

# ORWELL PARISH COUNCIL

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## unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held in the Committee Room at the Village Hall  
 on  
 20<sup>th</sup> April 2022 at 7.30pm (19.30hrs)

Present: Cllr G Bunnet – Chairman (GB), Cllr N Chambers – Vice Chairman (NC), Cllr M Gould (MG), Cllr S Grimley (SG), Cllr A Murray-Brown (AMB), Cllr I Philips (IP), Cllr A Stone (AS) and Cllr E Tabor (ET)

In Attendance: Clerk Mrs J Damant and District Councillor A Van de Weyer

Guest speaker: Jenna Bramme from Cambridgeshire Acre Re: Housing Survey for Orwell

Cllr Bunnett asked the members if they agreed to item 22/04/22 being moved up the agenda so that it comes straight after Ms Brammes report. This was agreed by all.

- 01/04/22**      **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 Cllr Morris-Lowe, these were accepted and agreed by all. County Councillor Kindersley had also sent in his apologies.
- 02/04/22**      **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.*
- 03/04/22**      **Public participation:** for up to 15 minutes members of the public may contribute their views and comments to the Parish Council on items on the agenda, with a limit of 3 mins per item, in accordance of the Standing Orders.  
 There were three members of the public in attendance.  
 Cllr Bunnett welcomed Ms Jenna Bramme to the meeting. Ms Bramme addressed the council with regards to the housing survey that Cambridgeshire Acre have been asked to complete by a developer (Carter Jonas) looking at possible housing within Orwell. The area of land will be an 'exception site' and therefore can only have 'affordable housing', built, but as this moment the actual site is not known.  
 The survey does not mean that a development will happen, it is purely to identify if there is a need and what that need might be. SCDC are supporting this survey they just now need the Parish Council's approval. Cambridgeshire Acre who will carry out the survey are an impartial part of any development process and they liaise with both the developer (Carter Jonas) and the planning department at SCDC.  
 Rural exception sites can fit into Orwell, one example of this is Oatlands, which as 15 dwellings, the survey will last for 5 years and can also be used in the Neighbourhood Plan.  
 Exception Site Policy will only happen if there is a need but then need has to be identified.  
 Cambridgeshire Acre would write to all households, the Parish Council can see the letter prior to it being released. All surveys are tailored with the four planning authorities within Cambridgeshire.
- 04/04/22**      **Minutes of the meetings held on 16<sup>th</sup> March 2022:**  
 Following minor amendments on item 321/03/22 should read 'there is no report on the matter'. The minutes were then proposed by Cllr Philips and seconded by Cllr Murray-Brown, Cllrs Tabor and Gould abstained, rest of members agreed. Chairman then signed the minutes as a true record.
- 22/04/22**      **Housing Survey – moved up the agenda.**  
 Does the Parish Council approve the survey and will they give a letter of support?  
 Nobody proposed or seconded the item so will need to be finalised at the next meeting.
- 05/04/22**      **Matters Arising items for information, no actions can be taken.**  
 There were no matters arising as all items were on the agenda.

**06/04/22 CCC Report: Circulated prior to the meeting**

County Councillor Kindersley had circulated his report prior to the meeting. There were no questions raised by the council.

**07/04/22 SCDC Report:**

Cllr van de Weyer reported that the District Council were now in purdue due to the elections. The 2018/19 audit has now been completed.

There will be a zero carbon grant available at the end of June.

SCDC are currently involved with the placement of Uranian refugees, the people to contact are the Communities Team at SCDC.

**The meeting was closed at 19.58**

Mrs Kenyon approached the meeting with an update on item 08/04/22.

There is now a programme of events starting on the Thursday with the lighting of the beacon and refreshments, this will take place at the Clunch pit. On Friday there will be events happening in the Marquee such as Family Bingo.

On Saturday there will be the Pannier Market an Art Exhibition, family sports on the recreation ground and Afternoon Teas. In the evening there will be 'A Right Royal Turn in the Tent' and will end at 11.45pm.

