

## ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant  
Parish Office, Sheltered Housing Scheme  
Elin Way, Meldreth SG8 6LT  
(01763) 269928  
E-mail: parishclerkorwell@dsl.pipex.com

### unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held in the Village Hall on  
21<sup>st</sup> June 2017 at 7.30pm (19.30hrs)

**Present:** Cllr N Szembel – Chairman (**NS**), Cllr A Pulham – Vice Chairman (**AP**), Cllr M Clarke (**MC**), Cllr N Hamilton (**NH**), 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**)

- 104/07/17**      **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 as all Councillors were in attendance.
- 105/07/17**      **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 were no interests declared.
- 106/07/17**      **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
There were 11 members of the public in attendance.  
**Orwell Bulletin**  
Mr Burnell attended the meeting and informed the Parish Council that the Orwell Bulletin has recently received two 'gold' awards. Best Community Magazine and Best Cover of the Year. There are two trophies along with a cash prize of £400. This money will be earmarked for the Bulletin. Cllr Szembel thanked the Bulletin team for all their hard work and felt that they fully deserved their success. The team consists of Mr Burnell, Mrs Miller and Mrs Whitoak and to all those who contribute.  
**CCTV**  
It was asked if the meeting could be opened up to the public when item 134/07/17 is discussed.  
**Tennis Courts**  
The new booking system for the tennis courts is now live. It was asked as to how the court bookings and takings will affect the caretaker as they presently book the courts and handle the takings or will this be done by someone else?  
**Football Club**  
The football club have been unable to book outside pitches for the Reserve Team's matches. It was also reported that the Festival the football club were hoping to hold during the summer will no longer take place.
- 107/07/17**      **Minutes of the last meeting 21<sup>st</sup> June 2017:**  
The minutes were proposed by Cllr Hoptroff, seconded by Cllr Clark all agreed. The Chairman then signed the minutes as a true record.
- 108/07/07**      **Co option of new Councillor:**  
All three nominees were in attendance and gave a brief summary of who they were and why they would like to be on the Parish Council. A ballot vote was then taken and the Clerk/Proper Officer read out the results. It was a unanimous result of 6,1,1 for Mr Graham Bunnett who was then asked if he would like to accept. Mr Bunnett then signed his Acceptance of Office, witnessed by the Proper Officer and took his seat at the table.  
Cllr Szembel thanked all the nominees for their interest and reminded them that all of the Parish Council seats will be up for election in May 2018 and that he hoped they would still be interested in putting their names forward at that time.
- 109/07/17**      **CCC Report: Report circulated.**  
The independent review which proposed a spending of £786,000 was rejected in favour of CCC proposal of £936,000.  
Q. Where does the allowance put the council in regards to other councils?  
A. The Council is now average whereby it was running below average.

The Police and Crime Commissioners Report has been circulated to all Parish Councils. CCC are in agreement to reject the proposal that the police and fire authorities should join forces in favour of the authorities running separately as they currently do. Cllr Kindersley suggested Parish Councillors to respond to the consultation. **Action: All Cllrs**

Cllr Hoptroff proposed that the Parish Council should respond objecting to the proposal that the Fire Authority join with the Police and that they should run as they currently do as there is no evidence that a collaboration of the Police and Fire will be of benefit, seconded by Cllr Lawton all agreed. Cllr Hoptroff will put a response together. **Action: CH**

Cllr Kindersley also reported that the cuts were already being noticed and one of these is that the children's centre in Bassingbourn was to close.

110/07/17

**SCDC Report:**

Cllr Van de Weyer reported that the refuse collection, which has now been amalgamated with Cambridge City, was still causing concern; however it is hoped these issues will be sorted soon. The City Deal - the cycle way from Frog End, Shepreth to Melbourn will soon be completed. There is also to be a new trail from the new North Cambridgeshire train station to the City station. Cemex – there is a two year outline plan and demolition of some of the buildings may start soon. All the asbestos will leave the site via Foxton/Barrington and not through Orwell.

111/07/17

**Areas of Responsibilities:**

This was discussed and Clerk will amend the list.

