

## ORWELL PARISH COUNCIL

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**unAPPROVED MINUTES OF THE PARISH MEETING**

A meeting of Orwell Parish Council was held in the Village Hall on 20<sup>th</sup> December 2017 at 7.30pm (19.30hrs)

**Present:** Cllr N Szembel – Chairman (**NS**), Cllr C Hoptroff- Vice Chairman (**CH**), Cllr G Bunnett (**GB**) and Cllr T Tyndall (**TT**) and Cllr J Chuisseu (**JC**)

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

- 243/12/17**      **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 Cllrs' Clarke, Kennedy and Lawton. Cllr Kindersley had also sent his apologies – all for personal reasons.
- 244/12/7**      **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.
- 245/12/17**      **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
 There were no members of the public in attendance.
- 246/12/17**      **Minutes of the last meeting 15<sup>th</sup> November 2017:**  
 The minutes were proposed by Cllr Hoptroff to be correct, seconded by Cllr Bunnett, all agreed. The Chairman then signed the minutes as a true record.
- 247/12/17**      **Cooption:**  
 Cllr Szembel welcomed Dr Josiane Chuisseu who introduced herself to the Council and explained why they would like to stand for cooption onto the Council. Cllr Hoptroff proposed Dr Chuisseu, this was seconded by Cllr Tyndall, all agreed. Dr Chuisseu then signed her 'Acceptance of Office' witness by the Proper Officer. Register of Interests to be completed and handed back to the Clerk who will then notify SCDC.
- 248/12/17**      **CCC Report: circulated**  
 There were no questions raised.
- 249/12/17**      **SCDC Report:**  
 The Local Plan is hoped to be completed by May 2018 and that the 5 year housing plan will have been addressed. Orwell maybe affected by the 'Green Spaces' section of the plan, but how is not yet known.  
 The current local plan was identifying 10 developments or less with 40% being made affordable, the new plan is now going to be at 11 or less developments with 40% affordable. This therefore will allow those developments that have not yet started to be withdrawn and reapplying under the new rules. At this moment SCDC has approved retaining S106 and are not going over to CIL. Mayor's report is due to be published in the New Year.  
 Construction on the ice rink on Newmarket Road has started.  
 Q. Does the Varsity Train (Cambridge to Oxford) start construction in the Summer 2018.  
 A. No they are still looking at options. It is proposed that that section will start later. The scheme will be split into three sections and it is hoped that it will all be finished by 2030.
- 250/12/17**      **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).  
*Planning meeting held on Wednesday 6<sup>th</sup> December – please see full minutes*  
*Planning meeting held on Wednesday 20<sup>th</sup> December – verbal report*