On Sunday there will be a service in the Church and a Street Party which will run from outside the Chequers pub to the Methodist Chapel. For this there has to be a 'Road Closure', which is proving difficult to obtain, at the moment. The cost is in the region of £700.00. It was asked if the Parish Council would pay for the road closure?

**08/04/22 HRH Queen Elizabeth II Platinum Jubilee Celebrations**

Update on village response for the Jubilee celebrations

- Marquees – It was proposed by Cllr Stone that an additional marquee be purchased, this will go with the one already agreed, the cost will be around £1500 which is the same amount already agreed, this was seconded by Cllr Gould and agreed by all. Both marquees will come with flooring, lighting and side panels. **Action: Clerk**
- Risk assessments will need to be completed by the individual users, it is for the Jubilee Committee to ensure that these are done and that they go to the Clerk..
- Request to increase amount underwritten for Saturday evening event. This event is no longer happening.
- Request for the Parish Council to hold any Jubilee donations within their accounts. The Clerk reported that this would be fine and that all monies received would be earmarked for Jubilee expenditure and that the Parish Council would use this for paying invoices when received and verification from the Jubilee committee. It was proposed by Cllr Gould that the Parish Council collect funding on behalf of the Jubilee Committee, this was seconded by Cllr Philips and agreed by all. The Clerk will forward the bank account details to Mrs Hammond. **Action: Clerk**

It was proposed by Cllr Stone that the Parish Council earmark up to £2000 to cover costs relating to the Jubilee, this will include the costs for closing the road and the refreshments for the Thursday event at the Beacon, this was seconded by Cllr Gould and agreed by all. Cllr Chambers will investigate the costs for wine and glasses which can be done on a Sale or Return basis. Refreshments will be available but there will be a charge payable to the Parish Council at the event on Thursday.

Beacon inside basket – it was proposed by Cllr Bunnett to allow up to £500 to purchase a fire basket and to hire a cherry picker for the day, this was seconded by Cllr Murray-Brown and agreed by all. Cllrs Stone and Chambers will look in to this. **Action: AS/NC**

Clerk will look at the Community Chest Grant to see if this would be a viable solution.

The Jubilee Committee would like it minuted that they will not take responsibility for the management of the marquees. In the past somebody always slept to make sure they were safe. It was suggested that the Clerk contact the insurance company to see if there was any cover for this ie short term cover. **Action: Clerk**

**9/04/22 East West Rail (EWR) – 2<sup>nd</sup> Letter**

It was proposed by Cllr Bunnett that he as Chairman sign the second letter pertaining to the Cambridge Approaches letter to EastWest Rail Central Section (EWR CS) - Bedford to Cambridge Business Case on behalf of the Parish Council, this was seconded by Cllr Grimley, all in favour. **Action: GB**

**10/04/22 Neighbourhood Plan (NP):**

Cllr Gould reported that at the their last meeting in March 2022, Mr Mark Collins was nominated as Chairman. Alison Tolkinton will contact Cllr Gould with regards to the application being submitted to SCDC. Their next meeting is scheduled for the 26<sup>th</sup> April 2022.

