

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 19th April 2017 at 7.30pm (19.30hrs)

Present: Cllr W Talbot – Chairman (**WT**), Cllr M Clarke (**MC**), Cllr N Hamilton (**NH**), Cllr C Hoptroff (**CH** M Lawton (**ML**) and Cllr N Szembel (**NS**)

In Attendance: Mrs J Damant, Clerk and Cllr S Kindersley (CCC)

Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda Items 033/04/17 and 034/04/17

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- 001/04/17 Apologies for Absence:**
Apologies have been received by Cllr Pulham and Cllr Kennedy (personal reasons) and Cllr Van de Weyer (SCDC)
- 002/04/17 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 declared a personal interest in item 021/04/17 as Mrs Talbot is Chair of the Tennis Club.
- 003/04/17 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**
There were 4 members of the public in attendance.
Mr Daw commented on item 027/04/17 regarding his personal work history and on his role as the neighbourhood watch coordinator. While Mr Daw welcomes the idea of pursuing CCTV he stated that the quality must be of a high specification and that individuals need to be easily recognised and not just a figure, this type of specification used to be expensive but it is worth getting the best equipment if you are going ahead with this type of project.
- 004/04/17 Minutes of the last meeting 15th March 2017:**
The minutes were proposed by Cllr Hoptroff and seconded by Cllr Clarke, all agreed. The Chairman then signed the minutes as a true record.
- 005/04/17 CCC Report:**
Cllr Kindersley have circulated his report but he emphasised three points.
1. A428 Duelling Options
There are currently three options for the duelling A428 between Caxton Gibbet and the Black Cat roundabout. Cllr Kindersley stated that, in his, opinion the two southern options would not work and that the most efficient route follows the basic line of the current A428, and includes a link to St Neots which is expected to increase in size, this would take the traffic away from the currently affected villages i.e. Eltisley and Croxton. The consultation ends on 23rd April, Cllr Talbot will put together a response from the council but that Councillors can also respond as individuals. **Action: WT/All Cllrs**
2. Proposed Multi-use trail at Wimpole Hall Estate (NT)
The National Trust is proposing to put in a multi-use trail with a new carpark which will require all users to the estate to pay for parking. Concern has been raised at Arrington Parish that they have already seen an increase in parked cars, which are not residents and they are concerned that this proposal will only increase their car parking problems. Planning permission has not yet been granted and there have been some consultations from the National Trust informing local residents about the proposal. There has also been concern raised regarding vehicle access routes onto the estate which are also limited and this could also cause traffic problems for the local vicinity. Cllr Talbot responded that until they see the planning application the Parish Council is unable to comment.
3. City Deal
There is a proposed 'Greenways' project in relation to the City Deal with various proposals none of which are very clear. The idea is to create a network of non-motorised routes to the city centre (cyclists, pedestrians, those in wheel chairs and horse riders).
- 006/043/17 SCDC Report:**
Cllr Van de Weyer was absent so there was no report.

