

# ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant  
Parish Office, Sheltered Housing Scheme  
Elin Way, Meldreth SG8 6LT  
(01763) 269928  
E-mail: clerk@orwellparishcouncil.co.uk

## unAPPROVED MINUTES OF THE ANNUAL PARISH MEETING

A meeting of Orwell Parish Council was held on  
16<sup>th</sup> June 2021 at 7.30pm (19.30hrs)

**Present:** Cllr G Bunnett –Chair (**GB**), Cllr Gould (**MG**), Cllr A Murray-Brown (**AMB**), Cllr E Tabor (**ET**), Cllr A Stone (**AS**), Cllr T Morris-Lowe (**TML**) and Cllr S Grimley (**SG**)  
**In Attendance:** Mrs S Walmesley (Acting Clerk)

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*The meeting was held as a face to face meeting and was conducted in the main room of the Village Hall. All Covid regulations were adhered to. Councillors had separate tables set 2 meters apart, masks were worn when entering and leaving the building, tables and chairs were wiped down before and after the meeting and hand sanitiser was available.*

- 074/06/21**      **To receive any 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 Phillips and Chambers.
- 075/06/21**      **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 disclosed.
- 076/06/21**      **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
If a member of the public intending to remotely attend the meeting wishes to make any comments or raise any questions under Standing Order 3e, about an item on the Agenda they are invited to send an email or letter with the script of their comments and question to the Clerk in advance of the meeting. Any such email or letter will be read out by the Clerk, subject to the time limits stated in the Council's Standing Orders, namely a limit of 15 mins in total and an individual limit of 3 mins per item.  
There were no members of the public in attendance.
- 077/06/21**      **Minutes of the meetings held on 19<sup>th</sup> May 2021:**  
Cllr Morris-Lowe pointed out that his name was missing from attendees.  
The minutes, with this addition, were proposed a true record by Cllr Morris-Lowe, seconded by Cllr Gould and agreed by all. The Chairman to sign the minutes.
- 078/06/21**      **CCC Report:**  
A report from Cllr Kindersley had been circulated to Councillors prior to the meeting.
- 079/06/21**      **SCDC Report:**  
A report from Cllr Van De Weyer was not available.
- 080/06/21**      **Planning: (Planning Committee Only)**  
11 Hillside  
Mr K Islami  
Garage side extension, erection of new front, change to existing front facing dormer windows and the addition of a front porch extension. Recommendation to be given.  
Councillors discussed the application. Cllr Stone expressed his confusion as this application had been discussed by the Parish Council previously. It was queried whether there were two applications together. The current application made the extension look very large with high security boundaries.  
On a proposal by Cllr Stone, seconded by Cllr Gould, it was agreed to Object to the proposal on the following grounds –  
-Unclear extent of works to be carried out explained on the applications  
-Unsuitable height of front boundary wall and gates which were not in keeping with the surrounding properties
- 21/01899/HFUL

Other items for information:

- Development for 4x1bed maisonettes at Meadowcroft Way. The Housing Director and Lead Cabinet member in December 2019, changed a previous decision from a self-build development to a new affordable homes' development. This was signed off in March 2021 and SCDC will be submitting a planning application in the next couple of weeks this will also include a consultation process for local residents. If the Parish Council have any particular concerns or queries regarding the above to forward them to Claire Guyton - SCDC.
- South Cambridgeshire District Council made (adopted) both the Cottenham Neighbourhood Plan and the Histon & Impington Neighbourhood Plan on 20 May 2021, and therefore these Neighbourhood Plans now forms part of the development plan for South Cambridgeshire.

**081/06/21 Proposal for a New Town in South Cambridgeshire (Thakeham):**

Cllr Chambers had circulated a press release to Councillors earlier in the day which referred to compulsory purchase of properties. Cllr Stone advised that he was aware that Thakeham did not have the financial backup to carry out the development. He felt that this was a monitoring exercise at the present time.

**082/06/21 Neighbourhood Plan:**

Cllr Gould reported that she was not yet in the position to get an active group of residents involved. Cllr Grimley had offered to work with her and they were going to put together a communication package.

**083/06/21 East West Rail (EWR)**

There was no further update. The consultation closed on the 9<sup>th</sup> June 2021. Cllr Gould referred to the discussion at the AGM, and the minute 054/05/21, which could be misleading. The minutes implied support for the northern route although did not stipulate that support was only for the route coming in from the north to Cambridge North station. This needed to be clarified.

**084/06/21 New Recreation Ground:**

The Chairman had circulated a paper to Councillors outlining the history of the new recreation/sports field, and the associated planning application, on the land at Hurdleditch Road. He suggested that the planning application should be delayed to allow sufficient time to research and consider alternatives. There would be a cost of around £200 for the delay.

