

## 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  
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 C Hoptroff (**CH**) and Cllr T Tyndall (**TT**)

**In Attendance:** Mrs J Damant – Clerk, Cllr A Van de Weyer (SCDC) (**AvdW**) and Cllr S Kindersley (CCC)  
(**SK**)

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- 071/06/17**     **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 Mr N Hamilton, Mrs D Kennedy and Mrs M Lawton, all for personal reasons.
- 072/06/17**     **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.
- 073/06/17**     **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
There were 5 members of the public in attendance.  
Items discussed.  
**Village Hall:**  
Mr Daw addressed the Council with regard to the condition of the village hall and that it was in the process of upgrading the frontage. They have obtained 2 quotes for scaffolding in excess of £600 however the footway would need to be closed off. The village hall representatives were happy to carry out the works needed however the question of liability was raised by the Parish Council so the village hall made enquiries with their insurance company to ask about:  
1. cover provided for volunteers  
2. cover for volunteers doing work in public areas.  
The insurers confirmed that cover was provided for the volunteers. However, it was noted that they would need a Pavement Licence and this is only given to contractors.  
It was asked if the Parish Council would be able to obtain the relevant licence but only designated bodies are able to apply of which the Parish Council is not one.  
**CCTV:**  
Questions raised from the floor. Are there to be 3 or 4 cameras and is the cost £12,500 or £15,000?  
Can the community do anything and can residents be made aware of what they can do for themselves to reduce the risk?  
Neighbourhood Watch and the police had a meeting with residents and a notice of this was put into the Bulletin and many residents did attend. The idea of CCTV has come as a result of this meeting and on what is happening, at present, within the village.  
**Event on the Recreation Ground:**  
The Chairman of the Football Club approached the council in respect of arranging a football/village event on the day and evening of the 9th September on the recreation ground. It was enquired if the current licence can be altered to include this event, at the moment the licence gives an extension in August for the village show, which has not taken place for a number of years.  
The Chairman of the Football Club has also approached other users of the recreation ground to see if they would also like to be involved.
- 074/06/17**     **Minutes of the last meeting 17<sup>th</sup> May 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.
- 075/06/17**     **CCC Report: Report has been circulated.**  
There were no questions raised.

Cllr Kindersley stated that this has been a busy month and that the County Council have met for their Annual Meeting.

Cllr Kindersley has now stepped down as Chairman of the Council after two years.

**Extra items:**

Central Bedfordshire has launched its plan for its new local plan and a new development is proposed for the other side of Gamlingay which will be very close to the Cambridgeshire border and thus may have an effect on nearby villages, such as Orwell with regards to increased traffic using the A603 and A1198.

There is no overall authority in CCC and the Constitution has been changed, there is also no Scrutiny function at the moment.

Q. Does a resolution have to be passed?

A. Yes, it has done this and changes to the constitution have already gone through.

Q. Is CCC selling off land?

A. Yes it is and anyone can look this up on the CCC website. There is land between Meldreth and Shepreth which the CCC own and they are currently looking at placing 20 dwellings on this land.

The largest solar farm has been opened in Soham.

The Fire Authority is to combine and have regional control centres, though some are not being used ie Waterbeach.

**076/06/17**

**SCDC Report:**

Cllr Van de Weyer reported that planning services are being amalgamated with Cambridge City.

There is to be a name change from the 'City Deal' to 'Greater Cambridge Partnership'. A resident has enquired about Tree Preservation Orders on trees and hedges within the Conservation Area and it was noted that SCDC have no persecution capabilities if a tree is taken down without authority, is this correct?

Cllr Van de Weyer stated that he has little knowledge on this, however Cllr Kindersley stated that you cannot do retrospective applications on such items but that **All** trees within a conservation area are deemed to have a TPO. Clerk has requested a simple explanation as the documentation on this is very large, Cllr Kindersley stated that the Tree Officer, Mr Ian Lormar has now left.

**077/06/17**

**Councillor Vacancy:**

Due to the resignation of Cllr Talbot a vacancy has now arisen. Permission has been received from SCDC to co-opt a casual vacancy. A co-option notice was put up on the 15<sup>th</sup> June and co-option will take place during the next council meeting on 19<sup>th</sup> July.

**078/06/17**

**Areas of Responsibilities:**

Deferred until July meeting.

**079/06/17**

**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 31<sup>st</sup> May 2017**

**Bramleys, S/3623/16/FL** - New Garden Store, Garden Room, swimming pool, terrace and associated works. Amended application. The Parish Council recommend 'refusal' with comments. "The amendment is advising that there will now be a timber boarded fence as well as the laurel hedge; however, this is a minor change and the Parish Council still stand by their earlier comments'.