112/07/17

**Planning: NS, MC, CH, DK and ML (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 5<sup>th</sup> July 2017 – no meeting**

**Planning meeting held on Wednesday 19<sup>th</sup> July – verbal report**

**Land east of Malton Road, Orwell, S/2275/17/FL - Proposed Farm Workshop. Planning Committee recommended 'No Recommendation'.**

113/07/17

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

Application has gone through the appeal procedure and the Appeal has been granted by the Planning Inspector. The Parish Council now need to consider the S106 agreements. It was proposed by Cllr Hoptroff that Cllr Szembel and Cllr Pulham should meet with Rebecca Ward (Planning Officer) and James Fisher (S106 Officer) who will assist and advise the Parish Council on what happens next, and how the Parish Council might respond. Cllr Hoptroff also suggested that it may be beneficial for Mr Fisher to attend a planning meeting, this was seconded by Cllr Lawton and agreed by all. **Action: Clerk**

Cllr Hoptroff also reported that he had two questions.

1. The statement states that by agreeing to the 49 houses is a significant step in meeting the overall housing shortfall, is this correct?

2. There are a number of implications in the wording and it would appear that the Inspector was more in favour to the developer. Cllr Van de Weyer will enquire. **Action: AvdW**

114/07/17

**Extra Recreational Land:**

There remains the possibility that the Parish Council could purchase further land adjacent to the S106 1.6 hectares. The parish Council were reminded that there have already been (without prejudice) talks between the Parish Council and the land agent on this matter. Cllr Szembel suggested that these talks should continue and that he and Cllr Pulham be given permission from the Parish Council to continue the discussion with the land agent with a view to establishing if indeed the land might still be available to the Parish Council and if so at what cost..

It was proposed by Cllr Clark that both Cllr Szembel and Cllr Pulham contact the land agent accordingly. this was seconded by Cllr Hamilton, all agreed.

Cllr Szembel and Cllr Pulham to give an update at the September meeting. **Action: NS/AP**

The land in question is immediately above the new development site, and between the S106 land along Hurdleditch Road, and across the field to the brook.

115/07/17

**Recreational Ground Working Group:**

It was proposed by Cllr Pulham to set up a working group, comprising members of the Parish Council (from amongst whose number the chairman of the working group would be found) and representatives of other village organisations and clubs, in order to consider the future of the recreation ground and provision of facilities for the village's sports and other recreational clubs. Cllr Lawton asked if the Parish Council will contact each organisation asking for them to put forward a representative, Cllr Pulham responded that this was the idea and that all clubs and organisations will be invited to nominate a representative.

Cllr Kennedy also enquired if the Village Hall would be considered by this working party as the future plans for the recreation ground might also inform discussion on the future of the village hall. This was felt to be a good idea. This proposal was seconded by Cllr Szembel all agreed. Further discussion in September and decision on which Parish Councillors will be on the working group. Clerk to contact each organisation.

**Action: Clerk**

**116/07/17**

**Hurdleditch Development - Artist**

Update from Cllr Pulham on commissioning a local artist to record the view across the fields from Hurdleditch Road towards the Church, this is the view which will be lost once the development has been built. There is funding from the S106 for Oatlands in the amount of £8700 which can only be used for "art" and which has not yet been utilised.

Cllr Pulham has received two quotes from local artists. It was proposed by Cllr Hoptroff that Mrs Gammans be instructed to do a painting as the land stands today, this was seconded by Cllr Kennedy, all agreed.

It was then proposed by Cllr Pulham that as the artists were very different it might be nice to see a 'winter' scene painting by Mrs Harvey, this was seconded by Cllr Lawton and agreed by all. However, this would depend on whether the development has started, if so this proposal will not be carried out, all agreed.

Cost of both paintings is approximately £1500 and includes framing.

Cllr Pulham will contact the artists.

**Action: AP**

**117/07/17**

**Local Plan – progress report on Local Green Space:**

All councillors had seen the report and many of the sites have been rejected. Cllr Hoptroff stated that all the council can now so is wait for the final report.

**118/07/17**

**Beacon at the Clunch Pit:**

Cllr Van de Weyer reported that he has not received a definitive answer but he believes that the interim repairs have been carried out by SCDC. Until the major repairs have been carried out the Parish Council are unable to take over the responsibility of the Beacon and include onto the Parish Council's insurance policy.

**119/07/17**

**Chapel Orchard:**

The recent invoice for the repairs to the footpath at Chapel Orchard was not for the footpath leading from the bridges around the back of Chapel Orchard, but from the road to the bridges. The footpath leading from the bridges around the back of Chapel Orchard still need doing along with repairing the bridges. Cllr Hamilton reported that the new material does not appear to have solved the problem and that there was still trip hazards, Cllr Bunnett suggested that the new material may need time to settle and suggested monitoring the footpaths to see if the new material settles into the footpath.

There is a payment of £4700.00 from the development at Hurdleditch which is S106 for Chapel Orchard to go towards the footpaths and bridges, there is also a grant received from Cemex.

