

# ORWELL PARISH COUNCIL

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## unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held at the Committee Room of the Village Hall  
 on  
 17<sup>th</sup> November 2021 at 7.30pm (19.30hrs)

**Present:** Cllr G Bunnett – Chair (**GB**), Cllr N Chambers – Vice Chairman (**NC**), Cllr Gould (**MG**), Cllr S Grimley (**SG**), Cllr I Phillips (**IP**), and Cllr A Stone (**AS**)

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

- 183/11/21**      **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 Tabor, Morris-Lowe and Murray- Brown, these were for work commitments and were accepted and agreed by all.
- 184/11/21**      **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 declared.
- 185/11/21**      **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.
- 186/11/21**      **Minutes of the meetings held on 15<sup>th</sup> September and 6<sup>th</sup> October 2021:**  
 The Chairman apologised that he had not been able to see the minutes and wanted to look at them before sending them out to fellow councillors. This is not a requirement but it is something that Orwell do. Therefore, the minutes were deferred.
- 187/11/21**      **CCC Report: Circulated prior to the meeting**  
 Cllr Kindersley reported that Thakeham have not put anything forward with regards to the proposed development of 25K houses.  
 SCDC are presently looking at the first proposals.  
 The combined authority along with the mayor are looking to expand public transport with an increased bus service. There is a consultation out at present and if the Parish Council wished to respond it would be a good idea. They can respond as individuals as well.  
 There is an enquiry regarding Malton Lane due to the increase of mud being left on the road and causing accidents. It would be a good idea if the Parish Council could write to the police with their concerns on this as well as Highways and the land owners.  
 Cllr Kindersley reported that 12 refugee families have now been re homed in the Cambridge area. There is presently a grant available for Riparian Owners, this is mainly for land that is unknown as to who it belongs to or whereby residents are not able to carry out the maintenance required.
- 188/11/21**      **SCDC Report:**  
 Cllr Van de Weyer reported that he had begun to look into Chapel Orchard but there was a lot going on at SCDC at the moment. In relation to the Local Plan, Chapel Orchard is a protected Local Green Space. The Glebe Field was not designated but Cllr Bunnett resubmitted an application but no decision has been made.  
 The Local Transport Consultation ends at the end of November, but there will be a more detailed consultation happening in the Spring of 2022.  
 The Greater Cambridgeshire Partnership is looking at an Access Consultation and they are looking into public transport within Cambridge and how it can be funded.

The Draft Local Plan deadline is 13<sup>th</sup> December. Cllr Van de Weyer recommended that the Parish Council, in its response to the consultation, support the policies that relate to Orwell and the overall strategy.