- 007/04/17** **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 5th April 2017 – no meeting
Planning meeting held on Wednesday 19th April – verbal report
R/o 11-13 Lotfield Street (Information Only), S/0841/17/DC - Discharge of conditions 3 (boundary) and 4 (materials) of planning permission S/1994/16/FL.
 Application was noted but there were no comments/questions raised.
15a High Street, S/0172/17/TC - Remove four limbs from Sycamore tree. Two of the limbs are close to the property and shade the garden, another is pushing on a phone line. The final limb is quite low and is close to path and road. Reduce Bay tree to 3m and trim sides. This is for information only, Sycamore is classified as essential work and a TPO is not normally put on a Bay tree. Application was noted but no comments were raised.
- 008/04/17** **SCDC Local Development Framework (local green space allocation)**
 Cllr Hoptroff reported that the document received from SCDC shows that the Recreation Ground and Chapel Orchard are designated local green space, however it is unlikely that the allotments will be given 'green space' allocation and the Glebe Field has been resubmitted. Parish Councils were originally asked to put areas forward that they considered should be protected 'green spaces' as the previous Inspectorate felt that there were not enough designated areas, however this has now changed and the new inspectorate believes that there are now too many areas so SCDC are having to re-evaluate all the green space areas.
- 009/04/17** **Councillor Vacancy:**
 Following the resignation of Cllr D Rees (*LGA 1972 s 87 (1)(b) and (c)*) the Clerk has notified SCDC and has placed a notice (seeking an election) on the notice boards, this must be placed for 14 days. Once this period has passed and no one has requested that an election be held, SCDC will notify the Clerk that the Parish Council may now proceed with a Co-option, this has now taken place and notices have been put up and notification has been sent via the village email system. It is expected that a councillor can be co-opted at the May 17th meeting.
- 010/04/17** **Development Proposal on Hurdleditch Road (next to the primary school)**
 Cllr Talbot, Pulham and Szembel attended the appeal hearing and the application is now being dealt with by the Inspectorate.
- 011/04/17** **Beacon at the Clunch Pit:**
 As Cllr Van de Weyer was absent there was no update report.
- 012/04/17** **Chapel Orchard:**
 Cllr Talbot is setting up a meeting with Mrs Miller and Cllr Hamilton to pursue the options for Chapel Orchard management programme.
- 013/04/17** **Chapel Orchard (storm damage)**
 Clerk has now received notification concerning costs for fence damage sustained during the recent storm. Resident is presently looking for quotes.
- 014/04/17** **Clunch Pit:**
 Cllr Szembel reported that a letter had been sent to Mr Philip Kratz of Birketts asking for advice on how best to proceed with the management of the Clunch Pit. 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.
 It was proposed by Cllr Szembel that the Parish Council should employ Mr Kratz at a cost of £300 to look over all the documentation and proceed with a clear and decisive plan for the future, this was seconded by Cllr Hoptroff all agreed. Clerk to arrange. **Action: Clerk**
- 015/04/17** **Community Benefit:**
 There were no applications this month.
- 016/04/17** **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

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
Richard Burns	202	0	Electrician installation of hand dryers at pavilion	PGA 1936 s87
CAPALC	305.1	0	Membership	LGA 1972 s133
Eon	120.36	5.73	Electric for pavilion	LGA 1972 s133
Herts & Cambs	198	33	Grass cutting for RG/BG	OSA 1906 s9/10
Acre	54	9	Membership	LGA 1972 s133
Hartson & Impington Warden Scheme	600	0	Warden Scheme Contribution	S137
MPC	270	0	Missing rental payments x 3	LGA 1972 s133
CCVS	30	0	Youth Club membership	LGA 1972 s133
Anglia Tree Care	600	0	Chapel Orchard damage	OSA 1906 9/10

Application for Histon & Impington Warden Scheme to be awarded for £600.00, this was agreed during last year's financial year, but to be paid during the 2017/18 financial year.

Deposits:

Wimpole Parish Council for Bulletin payments - £696.00

Payments were proposed by Cllr Clarke, seconded by Cllr Lawton all agreed. Cllr Talbot and Cllr Hoptroff signed the cheques.

017/04/17

Parish Office:

Cllr Talbot reported that Cllr Pulham and the Clerk had visited the proposed office space at Meadowcroft Community Rooms. Cllr Pulham does have some reservations on the suitability of the site and that not only is it small but that SCDC also wanted to keep some of their equipment in the room. Other ideas were that the Clerk could have a surgery once/twice a week within the village or to remain as is with the Clerk working from the office in Meldreth. A cost comparison budget will be issued for next month showing what each proposal's costings will be.

Action: Clerk

018/04/17

Summer Fayre (Petersfest)

Cllr Talbot reported that he is still trying to arrange a meeting with the PTA.