**35 High Street, S/1725/17/FL** - Proposed two storey and single storey rear extensions to dwelling. The Parish Council recommend 'no recommendation' with no comments, all in favour.

**Stacies Barn, The Grove, S/1731/17/FL & S/1732/17/LB** - Single storey link extension, rebuild of existing garage to bedroom and modification of first floor partitions to form increased en-suite as a variation to approved applications -S/2628/16/LB and S/2627/16/FL. The Parish Council recommend 'no recommendation' with no comments.

**Former Golf Clubhouse, Malton Lane, S/1482/17/FL** - Change of Use of Former Golf Clubhouse to residential dwelling. The Parish Council recommend 'no recommendation' with no comments, all in favour.

**Planning meeting held on Wednesday 1<sup>st</sup> June – No meeting**

**Planning meeting held on Wednesday 21<sup>st</sup> June – verbal report**

30 High Street, S/1985/17/LB. To remove the paint and selected beam clean and restore. Parish Council recommended 'Approval' with no comments.

080/06/17

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

Response from Rebecca Ward, Planning Officer. 'The inspector asked the Council to respond to a recent court of appeal decision a few weeks back but since then there has not been any indication of time scales'.

Update: received on Tuesday 20<sup>th</sup> June. The appeal has now come through and the S106 now needs to be dealt with. The Clerk has already been in contact with the Planning Officer and S106 Officer to see how best to pursue this.

Questions were raised re options the Parish Council now had, if any. Cllr Tyndall advised that the only avenue remaining to the Parish Council to try to prevent the development would be by way of Judicial Review and that this would be risky and very costly with limited chance of success. It was noted that at least 75% of Judicial Reviews do not get through the first stage. There is no longer any financial protection ie Legal Aid available and costs could be £100k+.

Q. What are the number of applications there a Judicial Review has overturned a Planning Inspector's determination?

A. Cllr Van de Weyer stated that he was not aware of any. News of the Planning Inspector's determination is to go out on the village email system.

All Councillor's to read the Appeal and Costs decision. Copy of documents have been circulated.

Cllr Szembel enquired if there was still S106 monies available for art work, received from the development at Oatlands? Clerk stated that yes there was. It was then suggested that a possible use for this fund would be to commission an artist to record the view across the fields from Hurdleditch Road towards the church, before the development started, and the view was lost. It was generally agreed that this view was a quintessential view of the English countryside and that it would be a great loss should it not be recorded in some appropriate way. It was also thought that the school could be involved in recording the image perhaps working alongside an artist of the area, prior to the development.

**Close meeting 8.28pm**

Mrs Miller stated that there were various options for this, from approaching various individuals and the Orwell Art Club.

**Open meeting 8.30pm**

Cllr Pulham proposed getting some costings from local artists, seconded by Cllr Hoptroff, all agreed. **Action: Cllr Pulham**

081/06/17

**SCDC rules on removing trees/hedges in Conservation Areas:**

See item 076/06/17. Cllr Van de Weyer also suggested that the concerned resident contact him directly regarding this issue.

082/06/17

**Beacon at the Clunch Pit:**

Cllr Van de Weyer is still pursuing this, however it would appear that someone has straightened the beacon, although it was not clear if this was SCDC or someone undertaking a "good deed". It was felt important to know who was responsible for this, hopefully temporary, remedial action. Cllr Van de Weyer will make enquiries. **Action: AVdW**

083/06/17

**Chapel Orchard:**

Update on footpaths: Cllr Hamilton was not present to give a report. However, Cllr Clarke reported that a resident had tripped and fallen on the footpath due to the large stones.

**Close meeting 8.35pm**

Mrs Miller reported that she had submitted a report on the paths in Chapel Orchard to Cllr Hamilton.

The original contractor was unable until recently to get any suitable aggregate, this has now been done and a sample has been laid in various areas along the footpath to see how it will bond, unfortunately due to the hot weather this is taking longer to accomplish. The new aggregate is of a finer material but is also more expensive.

**Open meeting 8.40pm**

It was proposed by Cllr Pulham that Cllrs Hoptroff and Clarke look at the footpath and see if the new aggregate is working, it was also proposed that a costing be given to replace the footpath and if within the standing orders that the Clerk give authorisation to proceed, this was seconded by Cllr Szembel, all agreed. If the costings are higher then it will need to go out to tender. **Action: Chapel Orchard and Clerk**

Update on grant application: this has not yet been done.

