

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 20th March 2019 at 7.30pm (19.30hrs)

Present: Cllr N Szembel – Chairman (**NS**), Cllr G Bunnett – Vice Chairman (**GB**), Cllr J Heally (**JH**), Cllr T Morris-Lowe (**TML**) and Cllr T Tyndall (**TT**)

New Councillor: Cllr M Gould (**MG**)

In Attendance: Mrs J Damant – Clerk, District Councillor A Van de Weyer and County Councillor S Kindersely

Motion to exclude Public and Press: *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 on item 360/03/19*

- 329/03/19 Apologies for Absence:** (*LGA 1972 sch12 para 40 – Quorate is one third but no less than 3 members LGA 1972 sch12, para 45*)
 Apologies have been received by Cllrs Ingrey and Chiusseu (personal reasons), these were received and accepted. There were no apologies received from Cllr A McKenna, this was also noted.
- 330/03/19 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.
- 331/03/19 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.
- 332/03/19 Minutes of the last meeting 16th January & 20th February 2019**
 The minutes of the 16th January were proposed by Cllr Morris Lowe and seconded by Cllr Tyndall and agreed by all.
 The minutes of the 20th February were proposed by Cllr Tyndall and seconded by Cllr Bunnett and agreed by all.
- 333/03/19 Co option of New Councillor:**
 Mrs Maggie Gould was nominated by Cllr Morris Lowe, this was seconded by Cllr Bunnett.
 Cllr Gould then signed their acceptance of office, witnessed by the Proper Officer Mrs J Damant.
 Cllr Gould then took her seat at the Council.
- 334/03/19 CCC Report: circulated**
 Cllr Kindersley reported that Highways had looked at the possibility of installing double white lines along the A603 near the junction with Hurdleditch Road however Highways state that this may not be possible due to good site lines and that better signage may be the better option. Wimpole Parish Council are looking into this and Cllr Van de Weyer will enquire with them to enquire as to what they are looking at doing as it may be possible to put in a joint request if it is decided to either look at the LHI scheme or pay for the signs themselves.
 Orwell have looked into this matter on a number of occasions but each time Highways were not in support.
 75 bus – Concern has been raised regarding the continuation of the 75 bus. Cllr Kindersley stated that the service will continue but it is not certain what this service will entail. It has been suggested that those parishes the bus affects should possibly arrange a meeting to see if they can work together. Mrs Tookey, Clerk at Barrington is also looking into the matter. Clerk will make enquiries. **Action: Clerk**
 Cllr Kindersley reported that the County Council were going to endorse the proposed Route A of the East West Rail link. The implication of this route is the development of Bassingbourn and 30,000 dwellings. Both the Wildlife Trust and the National Trust and various Parish Councils are not in agreement with this proposal.
 Ofsted report has stated that the inspection of Children's Services are failing this is manly due to the lack of staff and increasing workloads.

- 335/03/19 SCDC Report: verbal report**
 Cllr Van de Weyer reported that the District Council are more in favour of options for the new rail route to go via Cambourne, however they have stated that not enough information on what is involved and how it would link up has been made available. It is proposed that the route will be decided by July but other decisions need to be looked into – costings, development and whether it should go south of Cambridge. No definite decision has been made yet.
 SCDC will again be looking into sites for potential development.
 There is no time limit for the new Local Development Framework (LDF) Plan, at the moment, as it is still in its early stages. The existing LDF is in force until 2031, but one of the stipulations from the Planning Inspector was that SCDC and Cambridge City Council begin the next LDF which will be a joint venture as soon as possible.
- Cllr Healy left the room at 8.02
- Cllr Van de Weyer reported that there may be grants available for Parish Councils to carry out a Neighbourhood Plan.
- Cllr Healy returned at 8.07
- 336/03/19 Planning: NS, GB, TT, JC, LH, JH and TML** (*Town and Country Planning Act 1990 schedule 1, paragraph 8*)
Full planning minutes are available on the website or from the Clerk.
Following Conditions are for Information Only:
 Land off Hurdleditch S/0754/19/DC – Discharge of Condition 8 (Arboricultural Assessment)
 Land off Hurdleditch S/0757/19/DC – Discharge of Condition 9 (Traffic Management)
 Land off Hurdleditch S/0758/19/DC – Discharge of Condition 14 (Site Waste)
- 337/03/19 East West Rail Link:**
 Orwell Parish Council have submitted a note with the unanimous views of the residents at the village meeting held on the 6th March 2019, the consultation deadline is the 11th March 2019.
- 338/03/19 Development Proposal on Hurdleditch Road (next to the primary school)**
 Cllr Szembel reported that he had enquired about the carpark but as of this meeting, has not heard back from the school. The enquiry was regarding on who would be responsible for the carpark and ultimately who will pay for its maintenance.
 Cllr Szembel has not heard back from the land agent with regards to the Parish Council being able to purchase extra land. It was suggested that the Parish Council write to the land owner and the land agent. Cllr Tyndall will draft a letter. **Action: TT**
 Street Naming suggestions – this was deferred until the next meeting.
- Cllr Tyndall left the meeting at 8.30pm
- 339/03/19 Oatlands:**
 There is no further information. Anglian water are still talking to the developers. Sewage tanks are still being used.
- 340/03/19 Recreational Ground Working Group:**
 Cllr Bunnett reported that a meeting was being prepared for the Recreation Ground Working Group to discuss matters further. It is hoped that there will be representatives from both the football and tennis clubs.
- 341/03/19 Recreation Ground & Pavilion:**
 Play equipment weekly inspection. Equipment appears to be in good working order.
 Pavilion Survey – the survey has been completed and it was recommended to increase the building to £340,000. Clerk has notified the insurance company.
- 342/03/19 CCTV:**
 Cameras due to be installed. All paperwork and documentation have now been completed. Signage will be put up, Clerk to enquire about the policy which can then go on the website. **Action: Clerk**
- 343/03/19 Chapel Orchard:**
 Cllr Morris Lowe reported that the latest clear up has taken place.