- 189/11/12 Wimpole Hall:**  
There was no report this month. However, Wimpole have started their major tree planting project.
- 190/11/21 Planning: (Planning Committee Only)**  
Full Planning minutes can be seen on the website - [www.orwellpastandpresent.org.uk](http://www.orwellpastandpresent.org.uk)  
Butts Farm, Malton Lane, 21/04556/FUL, Erection of a new dwelling. Planning Committee decision was to recommend Approval with comments.  
Charter House, Barrington Road, 21/04723/FUL, Accora Ltd. Planning Committee decision was to recommend 'No Recommendation' with no comments.
- 191/11/21 Proposal for a New Town in South Cambridgeshire (Thakeham):**  
There was nothing to report this month. Cllr Kindersley reported as well that there was nothing to report at this time.
- 192/11/21 Neighbourhood Plan (NP):**  
Cllr Grimley gave an update and that the results of the survey will be included in the next edition of the Bulletin along with a report on what happens next. There will be a meeting in January with Alison Tolkinson (SCDC). The results of the survey to be passed to the Clerk. **Action: SG**
- 193/11/21 East West Rail (EWR)**  
Nothing to report this month.
- 195/11/21 Overgrown Foliage:**  
Agreement of letter deferred till next month. **Action: Clerk**
- 196/11/21 New Recreation Ground:**  
The manhole cover was set 8" above the ground as the consulting engineer thought this was where the carpark was going to be built. However, it is actually in the area originally planned to be grass. Cllr Bunnett has tried to contact the consulting engineers but as yet has not had a reply. The drain from Leaden Hill which runs to the Brook is a private drain. The engineer forfeited his fee due to the mistake over measuring the boundary. The land agent for the landowner has been contacted with regards to the proposed fence to see if this has been repaired as it was reported that an existing fence post has been broken. He has also been contacted to ask if an extension to the timescales can be given, but no reply has been received **Action: GB**
- 197/11/21 Recreation Ground & Pavilion:**  
It was agreed that the survey of residents will be widened to include both recreation grounds, the environment, trees, the pavilion, Glebe Field, Chapel Orchard and financial matters. Cllr Gould said she would help with regards to the Environment. Cllrs Bunnett, Grimley and Stone will relook at the survey. **Action: GB/SG/AS/MG**
- Pavilion**  
Clerk is waiting to hear back from the contractors with regards to their insurance. **Action: Clerk**  
Clerk to drop off the dog signs to Cllr Stone who will install them in the Recreation Ground. **Action: Clerk/AS**
- Cllr Stone reported he had met with Anglian & Midland to look at the MUGA surface. It was suggested that a root barrier may be needed. The ground needs some further investigation to see what exactly is happening. It was agreed that Cllr Stone contact Buchans **Action: AS**  
Cllr Stone reported that he believed the bridge which leads from Brookside to the Recreation Ground may need new timbers, this to be included in the precept for next year.
- 198/11/21 Clunch Pit Management Trust (CPMT)**  
Cllr Bunnett reported that a discussion had taken place with the Diocese with regards to the possibility of purchasing the Glebe Field. Cllrs Chambers and Stone have been looking at what may be needed to provide an access route to the burial ground. Cllrs Bunnett and Stone will discuss and agree an access route to the burial ground and a spec to be drawn up. Cllr Chambers will speak to the vicar and advisor to the Diocese. **Action: GB/AS/N**  
It was proposed by Cllr Chambers that (in principle) the Parish Council purchase the Glebe Field depending on the Terms, this was seconded by Cllr Gould, and agreed by all apart from Cllr Philipps who abstained.

Cllr Chambers also suggested that village funding be looked at, further discussions are needed. Clerk to check with CAPALC as to how the Parish Council stands with village funding schemes.

**Action: Clerk**

**199/11/21**

**Chapel Orchard:**

Cllr Chambers reported that Mr Steve Boreham an ecologist and geologist has visited Chapel Orchard twice to look at the chalk stream. Ways of trying to un-silt the stream is being looked into, one possibility is using silt traps that need to be dug and removed annually. There will be some costs involved as a digger will need to be hired and there will be some maintenance costs, the majority of the physical work will be carried out by volunteers. The gradient of the stream also needs to be looked at. Cllr Chambers believes that a three-year management plan needs to be drawn up. There is also a possibility of grants as chalk streams need protecting. Clerk to look into possible grants

**Action: Clerk/NC**

Cllr Chambers reported that a proper levels survey will be carried out.

It was also suggested that if the primary school is interested a Forest School could be looked into, Agenda item for next month.

**Action: Clerk**

Mr Hoptroff has an Ash tree which is overhanging his property, he would like permission to prune the tree. This has been done in the past, the Ash tree is within the boundary of Chapel Orchard. It was proposed by Cllr Bunnett that the Parish Council agree to Mr Hoptroff pruning the Ash tree that overhangs his property, this was seconded by Cllr Grimley and agreed by all.

**200/11/21**

**Environment Working Group: (EWG)**

The approval of the Terms of Reference was deferred until the next meeting.

**Action: EWG**

**201/11/21**

**Climate Emergency:**

Some parish and town councils have declared a climate emergency and have put together a working party to look into climate change. The working party would look at ways that the community of Orwell could reduce the carbon footprint.