- 11/04/22 New Recreation Ground:**  
 Cllr Bunnett reported that the piece of land, which is being sold back to the land owner, is still ongoing as he is still waiting for the final documentation to be sent to him.  
 Terms of Engagement is still ongoing.  
 The clearing of the land, Cllr Bunnett has spoken to a farmer who has agreed that he will clear the land and they will get back to the Chairman. The original contractors are not able to carry this out due to lack of equipment.  
 Letter to Engineer regarding a contribution towards legal costs. Cllr Bunnett is overseeing this.  
**Action: GB**  
 The survey has now been completed. The New Recreation Ground Committee will now meet to look over the survey.
- 12/04/22 Existing Recreation Ground & Pavilion:**  
 Cllr Stone reported that he has been unable to get any more quotes at the moment for the pavilion, project still ongoing. Cllr Stone also reported that the tongue and groove has dropped and need attention.  
**Action: AS**  
 Cllr Bunnett to report on the windows and interior – this is still ongoing with getting a contractor.  
 All councillors to have looked at possible booking systems for the MUGA - deferred.
- 13/04/22 Chapel Orchard:**  
 Cllr Morris-Lowe was not in attendance so no report was given.
- 14/04/22 Glebe Field and Paddock**  
 Cllr Bunnett reported that he has gone back to Carter Jonas with reference to the following:  
 1. The track – the Parish Council need to approve this first, there needs to be hardcore with a gravel surface.  
 2. Planning permission – only if required, Carter Jonas to respond.  
 The Parish Council are in negotiations with the Diocese of Ely with regards to purchasing the paddock and Glebe field, the question regarding further development in the document, needs further discussion. Cllr Bunnett to report at the next meeting.  
**Action: GB**  
 The Heads of Terms: This needs to be legally binding and state that the Parish Council will not develop the land known as the Glebe Field, it needs to have a restricted covenant, this is not the same as the paddock as this is a completely separate piece of land. Cllr Chambers also stated that the boundaries need to be checked and clarified, as it has been noted that some private dwellings have ventured out onto the Glebe Field.
- 15/04/22 Clunch Pit group of properties: (Clunch Pit, Quarry Lane, Glebe Field and Paddock).**  
 Update on Revisions to the Heads of Terms - see item 14/4/22
- 16/04/22 Youth Club Worker:**  
 Cllr Bunnett reported that Mr Talbot has advertised the position for a Youth Worker, but has not yet had a response. The question of surplus funds still needs looking into and clarifying.  
**Action: GB & Mr Talbot**
- 17/04/22 Environment Working Group:**  
 Cllr Gould reported that the group had met and they had agreed that Parish Online would be a very useful tool. Training is available but it needs to be controlled with regards on who attends and how many.  
 The group have already started mapping the trees and hedges in the village.  
 It was proposed by Cllr Gould that the Parish Council earmark £300 to pay for a DNA survey for the chalk stream, this will let them know what species are using the stream, this was seconded by Cllr Grimley. The chalk stream comes at the back of the Chapel Orchard and goes towards the protected water course behind the pavilion **(is this correct?)**  
 The working group would also like to have a tree planting ceremony, at the recreation ground in honour of the Queen's Jubilee. Cllr Gould will look at funding but if not successful would the Parish Council cover the cost. To be discussed at the next meeting.  
**Action: Agenda Item**
- 18/04/22 Village Hall: (Cllrs GB, ET and AS)**  
 Cllr Stone attended the last meeting on the 20<sup>th</sup> April and reported that the Village Hall are trying to bring the Constitution up to date. The AGM is scheduled for the 19<sup>th</sup> May at 7.30pm.
- 19/04/22 Financial Report:**  
 The report is still being finalised. It was agreed that the finance team along with the Clerk and Assistant Clerk should meet up to go over what they would like the new format to give them and to see if it is possible.  
**Action: Finance Working Group/Clerk/Ass Clerk**

20/04/22

**Financial Matters:**1. Financial Statements for April 20222. Payments and Additional payments for April 2022 (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 (PCA); Highways Act (HA)**PAYMENTS FOR AUTHORISATION –ORWELL PARISH COUNCIL MEETING 20<sup>th</sup> April 2022**

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension		0	Employees payments for April 2022	LGA 1972 s112
Drax Power	0	0	Street light energy February 2022 We are still in credit	PCA 1957 s3
E-On	£317.63	15.30	Pavilion electricity	LGA 1972 s143
J Damant	48.71	0	Expenses	LGA 1972 s112
Meldreth Parish Council	£100.00	0	Contribution towards office expenses April 2022	LGA 1972 S113
S Walmesley	£54.18	0	Expenses (stamps/mileage) Oct21 –March 22	LGA 1972 s112
Starboard Systems	£489.00	£81.50	SCRIBE subscription 2022/23	LGA 1972 s112

3. Update on presentation of accounts from April 20224. NALC/SLCC Pay Review 1<sup>st</sup> April 2021

The new pay scales have now been received with an increase of 0.26p and hour.