344/03/19

Clunch Pit Management Trust (CPMT):

Cllr Bunnett and Cllr Healy attended the latest meeting. A discussion regarding winding up the Trust to become a Committee or Sub Committee of the Parish Council has been delayed so for the meantime the Trust will continue.

Key holders/key safe – the CPMT would like to continue using the padlocks and will give a key to the Clerk.

345/03/19

Village Hall:

Cllr Healy will contact Mrs Stammers to enquire as to what is happening with the Village Hall.

Action: JH

346/03/19

Meadowcroft Way: Yellow Lines

Possibility of installing yellow lines near the junction of Meadowcroft Way. Clerk has been in contact with the Highway department CCC who state that it may be possible to protect the junction with double yellow lines extending 10m from the centre of the junctions along each kerb race. This would prevent vehicles parking close to the junction in either the Close or on Lotfield Road. The question was raised as to whether it is a persistent issue?

They also state the cost to the Parish Council would be at 100% which at the present time is about £3300, unless the Parish Council look at the LHI Scheme. They also state that prior to any lining being installed there would need to be a formal consultation process whereby local residents and stakeholders could comment and object to the proposals. Depending on the number of objections this could lead to the scheme being cancelled. The lining would also need enforcement by the police and there is no civil enforcement outside of Cambridge City and this would be entirely at the police's discretion.

Clerk will arrange a meeting with Highways.

Action: Clerk

347/03/19

Meldreth Parish Council:

It was proposed by Cllr Healy to agree to the extra office costs of £1068.65 for Meldreth Parish Council, this was seconded by Cllr Morris Lowe and agreed by all, see item 348/03/19

348/03/19

Financial Matters:1. Financial Statements for March2. Payments and Additional payments for March (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, HMRC, Pension	Classified	0	Employees payments	LGA 1972 s112
J Damant	21.29	0	Expenses	LGA 1972 s111
Sheppard & Co	325	0	Pavilion survey	LGA
Hales Printers	1092.00	0	Bulletin printing	LGA 1972 s142
CHT	2466	411	Defibrillator for pavilion – this has been agreed for two but now only purchasing one see item 354/03/19 awaiting updated invoice.	PHA 1936 s234
Village Garden Services	165	0	Installation of Notice board along Hillside	LGA 1972 s111
Village Garden Services	40.00	0	Clear and clean phone box	OSA 1906 s9/10
Stanley Tee LLP	360	60	Legal costs	LGA 1972 s111
Carter Jonas	50	0	Paddock rent 30/9/18 – 25/03/19	OSA 1906 s9/10
Eon	83.33 DD	3.97	Pavilion Electric	LGA 1972 s133
Meldreth Parish Council	90.00	0	Office rent	LGA 1972 s133

Meldreth Parish Council	1068.65	0	Contribution to offset ongoing costs with the running of the office	LGA 1972 s133
The Acorn Workshop	940.00	0	Wooden notice board for Meadowcroft	LGA 1972 s111

Payments Received: £2400.00 Tennis Club; Bulletin
Payments were proposed by Cllr Healy, seconded by Cllr Szembel and agreed by all.

349/03/19

Funding Matters:

A meeting has taken place with a consultant to look at how the Parish Council can obtain grants and funding. A Mission Statement has also been produced which will help with the language of grant submissions (SMART) (Sustainable, Multi-Functional, Accessible, Responsible and Transformational). There will also need to be a public consultation undertaken. Further discussions will be needed. It was proposed by Cllr Szembel that an Extraordinary meeting take place at the end of April to discuss this matter, this was seconded by Cllr Bunnett and agreed by all. Dates proposed are 24,25,26 April. Clerk to organise.

Action: Clerk

Clerk will begin to put together a list of funding organisations

Action: Clerk

Cllr Healy will look into FA and LTA funding avenues.

Clerk to enquire when LCPAS will have their next funding workshop.