This was discussed and it was suggested that this would be something that could be included within the EWG.

**202/11/21**

**Precept: 2022/23**

There are a lot of projects and only a limited amount of funding. The finance working group will meet to look at the precept and take into consideration all the proposed projects that councillors have put forward. The figures for the proposed precept will be forwarded to the full council so that it can be agreed at the meeting in December or January. There will be costs for the upcoming Parish Council elections in May 2022.

**203/11/21**

**Financial Matters:**

1. Financial Statements for November 2021

2. Payments and Additional payments for November (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 17<sup>th</sup> November 2021**

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	Confidential	0	Employees payments for November 2021	LGA 1972 s112
Drax Power	£NIL		Street light energy	PCA 1957 s3
E-On	£64.84	£3.09	Pavilion electricity	LGA 1972 s143
Integrated water	£174.00	£29.00	Pavilion water analysis	LGA 1972 s143
CAPALC	£75.00	0	Councillor Training –M Gould	LGA 1972 S113
Balfour Beatty	£72.00	£12.00	4 <sup>th</sup> quarter streetlight mtce	PCA 1957 s3
J Damant	£83.96	0	Expenses	LGA 1972 s112
Meldreth Parish Council	£100.00	0	Contribution towards office expenses November 21	LGA 1972 S113
Buchans	£977.23	£162.87	Grounds mtce October 2021	OSA 1906 s9/10
N Chambers	£22.49	0	Lock and keys for car park gate	OSA 1906 s9/10

RBL Poppy wreath	£17.00	0	Poppy wreath	Pg 36
Acer Conservation	£2625.00	£437.50	Car park barrier, - additional posts, and kissing gate	OSA 1906 s9/10
Orwell Village Hall	£17.00	£0	PC booking for the 4 <sup>th</sup> November	LGA 1972 s111

Cllr Chambers proposed that all payments were in order, this was seconded by Cllr Philips and agree by all.

Clerk to make enquiries to have Cllr Chambers added onto the signatories.

**204/11/21 Royal British Legion: RBL**

It was proposed by Cllr Philips that an extra donation of £50.00 be allocated to the RBL, this was seconded by Cllr Chambers and agreed by all.

**Action: Clerk**

**205/11/21 Solar Fund:**

Application from Orwell Carpet Bowls Club:

*(In accordance to the Solar Fund Agreement the Parish Council may award up to £250.00 per application per annum)*

It was proposed by Cllr Grimley that a sum of £250.00 be donated to the Carpet Bowls, this was seconded by Cllr Chambers and agreed by all. Cllr Bunnett abstained.

**Action: Clerk**

**206/11/21 Second Defibrillator:**

Clerk has met with Mr Pulham (Village Hall) and Mr Burns (electrician) to see where the best position would be to place the defibrillator. It was agreed to place it on the outside, front wall, next to the existing waste bin which is to the left of the main door. It was proposed by Cllr Grimley to have the same unlocked defibrillator which is at the pavilion, this was seconded by Cllr Gould. Clerk has contacted Community Heartbeat Trust and is awaiting the new costings for this device.

**Action: Clerk**

**207/11/21 Dog Bins:**

It was proposed by Cllr Chambers that two bins be purchased, this was seconded by Cllr Grimley and agreed by all. The new bins will be placed at either end of Meadowcroft Way and will be multi-purpose bins. The one at the entrance of Meadowcroft Way will replace the two bins already there.

**Action: Clerk**

**207/11/21 Overgrown Foliage:**

Repeat of item 195/11/21

**208/11/21 Clerk's Report:**

Fulbourn Neighbourhood Plan – Parish Council comments can be submitted from 9<sup>th</sup> November to 18<sup>th</sup> January 2022

Due to the increase in Covid, especially within the villages the Parish Office will be closed to the public. The Clerk will be in the office or working from home and can always be contacted by email [clerk@orwellparishcouncil.co.uk](mailto:clerk@orwellparishcouncil.co.uk)

It was suggested the Clerk contact Mr Hoptroff as it is believed he has the Christmas Tree lights.