Action: WT

019/04/17

Village Maintenance Programme:

Asset register with regards to tree ownership status still ongoing
Paint for Noticeboards – Mr Weir has requested if Black Barn paint would be a better option for the notice boards. This is to uniform all the notice boards which are in various stages of colour, the barn paint would not need maintaining again for 5 years. Councillors having seen a sample of the paint were not in agreement to have all the notice boards painted in barn paint, it was suggested that the Clerk enquire about other options such as sanding and re varnishing the boards particularly those near the shop and Meadowcroft.

Action: Clerk

020/04/17

Policies and Procedures:

The tree survey policy will be sent out for councillors to inspect, agenda item for next month.
Co-option Procedure with Declaration Document – it was proposed by Cllr Lawton and seconded by Cllr Clarke that the documents were in order, all agreed.
The clerk and Cllr Pulham are looking over the Standing Orders.

Action: AP/Clerk

021/04/17

Agreement Documents: (Pavilion, Tennis Club, Football Club, and Netball Club)

It was proposed by Cllr Clarke that all the agreements could now be signed off, seconded by Cllr Hoptroff, all agreed.
Cllr Talbot abstained from this item.

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- 022/04/17 Recreation Ground:**
All play equipment appears to be in good working order.
The toddlers play tower has been repainted.
- 023/04/17 Pavilion:**
The new hand dryers have now been installed in the toilets along with the relevant Minor Electrical Installation Works Certificate.
- 024/04/17 Paddock at Glebe Field: Agreement with Carter Jonas.**
After discussion, it was agreed that the Parish Council should sign the agreement and thus take on the responsibility of the paddock which adjoins the Glebe Field. It was felt that by doing so it would secure the area and allow access to the Glebe Field and burial ground, this is for vehicles and is not a public right of way.
It was proposed by Cllr Szembel, that the Parish Council should sign the agreement and pay an annual fee of £50 seconded by Cllr Lawton, agreed by three, abstained by one. Motion carried.
- 025/04/17 Grass Cutting:**
Cllr Talbot reported in Cllr Pulham's absence. Cllr Pulham had looked over all three tenders and reported that some of the information requested was missing. It was agreed that the Clerk contact one of the contractors to see if a costing given includes removing the grass, as it is not clear. **Action: Clerk**
- 026/04/17 Defibrillator/Red Telephone Box: (PHA 1936 s234)**
Clerk is awaiting a response from BT in regard to the Parish Council adopting the telephone box, this must be done first before any planning application can be approved by SCDC.
- 027/07/17 CCTV:**
Cllr Talbot and Cllr Pulham have met with a representative from Hertfordshire CCTV Partnership to discuss the possibility of installing CCTV cameras in Orwell. The cost of installing three cameras (as recommended) is approximately £10,000 with an annual charge of £1500. The one-off charge of £10,000, as a capital cost, can come from the Community Benefit fund, but the annual charge would have to be presented for. It is important that a full consultation with parishioners be carried out with what would be acceptable and to ensure that the correct privacy policies are in place. Stevenage Partnership have also invited councillors to their central office to see how images are stored. Cllr Talbot suggested also inviting other neighbouring parish representatives with representatives from speed watch and neighbourhood watch. Cllr Szembel reported that for some time he has been involved with E-cops and noticed that for many months Orwell was missed out as burglaries were taking place in other villages, this trend appears to have changed recently with Orwell now receiving a lot of the hits. CCTV could be the right way to proceed, the Parish Council supports neighbourhood watch and speed watch and he believes that the cameras would act as a deterrent and that good imagery is an additional benefit. The technology is getting cheaper but the quality is still good. Cllr Szembel also reported that the project needs to be verified, the question of where to place the cameras, the question of is this is a good source of expenditure for the village and do residents actually want it.
- 028/04/17 Mulberry Tree Information Board:**
The costings have been sent to councillor's and it was proposed by Cllr Hoptroff to go with the 2mm board at £45.00 seconded by Cllr Clarke, all agreed. Clerk reported that the link to the history website was not on the pdf form, clerk to check with Mr Rees to see if it can be inserted, as agreed in a previous meeting. **Action: Clerk**
- 029/04/17 Correspondence and Clerk's Report:**
- Mr Tebbit is aware of the collapsed ditch along Hurdleditch Road.
 - No 15-bus service which runs from Haslingfield to Royston via Orwell – CCC had conducted a report and are proposing to extend the stopover period in Royston; however, it is proposed to change the timetable from leaving Orwell at 9.28am and returning at 13.37pm to:
Option 1 leaving Orwell at 9.35am and returning to Orwell at 13.30pm or
Option 2 leaving Orwell at 9.40am and returning at 13.37pm
 - Clerk and Mrs Miller are presently considering submitting a Community Chest Grant for the benches at Chapel Orchard.