Action: Clerk

One other matter concerns drainage of the field, there is, at the present no permission to coos the other piece of land to enable the water to drain into the brook, though it is not known whether this would be allowed. Cllr Szembel suggested that a discussion with the land owner regarding drainage access needs to be considered. Clerk to contact James Fisher S106 officer regarding drainage of this land as a proviso was made but needs confirmation as to what this entails.

Action: Clerk

350/03/19

Notice Board for Meadowcroft Way:

Has been ordered.

351/03/19

Community Benefit:

There have been no applications.

352/02/19

Community Gritting:

A discussion took place regarding the possibility of purchasing a vehicle (quad bike or small tractor). Cllr Morris Lowe suggested that a small tractor which can be used for various jobs maybe a better option and therefore more cost effective. A container to store the equipment will also need further investigation. It was suggested that this would be a good item for the Village Meeting to get some feedback from residents and if they have any suggestions on what the equipment could be used for. Cllr Morris Lowe will put together a report which will cover, costings; insurance, driving licence requirements and the use of volunteers.

Action: TML

Clerk will enquire with Highways regarding permission for a small tractor, permission has already been given for a quad bike.

Action: Clerk

353/03/19

Annual Parish Meeting followed by Village Fair: May 22nd 2019 Catering (LGA 1972 s 145 (1) (a))

Cllr Healy reported that they had received a very positive response from village organisations wishing to take part. A discussion took place regarding how this event will take place. It was suggested that organisations set up stalls prior to the Annual Parish Meeting (Village Meeting) which will commence at 7pm and then followed by the organisations reports and demonstrations. Hospitality will be catered for by the Parish Council, with regards to drinks, but it was suggested that outside caterers ie a food van maybe a good idea. Cllr Healy will make enquiries with village organisations first and if they are unable to provide a catering service to then look outside the village. This was agreed by all to be a good idea.

Action: JH

Cllr Healy will also put together a programme of events.

Action: JH

Posters and flyers will also be done to promote the event.

354/03/19

Defibrillator/Red Telephone Box: (PHA 1936 s234)

Clerk has ordered one machine which will be installed at the pavilion. It was proposed by Cllr Healy that the payment for the Defibrillator be made from the precept this was seconded by Cllr Gould and agreed by all.

It was decided that as there was no clear placement for the installation of a second defibrillator at the Village Hall, it was proposed by Cllr Bunnett to defer the purchase of the machine until a place can be found, this was seconded by Cllr Szembel and agreed by all. Clerk has made enquiries regarding completing a Heritage Statement and what it actually involves as the defibrillator may still be able to be positioned at the phone box.

Action: Clerk

- 355/03/19 Correspondence and Clerk's Report:**
Items were discussed within the meeting.
- 356/03/19 Village Show on the Recreation Ground:**
There was concern about the football pitch being damaged by vehicles. Cllr Healy proposed that there is a vehicle control plan put in place which restricts access across the football pitch to essential vehicles. Subject to weather conditions, the plan will require a person to control the traffic as access around the pitch is very difficult. Clerk to contact Mrs S Reid but to inform Cllr Bunnett prior.
Action: Clerk/GB
- 357/03/19 Boot Fair on the Recreation Ground:**
See item 356/03/19
- 358/03/19 Councillors' Reports and Areas of Responsibility:**
Cllr Chiusseu – update on sewage tanks on Meadowcroft Way. There was no report.
Cllr Bunnett sadly reported the passing of Mr Andy Lee. Mr Lee was a Parish Councillor for some years and was a valued member of the council.
Cllr Bunnett also reminded the Council that measures need to be implemented regarding the death of a member of the Royal family and coronation. Cllr Szembel will make enquires and will discuss at a later meeting.
Action: NS
- 359/03/19 Policies:**
Complaints Procedure - deferred
Safeguarding Policy - deferred
Financial regulations – it was proposed by Cllr Healy that the Clerk's financial requests without having to go out to tender be raised to £700, this was seconded by Cllr Morris Lowe and agreed by all.
The Financial Regulations were proposed by Cllr Healy, seconded by Cllr Bunnett and agreed by all.
- 360/03/19 Clerk:** *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 (LGA 1972 s112)*
There were no public in attendance.
Assistance to the Clerk was discussed and it was proposed by Cllr Healy that the Clerk have an assistant for 2hrs week, this was seconded by Cllr Bunnett. The Clerk's hours have increased for Meldreth so it is not possible to do anymore hours for Orwell. The Clerk already has an assistant helping with Meldreth Parish Council and it was agreed that Mrs Walmesley, the assistant there also be offered the 2 hours for Orwell. Mrs Walmesley is a qualified clerk and already covers the Clerk during vacation times. Clerk will put a contract together. Position will start April 2019 at 2hrs week.
Action: Clerk
- 361/03/19 Agenda items for the next meeting:**

There being no further business to discuss the Chairman closed the meeting at 10.30pm. Next scheduled meeting will take place in the Back Room of the Village Hall on April 17th 2019.

Chairman: _____

Date: _____

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