark. Cllr Morris-Lowe asked if they could be informed and possibly attend a site visit if needed.

Action: Clerk/TML

025/04/18

Defibrillator/Red Telephone Box: (PHA 1936 s234)

Paperwork is being prepared for a change of use with SCDC Planning.

Action: Clerk

026/04/18

Date Protection Officer:

It was proposed by Cllr Kennedy that the DPO be outsourced to LCPAS at a cost of £300 for a full service, this can be amended next year if the Clerk feels they can manage with the part service, this was seconded by Cllr Bunnnett all agreed. Clerk to arrange.

Action: Clerk

027/04/18

Correspondence and Clerk's Report:

Annual meeting of the Parish Council will be held on 9th May 2018

Annual meeting of the Parish will be held on 9th May 2018, this will follow on from the Annual Parish Council meeting.

Spreading of ashes at Chapel Orchard - there has been no response from SCDC who are the land owners, and no further contact has been made with the parish Clerk.

Bus Shelter repairs. Clerk is presently getting quotes.

Notice boards – a price has been given to refurbish all five notice boards, but further clarification is needed. **Action: Clerk**

028/04/18 Councillors' Reports and Areas of Responsibility:

NS

Can the clerk circulate the asset register to all councillors?

Action: Clerk

Cllr Szemmel also suggested that as part of continuing to improve governance it may be time to look at what is expected of the Parish Council and the Clerk (who is only part time) and the need to call on external professional advisors more in the future than might have been the case in the past, and how this is resourced. This matter could be especially relevant given the reduced number of people volunteering in the village, both as Parish Councillors and more generally to help with the management and maintenance of various village amenities.

GB

In response to the Data Protection regulations being implemented on 25th May, he stated that the Parish Council are known as the Data Controller and that the new regulations will impact on all committees, website and groups. Cllr Bunnnett agreed to work with the Clerk on this.

Action: Clerk/GB

029/04/18 Glebe Paddock Agreement:

Clerk has had no response from Carter Jonas. Clerk to send the agreement to Cllr Tyndall to see if it can, in fact, be signed and returned with an amendment.

Action: Clerk/TT

030/04/18 Grass Cutting Specification:

Clerk has had no response from any grass cutting contractors.

At the present time the cutting is being carried out on a monthly basis by Herts & Cambs. The Clerk is unable to find any evidence that a three year contract had been given to Herts & Cambs who believed that they had a three year contract. Clerk to contact contractors.

The problem may be the picking up of the grass which is not a normal request and that it may be better to have more cuts. Clerk to forward the grass cutting specification to Cllr Bunnnett and to include how many cuts took place last year.

Action: Clerk/GB

As there was no public in attendance the meeting carried out without asking for public and press to leave while the following items were discussed.

031/04/18 Care taker's salary

It was proposed by Cllr Kennedy that the caretaker's salary be put in line with the 'real living wage', this was seconded by Cllr Morris-Lowe, all agreed. This will be implemented in next month's salary.

032/04/18 Office Help:

Clerk to put together a job description for an assistant, and to consider the need for additional resources beyond an assistant.

Action: Clerk

033/04/18 Agenda items for the next meeting:

Dalrod – following on from the toilets being blocked again Dalrod did a report on how the problem could be rectified.

Cllr Szemmel took this opportunity to thank all the councillors for all their hard work over the past four years and a farewell to those councillors who had decided not to re-stand.

There being no further business the Chairman closed the meeting at 9.45pm.

The next meeting which will be the Annual Meeting of the Parish Council and the Annual Meeting of the Parish (village meeting) will be held at 7.30pm on 9th May 2018.

The next main meeting of the new Parish Council will be held at 7.30pm on 16th May 2018

Chairman: _____

Date: _____

For the avoidance of doubt the only legally acceptable version of the Minutes of Orwell Parish Council are those signed at meetings.