

ORWELL PARISH COUNCIL

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APPROVED MINUTES OF THE PARISH MEETING

A remote meeting of Orwell Parish Council was held on
15th April 2020 at 7.00pm (19.00hrs)

Present: Cllr Szembel (Chair) (NS), Cllr G Bunnett (GB), Cllr Morris (TWM), Cllr T Tyndell (TT), Cllr Chuisseu (JC), Cllr Gould (MG), Cllr J Healey (JH), Cllr A McKenna (AK)

In Attendance: Mrs G Towner (Acting Clerk)

- 66/04/20** **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 C Ingrey, SCDC Van De Weyer and CCC Kindersley. These were agreed and accepted by all.
- 67/04/20** **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.
- 68/04/20** **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.** Members of the public intending to remotely attend the meeting who wished to make any comments or raise any questions under Standing Order 3(e), about an item on the Agenda had been invited to send an email or letter with the script of their comments and questions to the Clerk in advance of the meeting. Any such email or letter to be read out by the Clerk, subject to the time limits stated in the Council's Standing Orders, namely a limit of 15 minutes in total and an individual limit of three minutes per item.
No items from the public were received.
- 69/04/20** **Minutes of the meeting held 18th March 2020**
Minutes of the meeting were proposed as a true record by Cllr Tyndell; seconded by Cllr Gould. All in favour. Signed by Chair.
- 70/04/20** **District and County Councillor Reports** No reports were presented.
- 71/04/20** **Planning**
S/1916/18/Cond 3; Cond 4; Cond 5; Cond 6 – had been circulated for information only
S/3190/15/Cond 16; Cond 17 – no objections;
S/3190/15/Cond 21 – no objections. Planning to be requested to ensure that residents in the immediate vicinity of the bus stops be informed. Proposed by Cllr Bunnett; seconded by Cllr McKenna; all in favour.

(Action: Cllr Bunnett, Clerk)
- 72/04/20** **New Recreation Ground**
- Landowner has agreed to maximum size of buildings.
 - Land Agent has reopened negotiations regarding restrictions on the use of the recreation ground. Cllr Bunnett to review and discuss as appropriate.
 - Instructions ready to go to solicitors. Earliest transfer date is June.
 - Planning application (to be accompanied by photographs to overcome site visit difficulties) to be submitted.
 - Application for drainage consent with CCC.
 - Currently no major call on finances: landowner to dig ditch (PC to reimburse costs); PC to retain contractors to lay pipes (approx. £15K total) – payments not anticipated to be made before September.
 - Football club league position unconfirmed. Cllr Healey will advise when any decision is made (this will affect grants available for football facilities).
 - Cllr Bunnett was thanked for the amount of work undertaken and expertise he has bought to this major village project.

73/04/20

Village Hall Car Park

It is proposed lockable barriers are installed as soon as possible at the car park entrance to deter unwanted visitors using this facility. These would cost in the region of £1,000 (purchase and installation). Proposed by Cllr Szembel; seconded by Cllr Gould; all in favour.

74/04/20

Covid-19 Update

- Orwell has approximately 155 volunteers, but so far there have been only c25 requests for help. Information suggests that approx. 150 people are potentially at risk in Orwell, many of whom should be in isolation but of these the majority appear to have their own support network. 20 have been identified as possibly in need of community support, with 10 of 'concern'. Cllr Gould was thanked for her work in connection with the coverage process for the Village.
- Cllr Gould in discussion with Maggie Gallen regarding volunteer phone calls to identified individuals. This would alleviate pressure on Maggie Gallen.
- BT were unable to use existing poles to install phone line so this is ongoing. In the meantime, a mobile wireless solution has been found which includes installing a metal pole for a booster/router. The proposal that Andrew Klose be retained to complete this at a cost of £315 was made by Cllr Chuisseu; seconded by Cllr McKenna; all in favour.
- The proposal for purchase of technical equipment at a cost of £616.25 was made by Cllr Healey; seconded by Cllr Tyndell; all in favour.
- The Covid-19 community response team has been awarded a grant (£3,217) from the Cambridge Community Foundation for specific equipment to help with community Covid-19 activities, and a petrol allowance. Confirmation regarding funding allocation and future ownership of assets be to established.