**084/06/17 Chapel Orchard Working Party:**  
Possible setting up of a working party and governance arrangements.  
Report on this matter was awaited from Cllr Hamilton.  
Due to Cllr Hamilton being absent this has been deferred till July's meeting.

**085/06/17 Clunch Pit: (CPC)**  
Cllr Hoptroff reported that the Governance statement will be completed by the end of the year, and may also include the Paddock. The Clunch Pit representatives are working on the proposed governance statement. Information was sent to Mr Kratz (Birketts) for comments on documentation held by the Parish Council. The Clerk agreed to contact Mr Kratz.

**Action: CPC/Clerk**

**086/06/17 Community Benefit:**  
There have been no applications.

**087/06/17 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	May Salaries	LGA 1972 s112
Inland Revenue	Confidential	0	May PAYE/NI	LGA 1972 s112
SMART	Confidential	0	May Pension	LGA 1972 s112
J Damant	11.73	0	Expenses	LGA 1972 s133
MPC	90	0	May office rent	LGA 1972 s133
Playsafety	96.6	16.1	Play equipment inspection	LGA 1972 s133
Playsafety	36	6	Checklist	LGA 1972 s133
Hales Printers	1084	0	Printing Bulletin	LGA 1972 s142
Herts & Cambs	498	83	Grass cutting and strimming	OSA 1906 s9/10
Cambridge Water	22.58	0	Water for pavilion	PHA 1936 s87
Anglian Water	90.4	0	Sewage for pavilion	PHA 1936 s87
DC Window	36	0	Window cleaning (bus shelters)	OSA 1906 s9/10
Village Garden Services	25	0	Repair to recreation ground near kick ball area	OSA 1906 s9/10
Community Action Suffolk	1428	0	Insurance	LGA 1972 s133
Village Garden Services	475	0	Fence repairs	OSA 1906 s9/10
Herts & Cambs	66	11	Grass cutting	OSA 1906 s9/10
SCDC Post Office	180	0	Pavilion annual licence	LGA 1972 s133

**Payments already paid**

Eon	80.6	3.84	Electric for pavilion	LGA 1972 s133
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As the insurance was due prior to the meeting it was decided by the Chairman that the Clerk should proceed with Community Action Suffolk, with an increase of £21.97 for last year. All payments proposed by Cllr Hoptroff, seconded by Cllr Clarke all agreed.

088/06/17

**Audit:**

Clerk read out the Annual Governance Statement. It was proposed by Cllr Hoptroff that the finances were in order, seconded by Cllr Clarke, all agreed. The Chairman and the Clerk then signed the document.

089/06/17

**Football Club Request:**

The request from Mr Healy, Chairman of Orwell FC, to hold an event in September was discussed further.

The event would run from c1030 in the morning through to the end of the licensing period in the evening. It would comprise various activities and attractions, such as a football match in the morning, a stage for entertainment which would include live bands, lighting, other entertainments and attractions appropriate for the type of festival proposed, and a line of catering wagons. Any profit would be given to the Football Club, and it was hoped that this event could be seen as a replacement for the annual village show which had not taken place for a couple of years.

The cost to run the whole event should be £9k. Mr Healey asked if access across the footbridge could be restricted with people being directed to the main gate (this arrangement would not affect emergency access), and if certain items of the play equipment could be removed temporarily (he would ensure reinstatement after the event).

Mr Healey did not feel the event would affect the pub's 'Beerfest' scheduled for the end of August. Parking, he advised was yet to be confirmed but he was in discussions with a farmer about a neighbouring field.

Cllr Pulham believed that a Saturday would be a better day especially in September.

The Clerk has enquired with SCDC about having the licence amended and advised that there was a form to complete to request variance with the licensing arrangements.

The need to move the play car and bench was discussed. Members wondered if that was necessary, even if the event would cover the cost of reinstatement.

Members heard that the Football Club did not feel that the Clunch Pit would be the correct venue for some of the events proposed.

Various questions were raised by councillors, including the legal and contracting entity, implications should the Football Club decided not to underwrite or otherwise support the event, and matters concerned with insurance, risk assessments, public liability, inconvenience and disturbance to residents and security.

Cllr Szembel suggested that there would be merit in offering residents a reduced price ticket. Cllr Tyndall stated that the Parish Council would need to see more detailed documentation in order to consider insurance of the event; and that consideration also needed to be given to the control of noise.

It was felt by councillors that such an event in the village would bring both benefits and costs for residents, and whilst the proposal had merit, especially if it were to support the village Football Club and/or other village organisations, there remained many questions about its form and management - for example, the legal arrangements, health and safety and the impact on local residents.