- 251/12/17 Councillor Vacancies:**  
Parish Council can now coopt their second vacancy. Notice to be placed on the notice board.
- 252/12/17 Development Proposal on Hurdleditch Road (next to the primary school)**  
Cllr Szembel reported that there was nothing to add this month. The landowner is aware that the Parish Council would like to correspond regarding to the possibility of some extra land being made available.
- 253/12/17 CCTV:**  
The cameras have been built and are presently being calibrated. Mobile CCTV request Surveillance Request Pro Forma form to be completed once cameras are ready to be installed, this is purely for audit purposes.  
A survey was undertaken to place a possible fourth camera along Malton Lane, however there are no lamp posts along this road. Lamp posts have an electric power which is needed to run a camera. Cllr Hoptroff enquired if a telegraph pole would be of use. Cllr Szembel also enquired if the camera being placed near the junction of High Street (Barington end) and Malton Lane could be repositioned so that it could see this junction. Clerk reported that a site visit with North Herts will be needed to finalise the positioning of the three cameras already agreed.  
The cost of installation is free but there will be a charge for the spur that will be needed to connect the camera to the live feed of £180.00 excl vat, per camera. It was proposed by Cllr Szembel to accept this cost, seconded by Cllr Tyndall a vote was taken with 4 in favour and 1 against. Motion carried to accept the costings.
- 254/12/17 Recreational Ground Working Group:**  
Cllr Bunnett reported that a notice has gone out in the Bulletin and on the village email system asking for volunteers to come forward to join a small working group. A meeting is due to take place on 9<sup>th</sup> January 2018.
- 255/12/17 Recreation Ground:**  
- Play equipment weekly inspection. All equipment appears to be in good working order. Mr Wier is checking the wooden supports.
- 256/12/17 Community Gritting:**  
Clerk has notified the Highway department that Orwell Parish Council are interested in the scheme. CCC have confirmed that they think the route proposed is a good one. An article will be placed on the village emails system asking for volunteers to come forward. Cllr Hoptroff agreed to accept the equipment. **Action: Clerk/CH**  
The Clerk had enquired if having a paid person would affect the insurance regarding volunteers which would be covered by CCC. Mr Vacher (CCC) has received a response.  
"If the Parish council pay even a penny that person becomes their employee with all the HR and taxation implications that flow and they would need to obtain employers liability insurance. They would no longer be considered a volunteer. As CCC are only able to indemnify in respect of voluntary services for which the parish are providing a 'support' we would not be comfortable with a payment being made." The grit will be replaced as and when needed. An email to Highways will alert them and as part of the gritting scheme, priority will be given, there is no charge for grit. The Parish Council can provide a small shovel for the grit bins already in situ, Clerk to arrange. **Action: Clerk**  
Mr Vacher also believed that the grit bins already in situ should be adequate but if another bin is required to let him know.
- 257/12/17 Water Leak along Fishers Lane:**  
**Response from Highways** - Following discussions with Cambridge Water and evidence from a 'trial hole' that was dug previously dug in the verge, it is felt that this water is from a natural spring which causes water to emerge onto the highway between nos 26&28. The water then flows across the footway and runs along the road before entering the highway gully outside no 38. In order to resolve this issue I have asked our contractors to quote on laying a perforated drainage pipe from the source of the water along the verge to connect to the aforementioned gully. Once these works are completed I am confident the problem will be resolved'. (This response is from CCC and not the Parish Council). Some residents are still concerned that this will not address the immediate situation, Cllr Szembel instructed the Clerk to forward any concerns straight to Highways.

- 258/12/17 Beacon at the Clunch Pit:**  
Cllr Van de Weyer reported that SCDC have inspected the beacon and have reported that they are not concerned on its stability; however, it has been agreed to reposition the beacon. SCDC will notify Natural England, this is needed as the area is protected within a Site of Specific Scientific Interest (SSSI) specifications of which Natural England need to be informed.
- 259/12/17 Chapel Orchard:**  
Mr Weir has inspected the broken bench has repaired it at a cost of £35.00.  
Tree survey has been completed and works have been identified at a cost of £400.00, which Clerk has, under Standing Orders, given consent to. Work will be carried out in the 3<sup>rd</sup> January.
- 260/12/17 Tree along Cross Lane footpath:**  
The resident has confirmed that they are happy to pay 50% towards the cost of having the tree bordering their property and the footpath removed. Clerk has notified the tree surgery company who will do the works while works at Chapel Orchard are being carried out. Cost of the work is £225.00.
- 261/12/17 Chapel Orchard Working Party:**  
There has been no meeting.
- 262/12/17 Clunch Pit Management Trust (CPMT):**  
Cllr Hoptroff reported that the insurance is presently being looked into. Cllr Hoptroff also reported that the steps at the Clunch Pit are due to be repaired soon. There is presently some grant money within the Parish Council accounts, for this work, but any additional costs will be met by the Clunch Pit Management Trust.
- 263/12/17 Community Benefit:**  
There have been no applications.
- 264/12/17 Financial Matters:**  
1. Financial Statements for December  
2. Payments and Additional payments for December (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	December Salaries	LGA 1972 s112
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Inland Revenue	Confidential	0	December PAYE/NI	LGA 1972 s112
SMART	Confidential	0	December Pension	LGA 1972 s112
MPC	90	0	December office rent	LGA 1972 s133
MPC	150	0	Contribution to office supplies	LGA 1972 s133
Hales Printers	1064	0	Bulletin printing	LGA 1972 s144
Royal British Legion	17	0	Poppy wreath	S137
D C Window	24	0	Bus shelter cleaning	OSA 1906 ss9/10
C Hoptroff	127.95	0	Christmas lights	LGA 1972 s133
Eon	70.1	3.34	Electric for pavilion	LGA 1972 s133
Cambridge Water	30.29	0	Water for pavilion	LGA 1972 s133
Village Garden Services	35	0	Chapel Orchard Bench	LGA 1972 s133
J Damant	10.71	0	Clerk's expenses	LGA 1972 s133

**Payments Recieved**

Allotments	90
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Payments were proposed to be correct by Cllr Tyndall, seconded by Cllr Bunnett all agreed.