Action: Clerk

- The 'Orwellvillage.co.uk' URL has been purchased which now has 5 email addresses and will be used for Covid-19 communications as necessary.
- It was proposed that the Parish Council agree to change the next Bulletin as it offers the opportunity to provide a 'legacy' record of the Village at the time of Covid-19. It was felt that additional colour pages would be appropriate for the next edition to record the event and to help boost morale. The cost will be £120 per 4 pages, full colour. A proposal for an insert of up to 8 pages (£240) was made by Cllr Healey; seconded by Cllr Gould; all in favour.

75/04/20

Councillor Reports and Areas of Responsibility (to be restricted to essential and urgent business only)

- Cllr Gould reported that the tree for the recreation ground has been purchased.
- Cllr Healey reported that the Village Hall Committee had circulated an email regarding PC use of Village Hall and plans to install broadband/wifi. Email will be copied to all Councillors.

Action: Cllr Healey

- An unauthorised social gathering in Meadowcroft Way on Easter Saturday had been widely publicised (including flyers in the village shop) and also reported to SCDC 24-hours before the event. Several reports were also made by individuals directly to the police. The police acknowledged these complaints and stated they had intervened. However, no evidence supports this and the event continued until late into the evening. Not only was this unacceptable to neighbours, it could also set a precedent so it was proposed that an official letter to the police be submitted to establish exactly what action they did take and to indicate the Parish Council's concern about the behaviour. The proposal that the Chairman should draft the letter to the police, to be sent on behalf of the Parish Council was made by Cllr Morris; seconded by Cllr Chuisseu; all in favour.

Action: Cllr Szembel

76/04/20

Financial Matters:

1. Financial Statements for April 2020

Payments and Additional payments for April (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)

Payments awaiting authorization

Payee	Amount £	Vat £	Description	Power	Payment
Salaries, HMRC, Pension	Confidential	2716.180	Employees payment for April * includes re-issue of cheque for £379.12 to Sarah Reid – previous cheque lost in post	LGA 1972 s112	Cheque
J Towner	187.84	30.29	Items for COVID 19 Notice board, stamps, gloves		Cheque
N Szembel	239.42	1.74	Items for COVID 19 Hand sanitizers, email and hosting		Cheque
Haven Power	291.20	47.32	Street Light electric	PCA 1957 s3	DD
Acacia	600.00	100.00	Tree Survey	OSA 1906 s9/10	Cheque
Mooncraft Limited	52.50	0	Computer maintenance	LGA 1972 s111	Cheque
CAPALC	435.10	0	Affiliation fees and DPO scheme	LGA 1972 s111	Cheque
Eon	133.14	6.34	Electric for pavilion	LGA 1972 s143	DD
Buchans	339.00	56.50	Grass cutting	LGA 1906 s9/10	Cheque

DPO to be with CAPALC as the other company is no longer running.

Additional payments agreed in minutes:

N Szembel	616.25		Equipment for VH communications	TCA 1986	Cheque
Acre	57.00		Annual Membership	LGA 1972 s111	Cheque
Andrew Klose	315.00		Equipment for VH communications	TCA 1986	Cheque
N Szembel	£939.60		Computer for Covid-19 team	LGA 1972 s111	NB from Cambridge Community Fund Grant

All payments were proposed by Cllr McKenna; seconded by Cllr Gould; all in favour.

There being no further business the Chairman closed the meeting at 20.07. The next meeting will be held on 20th May 2020.

NB: Forthcoming Government guidance on public meetings will be observed. Any changes to public meetings will be advertised on the PC notice board and village website.

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.