A meeting had been held with representatives of the Football Club who were of the view that unless the new ground had a full size pitch and pavilion which met FA requirements they would prefer to stay on the existing recreation ground. The Chairman advised that the work to create the new recreation ground and a new Pavilion would cost around £650,000 -£750,000. He had hoped that the Parish Council would be able to secure a major grant but this looked unlikely.

Cllr Morris-Lowe stated that the Football Club had never taken an interest in fund raising or attending a Parish Council meeting to find out the position. It was noted that there were only two Orwell residents playing in the first football team.

A discussion took place on the requirements of the team where it was stated that, due to the league the first team currently played in, the current pitch could not be used. It was recognised that the team could fall out of that league in future and there would not be such a high pitch specification.

Cllr Stone suggested that a carbon neutral project be pursued on the new ground as there were grants available. The Chairman reminded the meeting that any building was for sports and recreation purposed only.

After further discussion on a proposal by Cllr Bunnett, seconded by Cllr Gould, it was agreed by all Councillors to delay a planning application and carry out research into all appropriate alternatives.

**085/06/21 Recreation Ground & Pavilion:**

Clearance of trees and bushes is in hand.

There was a broken window handle in the kitchen, this is in hand.

Cllr Stone referred to the £10,000 Government Covid grant received to support the Pavilion during the lockdown. He had looked around the Pavilion and was horrified that it was not up to standard internally. He was aware that there was work to be carried out externally. He questioned spending money on the building when the Parish Council was investigating options regarding a replacement. The Chairman suggested that the Parish Council should get an idea of the cost of repairs. He added that if there was enough money to try and get additional storage space so that the main room could be let out for other purposes and gave the example of parties.

A discussion took place on storage alternatives.

It was agreed that the Chairman and Cllr Stone would meet to discuss options and present these to the Parish Council for consideration at a future meeting.

- 086/06/21 Orwell Run:**  
 A request has come in to allow vehicles to park on the pitch during the Run Orwell event on 27<sup>th</sup> June. This may have been allowed in the past subject to pitch conditions.  
 A new drawing from the organisers showing space for 60-70 vehicles had been circulated to Councillors. The Chairman explained where the parking would be. It was noted that permission had been granted previously on the proviso that the weather, and recreation ground conditions, are taken into account on the day. Cllr Murray-Brown explained how the fund raiser was organised. It was agreed that the parking could go ahead on the recreation area subject to confirmation on the day, from the Chairman and Cllr Gould, that the weather conditions were suitable.  
 Cllr Murray-Brown confirmed that the impact on the village with the runners would be minimal adding that this was the biggest fund raiser for the Primary School.
- 087/06/21 Clunch Pit Management Trust (CPMT)**  
 Although she wasn't in attendance Cllr Murray Brown reported that the unveiling ceremony had gone well. The site looked tidy and rubbish free and everything seemed to have grown very nicely. There was to be a Birds Of Prey event held there on the 4<sup>th</sup> July, organised by the Women of Orwell group, which was rescheduled from 2020. The group had secured a £500 Community Chest grant from South Cambridgeshire District Council towards costs. The ice cream van had been invited to attend and would make a donation.  
 The Chairman asked to see an updated Risk Assessment which Cllr Murray-Brown would arrange. The Chairman was also aware that permission would need to be given by Natural England and agreed to check as he was not sure that they had been contacted.
- 087/06/21 Village Hall Carpark**
- Barriers for the carpark - work will commence soon
  - Update on the new bin. The bin will be placed on a new post, this will be done at the same time as the barrier being installed
- 088/06/21 Chapel Orchard:**  
 There was no update made.
- 089/06/21 Red Telephone Box:**  
 There was nothing to report.
- 090/06/21 Local Highways Initiative (LHI) Project:**  
 A site meeting has taken place between Cllrs Bunnett and Tabor, the Clerk and Mr Josh Rutherford (CCC Highways Officer). Items discussed were MVAS (Mobile Vehicle Activated Signs), Chicanes along the High Street and work to the footway at Greenford Close. The proposed footway connecting the new development on Hurdleditch Road and the school has been completed by the developer so is no longer on the list for LHI funding.  
 The Chairman reported on the meeting. Cllr Tabor suggested that the two schemes relating to narrowing the road and chicanes would not be practical at this time and proposed that the purchase of a MVAS be pursued. The data from that could then be used to support any further traffic calming measures. A discussion took place on the LHI and PFHI schemes.  
 Cllr Tabor was asked to prepare a proposal for the July 2021 meeting so that this initiative could be moved forward.
- 091/06/21 Financial Matters:**  
1. Financial Statements for June 2021  
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) Parish Council Act*