**Action: Clerk**

**209/11/21 Policies:**

Financial Regulations: It was proposed to accept the updated version by Cllr Philips, seconded by Cllr Bunnett and agreed by all. There were two amendments made to the Financial Regulations that were agreed at October's meeting. Item 11.1(h) and item 14.2.

Orwell Beacon – H & S policy in progress. This is still being looked at but it may now be that the beacon will be gifted to the Parish Council, so the documentation required by SCDC will no longer be needed. Clerk will still put a Parish Council policy together. Clerk still awaiting a final decision.

**Action: Clerk**

Three Year Financial Plan: Cllr Bunnett will start the process.

**Action: GB**

**210/11/21 Risk Management:**

Cllr Chambers reported that a meeting was scheduled for tomorrow to look into this.

**Action: Clerk/NC/MG**

**211/11/21 Website and IT Systems:**

Cllr Philips reported that he was still looking into the website.

**Action: IP**

Cllr Philips proposed that ITEXS be given the contract for IT support. This was seconded by Cllr Chambers and agreed by all. This has followed proper procedure with three tenders and references. ITEXS also support other local parish councils.

**Action: IP/Clerk**

212/11/21

**HRH Queen Elizabeth II Platinum Jubilee Celebrations:**

Open meeting will take place on the 26<sup>th</sup> November at 7.30pm.

**NEW INFORMATION:**

During the meeting Cllr Gould received a text which informed her that most of the members of WOW would not be able to make the meeting on Saturday along with other residents and therefore was it possible to change the meeting to Saturday 27<sup>th</sup> November at 10.30? Cllr Chambers agreed to chair the meeting and Cllr Gould will also attend. Clerk will enquire if the village hall is available and Cllr Gould will inform Mrs Whiteoak of the change, so that a new report can go out on the village email system.

**Action: Clerk/MG**

213/11/21

**Councillors' Reports:**

Responsibility List: Needs completing

**Cllr Bunnett**

The Greater Cambridge Local Community Plan (GLCP) comments. which is to agree in principal and to send a letter of support of the GCLP, first proposal. Cllr Bunnett will draft a letter and forward to all Councillors. It was proposed by Cllr Chambers and seconded by Cllr Gould that Cllr Bunnett write a letter of support. Once the draft has been agreed the Clerk will sent out.

**Action: GB/Clerk****Youth Club;**

Cllr Bunnett reported that he had met with Mr Talbot who would like to apply for a grant from Cambridgeshire County Council, but it needs to be supported by the Parish Council. The grant is to enable the Youth Club to hire someone to help run the youth club. The person will need to be employed by the Parish Council on a two-year fixed term contract and will comply with the Parish Council's pay scales. Clerk has obtained some information regarding this from CAPALC's HR consultant who is happy to assist if needed. There is also a Youth Club pay scale, at the moment it is not certain which payscale will be used.

It was proposed by Cllr Bunnett that the Parish Council agree In Principle to the Youth Club applying for the grant; however, it also needs to be understood that this is 'In Principle' and if it is deemed, at a later date, that this is not a viable proposition for the Parish Council that they have the right to withdraw from the agreement. This was seconded by Cllr Grimley and agreed by all.

**Motion Carried: In principal**

214/11/21

**Agenda items for the next meeting:**

Precept, Queen's Jubilee Celebrations, Website, IT, Beacon Policy, Overgrown foliage letter, Defibrillator, Village Hall, Risk Assessment, Neighbourhood Policy, EWG Terms of Reference, Recreation Ground, Pavilion, New Recreation Land

There being no further business to discuss the meeting closed at 22.35pm. The next meeting will be on 15<sup>th</sup> December at 7.30pm in the Committee Room of the Village Hall.

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