- 030/04/17 Council Meetings Recording Equipment:**
It was unanimously agreed by all that it would not be a good idea to have recording equipment at meetings.
- 031/04/17 Housing White Paper – Fixing our broken housing market: Deadline is 28th April 2017**
The Parish Council felt that this was not applicable to them now.
- 031/04/17 Councillors' Reports and Areas of Responsibility:**
Planning workshop at Melbourne Hub on 22nd April, Cllr Lawton, and Cllr Talbot to attend.
- Cllr Hamilton**
Reported that the stones along the footpath at Chapel Orchard, though the contractors have been out again to crush the stones they are still too large and loose, this is especially true for the first 150 yards of the footpath. It was suggested that the Clerk contact Mrs Miller to enquire what the specification was and what she would recommend needs doing to make the path fit for purpose. **Action: Clerk**
- Cllr Clarke**
The bus stop post opposite the shop is rotten and needs replacing. Clerk to make enquiries to have it replaced. **Action: Clerk**
- Cllr Talbot**
The youth club is running well.
Cllr Talbot had received correspondence from a resident at 35 High Street requesting if they can erect a fence on their land to stop dogs from getting into their garden from the Clunch Pit. Parish Councillors have no objection to this. Cllr Talbot will inform the residents of this decision. **Action: WT**
- Cllr Lawton**
The vacant allotment at Fishers Lane has now been taken, however there was a request from the new holder enquiring if they could plant three fruit trees. The agreement states that only soft fruit can be grown so it was proposed by Cllr Szembel that this agreement should remain, as is, for all holders. Clerk to inform the allotment holder of the Council's decision. **Action: Clerk**
- Cllr Hoptroff**
The village hall carpark hedge needs cutting, can the Clerk contact various contractors to have this cut, once the tenders have been received to enquire if Volac would be minded to pay for hedge cutting as they have had full use of the carpark over the past few years. A request has been received from the Orwell Bulletin editor if the bulletin can be placed on the website as a PDF. It was proposed by Cllr Szembel that a PDF version would be good but that the magazine should remain, one should not replace the other, Cllr Lawton seconded this all agreed. Cllr Hoptroff will inform the editor. **Action: Clerk**
- 032/04/17 Agenda items for the next meeting:**
Tree Survey Policy
Hurdleditch Planning appeal update with S106 allocation
- 033/04/17 Clerk's Salary:**
Second part of the overall increase in the National Salary Award 2016-18 and to be implemented as of 1st April 2017. Clerk moved to LCP27 as of April 2017 as agreed on item (268/01/17), increase of 0.124 per hour.
- Meeting closed 9.15pm**
- 034/04/17 Caretaker's Salary and LCP grading:**
It was proposed by Cllr Lawton that the Caretaker's salary be put on LCP6, in accordance to NALC recommendations, seconded by Cllr Hamilton, all agreed.
- Meeting opened 9.22pm**
- There being no further business to discuss the Chairman closed the meeting at 9.23pm. The next meeting will be on 17th May 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.