Update on grant application – this has been deferred for the time being, the bridges are part of the S106 agreement with Hurdleditch.

**120/07/17**

**Chapel Orchard Working Party:**

**Update on possible setting up of a working party** – Cllr Hamilton reported that he has met with Mrs Miller and it was agreed that the setting up of a working party with 5 members in total, 2 of which are to be Parish Councillors would be a good idea. They will meet every two months and report back to the Parish Council. This was proposed by Cllr Hamilton and seconded by Cllr Kennedy, agreed by all. The Parish Council will be taking back the main management of Chapel Orchard.

**Update from Cllr Hamilton regarding the governance and agreement.** Cllr Hamilton reported that there is about 13 years left on the lease between SCDC (land owners) and the Parish Council so it may be that in time this will need to also be looked into. The governance and agreement still to be finalised.

**Action: NH**

**Meeting closed: 8.30**

Mrs Miller asked what is to happen with the £2000 grant received from Cemex to put towards the bridge repairs, as there is a time limit? At the present time two quotes have been received. It was suggested that this should be discussed with the working party.

**Meeting opened: 8.40**

Cllr Lawton proposed that the working party look at the spending of the £2000 as appropriate, seconded by Cllr Tyndall, all agreed.

121/07/17

**Clunch Pit:**

Cllr Hoptroff reported that had received an email from Mr Kratz (Birketts). Mr Kratz suggested that it would be sensible for the Parish Council to retain the Management Committee, but update its terms of reference and provide for flexibility to add any other assets to its responsibilities; if the Parish Council are agreeable to this then the way forward is:

- The Parish Council should formally resolve to do this and it should be minuted.
- It would be sensible to set up a small working group (Chairman and one other) to finalise the details.
- Mr Kratz to provide a draft of a proposed new deed, which can be agreed by the Parish Council.

It was proposed by Cllr Kennedy that the Parish Council update the Terms of Reference, seconded by Cllr Hoptroff, agreed by all. **Action: CH**

It was proposed by Cllr Lawton that a Working Group be set up, seconded by Cllr Kennedy all agreed. Cllr Hoptroff and Cllr Bunnett to be the Parish Council representatives. **Action: CH/GB**

121/07/17

**Glebe Field (Sheep):**

An incident occurred on the Glebe Field with a ram butting a walker, this has now been rectified and the ram has been removed.

123/0717

**Community Benefit:**

There have been no applications.

124/07/17

**Financial Matters:**

1. Financial Statements for June

2. Payments and Additional payments for June (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	July Salaries	LGA 1972 s112
Salaries	Confidential	0	August Salaries	LGA 1972 s112
Inland Revenue	Confidential	0	July PAYE/NI	LGA 1972 s112
Inland Revenue	Confidential	0	August PAYE/NI	LGA 1972 s112
SMART	Confidential	0	July Pension	LGA 1972 s112
SMART	Confidential	0	August Pension	LGA 1972 s112
MPC	180	0	July and August office rent	LGA 1972 s133
Herts & Cambs	138	23	Grass cutting at Rec	OSA 1906 s9/10
Herts & Cambs	144	24	Hedge at Rec	OSA 1906 s9/10
Herts & Cambs	36	6	Strimming	OSA 1906 s9/10
Bruce Huett	125	0	Internal audit	LGA 1972 s133
Stationery Cupboard	72	12	Annual village meeting photocopying	LGA 1972 s133
Eon	34.06	1.62	Electric for pavilion	LGA 1972 s133
Marilynn Lawton	7.98	0	Keys for burial ground	LGA 1972 s133
Herts & Cambs	72	12	Grass cutting at Rec	OSA 1906 s9/10
Marriott Building Services	570	95	Chapel Orchard Footpath repairs	OSA 1906 s9/10
Eon	17.91	0.85	Electric for pavilion (meter read)	LGA 1972 s133

VAT	7666.5
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Payments were proposed by Cllr Hoptroff, seconded by Cllr Pulham, agreed by all.

**125/07/17**

**Audit:**

Documentation has been sent to the External Auditor and documents are on the notice board.

**126/07/17**

**Orwell Football Club (OFC)**

Update on possible football event and festival on the recreation ground.

Report from Cllr Szembel on the proposed football event and festival, proposed at the last meeting by the Football Club Secretary. This event has now been cancelled.

Request from OFC for permission to host an event on the recreation ground and Pavilion, on 9th September, to launch the new Reserve Squad, new First Team kit, with associated family entertainment, food and bar.

It was proposed by Cllr Pulham that the event should take place, seconded by Cllr Kennedy, all agreed. Event to finish at 20:00hrs (8pm).