Parish Council acknowledgement of the increase to staff salaries and that they are to be back dated to March 2021. SCP scales for staff remain the same. It was proposed by Cllr Gould to accept the increments and back pay, this was seconded by Cllr Chambers with all in favour.

5. Appointment of Internal Auditor

It was proposed by Cllr Chambers that the Parish Council appoint CAPALC to be the internal auditors for this year and next year, this was seconded by Cllr Grimley and agreed by all. Clerk will notify CAPALC.

Clerk to have Cllr Chambers added to the signatories.

**Action: Clerk**

21/04/22

**Clerk's Report:**

Defibrillator: Clerk has ordered the equipment and the Village Hall have completed the electrical parts of the documentation that Community Heartbeat Trust needed. There is at the moment, a back log for receiving these devices.

Repairs to play equipment/benches/concrete path in the recreation ground: Clerk has emailed two contractors but has not heard back from anyone, so still looking to get this work carried out.

Request for direction sign for shop/Post Office, the clerk enquired what it is that was needed as this is something normally decided by the Highways Department. Clerk will make enquiries as it could be a letter of support.

**Action: Clerk**

Millenium Beacon – this is still ongoing, Clerk awaiting a response from SCDC with regards to taking it over.

22/04/22

**Housing Survey in Orwell:**

Update following on from the guest speaker.

23/04/22

**Risk Management:**

Ongoing

24/04/22

**IT Support:**

Clerk to contact ITEX, may need a letter of appointment.

**Action: Clerk**

25/04/22

**Annual Meeting of the Parish Council 2022 (AGM) – 18<sup>th</sup> May 2022**

This meeting is where the new council sign their Declarations of Acceptance, Register of Interests and the Chairman and Vice Chairman are elected. There will be no election as this is an Uncontested Election with eight councillors for nine seats. This vacancy will now be filled via the Cooption Process.

**26/04/22 Annual Meeting of the Parish (village meeting)**

It was agreed to hold the meeting on the 25<sup>th</sup> May in the main room of the village hall. Clerk to get confirmation. **Action: Clerk**

Topics for discussion:

- New Recreation Ground
- Old Recreation Ground and Pavilion
- Glebe Field and Paddock

Cllr Gould enquired if other organisations could be included in sending in their reports. Clerk stated that they will ask. **Action: Clerk**

**27/04/22 Parish Council Elections 5<sup>th</sup> May 2022**

Orwell had an uncontested election but will now look to coopt the vacant seat. **Action: Clerk**

**28/04/22 Councillors' Reports:**

Cllr Bunnett – Action Points. All councillors are happy with the new format and it was asked if this could be attached to the minutes, Clerk is not sure it doesn't have to be attached to either the minutes or agenda, but it can be circulated with the minutes as an item on its own. Cllr Chambers suggested this document be called 'Schedule of Actions', so as not to be confused with Matters Arising.

Cllr Bunnett – has written to the Planning Department at SCDC regarding The Old Yard, he has been informed that it is not to be a recycling centre, and it has not been approved for anything by SCDC at this time.

**29/04/22 Staffing:**

Update of recruitment of an Administrative Assistant. Still awaiting one further reference. It is hoped that Mrs Brumann will be able to start on the 6<sup>th</sup> May, once the reference has arrived.

**30/04/22 Agenda items for the next meeting:**

Policies to be reviewed in June; Standing Orders; Financial Regulations; New policies to be agreed if any; Caretaker salary; Red telephone Box

There being no other business the Chairman closed the meeting at 10.29pm

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