**PAYMENTS FOR AUTHORISATION –ORWELL PARISH COUNCIL MEETING 16<sup>th</sup> June 2021**

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	£2089.41	0	Employees payments for June 2021	LGA 1972 s112
Haven Power	£290.15	£47.15	A/C In Credit and will be used against this invoice	PCA 1957 s3
E-On	(183.34)	0	Pavilion electricity in credit	LGA 1972 s143

J Damant	£26.00	0	Clerks Expenses -stationery	LGA 1972 S113
Cambridge Water Business	£56.81	0	Pavilion Water 20/11/20 -11/5/21	LGA 1972 s143
Herts CCTV	£1800.00	£300.00	Sim card renewal for 3 mobile cameras	LGA 1997 s31
Meldreth Parish Council	£200.00	0	Contribution towards office expenses May/June 21	LGA 1972 S113
Buchans	£756.87	£126.14	Grounds mtce May 2021	OSA 1906 s9/10
Balfour Beatty	£72.00	£12.00	mtce Year 2 quarter 2 (April)	TCA 1986

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#### Additional Invoices for Approval at meeting 16<sup>th</sup> June 2021

Dragon Courts	£900.00	£150.00	Tennis Court cleaning	PHA 1936 s164
Zurich Municipal	£1266.69	0	Insurance Premium 2021/22	LGA 1972 S113
Community Websites Ltd	£360.00	£60.00	Hosting and mtce of website orwellhistory.org.uk	LGA 1972 S113

**092/06/21**

#### **Clerk's Report;**

Clerk attended the 2nd Quarterly Meeting with Parishes and Area Team 1 – recording to still be received. Some of the items discussed were the A505 plans, Village Designs & Neighbourhood Plans.

New Light on the High Street to hold a CCTV camera – ongoing. Clerk still to set up a site meeting.

**093/06/21**

#### **Orwell Beacon:**

The beacon has now been repaired to a good state. Both parish councillors and clunch pit members have inspected the work and agree that the beacon should now be transferred to the parish council.

There were questions that South Cambridgeshire District Council would like answered.

That the applicant:

- i) that the applicant (The PC) has the skills to manage the property on an on-going basis and the capacity and capability to meet the responsibilities in respect of legislative requirements; (please advise how, i.e., hiring contractors etc)
  - ii) that the applicant has the financial resources and skills to continue to manage the facility, including how the applicant will manage the asset as it ages, **including a commentary** of its eventual replacement plan if this occurs during the life of the lease;
  - iii) that the applicant has a sound governance and operational management structure to fulfil its legal liabilities associated with the property, such as health and safety and equalities, and that the organisation will demonstrate appropriate accountability to the local community;
  - iv) how the applicant will continue to provide benefit to the community and continued public access to the facility;
  - v) agreement with the applicant of the proposed use to which the property and/or open space will be put and specifically, in the case of open space, the standards to which the open space and any property on it will be maintained and managed. This will form a key term in any lease granted.
- Councillors agreed that the repair work had been carried out to a good standard this time. The sign had also been cleaned and reinstated. Cllr Gould queried the requirements put forward for taking over the Beacon particularly point 3 relating to health and safety issues. A discussion took place on how health and safety inspections were carried out in other areas under Parish Council ownership. The Clerk would investigate guidance for discussion at the next meeting.

**094/06/21**

#### **Website:**

The Clerk advised that the old website hosted by BTCK had closed at the end of May 2021. As far as she was aware Cllr Phillips had uploaded the historic information onto the new website Orwell Past and Present. He had been asked to instruct the Clerk on maintaining the Parish Council website information for the future.

**095/06/21**

#### **County Broadband:**

It was noted that letters had been received by residents advising of works in the village. The Parish Council had not yet been contacted formally. The Clerk was asked to contact the County Council

officers to find out more information on dates of proposed work.

**096/06/21**

**20 mph:**

A briefing note from a lobby group aiming to reduce the speed of traffic in Cambridgeshire had been circulated to Councillors. A discussion on supporting the proposal put forward by the group, to reduce speeds to 20mph in urban and village settlements, took place. It was acknowledged that a 20mph limit around the Primary School area would be welcome. After further discussion it was agreed that Cllr Tabor and the Clerk would liaise on the wording to support the initiative.

**097/06/21**

**Councillors' Reports:**

There were no reports made.

**098/06/21**

**Agenda items for the next meeting:**

**Platinum Jubilee Celebration**-Cllr Murray Brown advised that the Women Of Orwell group wanted to arrange a celebration in the village for the Jubilee weekend early June 2022.

**Local Highway Initiative** –To agree a way forward with the MVAS

**Neighbourhood Plan** –Agreement of the area to base the Plan around. Cllr Gould to obtain a map of the parish boundaries.

**Health and Safety** –As discussed under Item 094/06/21 guidance on Health and Safety Issues to be discussed.

There was no further business. The Chairman closed the meeting at 9.30pm