**Further matches:**

- Charity Fund-raiser match for OFC and Past & Present players in aid of Beads of Courage. This match may be played during the 9<sup>th</sup> September event. It was proposed by Cllr Pulham, that this event should take place, seconded by Cllr Kennedy all agreed.
- OFC First Team and the Pensioners XI – Sunday afternoon at the end of October. It was proposed by Cllr Pulham that this event should take place, seconded by Cllr Kennedy, all agreed.
- It has not been possible to find an alternative venue for the Orwell Reserve Team to play their home matches, permission is sought that the reserve team can play their home games at Orwell. This would mean that both the reserve team and the OFC First Team will be using the recreation ground pitch. It is estimated that there will be 12 home fixture games. All measures will be used to alleviate the wear and tear of the pitch. OFC will continue to try and locate another venue for the Reserve Team's home games. It was proposed by Cllr Tyndall that the football club be allowed to use the pitch until an alternative venue can be found, which is hoped will be next season, seconded by Cllr Clarke all agreed.

The football club will monitor the pitch and will oversee any repairs needed due to wear and tear.

**Open Meeting 9.20pm**

The September event would be a day event with music, the other events are match related only with a barbecue.

**Close Meeting 9.25pm**

There will be three new Teams: Orwell Reserves, Orwell Magpies Ladies Team and the Orwell Colts (mixed U15/U16) Team. At the moment the ladies team play their competitive fixtures at Cambourne.

- Goal posts – OFC requested that the Parish Council consider purchasing new moveable goal posts. Cost of posts are approximately £3000, and a possible Community Chest Grant application to be completed. However, the grants maximum allocation is £1500. It was suggested that the Football Club should seek grants along with the Community Chest. Proposal for the Parish Council to purchase the goal posts – none in favour.

**127/07/17**

**Tennis Club Request:**

1. The electronic booking system can be used for booking the pavilion and recreation had merit which requires further consideration. Cllr Pulham and Cllr Kennedy to speak with the Caretaker to see if they are willing to take this responsibility on and will report back at the September meeting.

**Action: AP/DK**

**Open meeting 9.40pm**

The caretaker should be aware of the scheme which is run by the Lawn Tennis Association website, but it can be used for tennis and pavilion bookings. The final system is still being discussed.

**Close meeting 9.50pm**

## 2. Lighting on the MUGA

The Tennis Club requested that the Parish Council look into putting in lighting at the MUGA of which planning permission would be required. It was proposed by Cllr Kennedy that the Parish Council should look into this with a view of installing lighting at the MUGA as this will give a better use of the facility, this was seconded by Cllr Tyndall, a vote was taken with 5 in favour of installing lighting and 4 against. Motion carried.

Cllr Pulham will enquire about planning permission.

**Action: AP**

3. Proposal re the future of Tennis facilities in the village, including request for two new courts with permanent lighting, and the ring fencing of fees for pay and play for the purpose of maintenance of the MUGA.

Cllr Hoptroff suggested that looking at planning permission for two new courts needs to wait until the future arrangements for the new recreation facilities were understood.

It was proposed by Cllr Hoptroff that it would be unwise to proceed with this request to get pre planning permission for two new tennis courts until plans for the new recreations facilities were understood and it was clear that the football pitch would be relocated. Seconded by Cllr Lawton. Vote taken: 8 in favour of deferring this, 1 against. Motion carried to not pursue with gaining pre planning permission.

128/07/17

### **Village Maintenance Programme:**

Asset register for trees has been completed but final programme may be adjusted once the Tree Policy has been finalised.

129/07/17

### **Village Hall Committee:**

Update on proceedings concerning the refurbishment of the Village Hall frontage.

Cllr Hoptroff reported that tenders had been requested to carry out the works, however only one quote had been received. It was proposed by Cllr Tyndall that as all avenues of trying to obtain tenders, by the Village Hall Committee, had been carried out that the work should be given to the one contractor who has replied. This is a notable contractor whose work is known. This was seconded by Cllr Lawton all agreed. Clerk to request all paperwork. Clerk to notify the Village Hall Committee that they can proceed. It was also felt that if the work was to wait any longer that further damage from frost could be sustained to the building.

**Action: Clerk**

There is funding in the precept to cover the cost.

Charitable Status - report from Cllrs Hoptroff and Tyndall – nothing reported.

130/07/17

### **Policies and Procedures:**

Clerk and Cllr Pulham are updating the Standing Orders.

Chairman's part of the Standing Orders to be discussed at the next meeting.