It was felt that the event as proposed was beyond the scope and scale of anything that the village had enjoyed previously, and concern was expressed as to the Parish Council's ability to properly evaluate what was being put before them. Having said that, it was felt that such an event should not be dismissed out of hand or for any procedural, or lack of competence, reason.

The Parish Council as the land owners had a responsibility to ensure any event was properly managed and that all arrangements for the event were in place and fit for purpose. Cllr Szembel suggested the Parish Council could employ an independent Event Organiser or other similarly experienced person, to advise the Parish Council, to review the proposal in detail and all the associated documentation submitted by the event organiser to clarify that all the arrangements were correct and fit for purpose. This, it was felt, would be the best way to assist the proposal from Mr Healy, otherwise Councillors would be asked to make decisions on matters which they were both individually and collectively not experts in.

It was felt that a budget of up to £2000.00 would be sufficient to take such advice, and that any such cost incurred by the Parish Council in both this and other respects in considering the proposal should be recovered from the event organiser. This was proposed by Cllr Tyndall and seconded by Cllr Pulham, all agreed. Clerk and Cllr Szembel to make enquiries on who would be able to carry this out.

**Action: NS/Clerk**

It was proposed by Cllr Szembel that the event should be agreed in principal, but that a final decision be made in July once all the details of the event were available, the various legal, insurance and health and safety matters had been addressed, and issues such as how to minimise the impact on those who neighbour the recreation ground and who consequently would be most impacted by the event had also been satisfactorily addressed. The event organiser was advised to make no firm commitments to any suppliers or other third parties before receiving the Parish Council's agreement that the event should proceed. This was seconded by Cllr Pulham, all agreed.

**Close meeting 9.50pm**

This is a good idea and should go ahead.

Can the solar money be used for this – solar funding is not available for entertainment.

**Open 9.57pm**

**090/06/17**

**Village Maintenance Programme:**

Asset register is still being put together and will also include the Tree Policy with regards to the Trees which are maintained by the Parish Council (also see item 092/06/17).  
Notice boards – Mr Campbell Weir has quoted that the works will be spread over the summer and is reliant on the weather. Boards to be sanded down, varnished and apply good quality external varnish to the exterior of each notice board. Cost is £70.00 per board. It was proposed by Cllr Szembel to accept this quote, seconded by Cllr Pulham all agreed.

**091/06/17**

**Village Hall Committee:**

Update from meeting held with Village Hall representatives and Cllrs' Hoptroff, Tyndall and Hamilton.

The matter raised during item 073/06/17 was further discussed. It was proposed by Cllr Hoptroff that owing to the issue of a 'Pavement Licence' that an outside company be contracted to carry out the refurbishments. This was seconded by Cllr Tyndall, all agreed. The Village Hall to obtain three quotes, and to then notify the Parish Council of their desired contractor.

It was proposed by Cllr Pulham that the Parish Council would pay for the required works, seconded by Cllr Hoptroff, all agreed.

Cllr Pulham thanked the Village Hall Trustees for all they had done to try to reduce the costs of these works by taking them on themselves.

Charitable Status - report from Cllrs Hoptroff and Tyndall - deferred to the next meeting.

**092/06/17**

**Policies and Procedures:**

Tree Survey Policy – clerk and Cllr Kennedy to attend a tree programme being held by Huntingdon Council, more information to be sent once course has been set up. May be beneficial to see what this course says so that it can be incorporated into the Tree Policy.  
Standing Orders – Clerk and Cllr Pulham presently looking into updating the standing orders.

**093/06/17**

**Clerk Holiday cover:**

Mrs Walmsley has agreed to cover the period of 26<sup>th</sup> to 30<sup>th</sup> June.

**094/06/17**

**Recreation Ground:**

- Play equipment weekly inspection. Clerk is presently undertaking this. Clerk reported that another knife cut had occurred on the slide, Cllr Pulham will attend to this. **Action: AP**  
- Cllrs Pulham and Kennedy to meet with the Caretaker to look into them taking over the playground inspections and for the Caretaker to attend a ROSPA course. **Action: AP/DK**  
- Cllr Szembel reported that the primary school would still like to use a small part of the recreation ground when they hold their Petersfest event in July. It was proposed by Cllr Hoptroff that this should be agreed in principal as long as the activities are of low risk, that any necessary risk assessment was carried out, and that appropriate insurance was in place, seconded by Cllr Pulham, agreed by all. Due to the timing Cllr Szembel will contact the school, and final decision delegated to the Chairman and Vice Chairman. **Action: NS**

**095/06/17**

**Defibrillator/Red Telephone Box: (PHA 1936 s234)**

Awaiting clarification from BT that the Parish Council can take on the responsibility of the phone box.