- 265/12/17 Insurance Cover:**  
Investigation to see if all insurances (Chapel Orchard, Clunch Pit) can be incorporated within the Parish Council insurance cover. A meeting is being arranged with Suffolk Acre who presently do the Parish Council insurance. It is hoped that there can be one insurance which can incorporate all volunteers.
- 266/12/17 Village Maintenance Programme:**  
Update on Tree Policy – Tree Officer at SCDC is currently looking over the policy.
- 267/12/17 Village Hall Committee:**  
There is nothing to report.
- 268/12/17 Defibrillator/Red Telephone Box: (PHA 1936 s234)**  
Awaiting response from BT.
- 269/12/17 Mulberry Tree Information Board:**  
Andrew Klose is preparing a frame to place the information board onto.  
A costing of clearing the Mulberry area has been received £60 with chippings at £25.00. It was proposed by Cllr Hoptroff to agree to this, seconded by Cllr Bunnett, all agreed. Clerk to arrange.  
**Action: Clerk**
- 270/12/17 Correspondence and Clerk's Report:**  
Road closures for Wimpole 10K run – 9am-midday on the 20<sup>th</sup> May and 7<sup>th</sup> October 2018.  
Street Light: Response from CCC is 'This has been reported and is awaiting a quote from Balfour Beatty which should be done in the New year. There is an advised change to the LED specification'.  
**Pavilion carpark:** Quote for gravel at pavilion carpark awaited.
- 271/12/17 Councillors' Reports and Areas of Responsibility:**  
**Cllr Hoptroff**  
Following a discussion with Acer Conservation, who are looking at the annual winter clearance work at the Clunch Pit, they have kindly offered to reduce the hedge around the car park leaving it thinner and down to about 6ft on the 3 fenced boundary sides, (south, east and north). They would do this at no charge if done in January when they are carrying out works at the Clunch Pit. Clerk to notify residents.  
**Action: Clerk**  
**Cllr Szembel**  
There has been a major fault with BT connections in the village recently, Cllr Szembel would like to investigate just how far reaching this problem has been. It was proposed by Cllr Hoptroff that Cllr Szembel be allowed to follow this up, seconded by Cllr Tyndall, all agreed. **Action: NS**  
Clerk reported that the internet was not back up at Lordship Close as of 19<sup>th</sup> December, there had been not connection for at least three weeks. Thank you to Mr Girling for helping to sort this out.
- 272/12/17 Glebe Paddock Agreement:**  
Licence awaited.  
Clerk has written to Carter Jonas asking if the maintenance of the paddock can be done before the agreement can be signed, the hedging and well need looking at along with the removal of the old shed. This matter is still ongoing.
- 273/12/17 2018/19 Precept/Budget:**  
The precept was discussed and will be finalised at the next meeting.
- 274/12/17 Grass Cutting Specification:**  
Specification to be drawn up for the next grass cutting year so that it can be sent out for tender.
- 275/12/17 Cleaner Communities Pilot Scheme:**  
SCDC are looking at two new environmental initiatives that parish councils may be able to get involved with. A pilot scheme is proposed with a number of parishes over a six month period.
- Community led 'Spring Clean Up'.
  - Street Sweeping kit which included a ride-on sweeper, for community volunteers to use.
- These pilots would be run at no cost to parishes, apart from the enthusiasm of the volunteers. If successful it will be extended across the district. At the moment they are looking for expressions of interest from parishes who would like to volunteer for both or one of the pilots. Deadline: 21<sup>st</sup> January 2018. This scheme was noted by the Parish Council but it was proposed by Cllr Hoptroff to do nothing at this moment, seconded by Cllr Chuisseu, all agreed.

278/12/17

**Agenda items for the next meeting:**

Precept/budget 2018/19  
Grass cutting specification.

There being no further business the Chairman closed the meeting at 9.05pm. The next meeting is scheduled for January 17<sup>th</sup> 2018 at 7.30pm

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.