131/07/17

### **Clerk Holiday cover:**

Mrs Walmsley has agreed to cover the period of 31<sup>st</sup> July to 16<sup>th</sup> August.

132/07/17

### **Recreation Ground:**

#### **- Play equipment weekly inspection.**

Clerk to write 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.

Cllr Lawton reported that she had received a school newsletter stating that there was to be bootcamps at the recreation over the school summer vacation. However, Cllr Lawton was not aware of any permission to hold these had been received or given by the Parish Council and that the Caretaker was also unaware of this event. It was asked that the Clerk contact the organiser and the school. It was proposed by Cllr Kennedy that this event should not proceed as there is no time to discuss as the event is due to start on 24<sup>th</sup> July, seconded by Cllr Szembel, all agreed. Clerk to inform the organiser that the event can not take place.

**Action: Clerk**

#### **Update:**

Following further information on the Bootcamp events it transpired that the Brownie leader had requested the organiser to hold bootcamp events for children during the holidays and was unaware that the Parish Council, as the landowner, needed to be notified and permission given. This is because as the land owner the Parish Council need to make sure that they have met all requirements for this to take place on their land. Under the advice from CAPALC it was suggested that the Clerk could use their Executive Powers to overrule the decision. The land is a public amenity and other users are able to use the facility and as long as insurance and relevant documentation are seen relating to risk assessment, insurance and child protection policies, then the event can take place.

- 133/07/17 Defibrillator/Red Telephone Box: (PHA 1936 s234)**  
Still awaiting clarification from BT.
- 134/07/17 CCTV:**  
Cllr Pulham reported that he had now received all responses of which 69 were received. The result was 60 in favour, 8 not in support and 1 no view. There were also some comments recorded and some of these will be looked into further. It was also noted that crime in the Village Hall carpark is becoming of concern again, this can be included onto the scheme but will incur further costs. Cllr Pulham would like to discuss this further in September once he has had a chance to research some of the comments further.
- Close Meeting 10.20pm**  
Would like to know how this system has affected other areas, has it been of benefit? Will the police back up the system in regards to following up evidence or looking at the film?
- Open Meeting 10.25pm**
- Cllr Pulham agreed that these questions along with some of the other comments did need further investigation.
- 135/07/17 Mulberry Tree Information Board:**  
Mr Rees is still arranging this with Filcris.
- 136/07/17 Correspondence and Clerk's Report:**  
**Local Highways Improvements:** Ideas for possible projects, deadline is 30 September. There were no ideas put forward at the meeting.  
**Mental Wellbeing workshop** – Histon & Impington Junior School on 9<sup>th</sup> October at 6.45 – collaboration between SCDC and Parish Council to see what Parish Councils maybe able to do.  
**Parish Planning Forum** at SCDC on 12<sup>th</sup> September 6-8pm  
**Memorial Stone:** Application for a 'rustic green slate boulder dimensions are 920x600x60mm which is within the agreed measurements of (92x76x6cm). This is for Karen Boughton. This is within the measurements set out for the burial ground. Agreed to allow this to go ahead.
- 138/7/17 Cllr Reports**
- 137/07/17 Police and Crime Commissioner: (SCDC Parish Council Conference)**  
Cllr Pulham will be attending the conference on 11<sup>th</sup> August 10:30-16:00 in Huntingdon. Are there any questions which the Council would like Cllr Pulham to put forward?
- 138/07/17 Councillors' Reports and Areas of Responsibility:**
- CH**  
Clerk to request a quote from Herts & Cambs to cut back the hedge at the Village Hall carpark.  
**Action: Clerk**
- DK**  
Clerk to request a quote from Herts & Cambs to get the hedge cut around the Glebe paddock.
- NH**  
The lime trees at Lordship Close need cutting back, Clerk to contact SCDC. **Action: Clerk**
- ML**  
The records do not appear to have been updated.  
There are some agreements that appear not to have been signed or updated. Plot 2 does not appear to have anyone looking after it, Clerk to check that is hasn't been given up.
- GB**  
The junction at Fishers Lane/A603 needs the foliage cutting back as it is affecting site lines. Clerk will respond on the CCC website. **Action: Clerk**
- 139/07/17 Glebe Paddock Agreement:**  
Still awaiting for the official agreement.  
On the question of 'right of way', Charlotte Lawson (Carter Jonas) is awaiting a response from EDBF.
- 140/07/17 Agenda items for the next meeting:**
- There being no other business the Chairman closed the meeting at 10.45pm. The next meeting will take place on 20<sup>th</sup> September 2017.