

# 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  
 15<sup>th</sup> December 2021 at 7.30pm (19.30hrs)

**Present:** Cllr G Bunnett – Chair (**GB**), Cllr Gould (**MG**), Cllr S Grimley (**SG**), Cllr I Phillips (**IP**), Cllr A Stone (**AS**) and Cllr T Morris Lowe (**TML**)

**In Attendance:** Mrs J Damant (Clerk)

*Motion to exclude: In accordance with section 1(2) of the Public Bodies (Admissions 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 at Agenda item 242/12/21 it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw.*

**215/12/21 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, Chambers and Murray-Brown all due to work commitments. These were accepted and agreed by all. Cllr S Kindersley (CCC), and Cllr A Van De Weyer (SCDC) also sent in their apologies.

**216/12/21 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.

**217/12/21 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 two members of the public, Andrew Pulham and Ashley Ives, in attendance both of whom were representing the Village Hall Trust.

This is on the agenda for Parish Council discussion under item 231/12/21. The representatives wanted to clarify the two main reasons for their attendance and what they wanted the Parish Council to take into consideration.

1. Disposal of the Village Hall

Cllr Bunnett has previously said that, from his understanding, if the building/land is sold all funds would go to the Village Hall Trustees. Mr Pulham said that the trust deed specifies that the proceeds would go back to the Parish Council. However, there may also be a clause that states that if the Village Hall is no longer viable and is sold then the family who first donated the land to the village may have entitlement as well

The condition of the Village Hall is fine, at the moment, but there may come a time whereby the upkeep of the building may no longer be viable and a decision on what to do will need to be made.

2. Constitution.

The Constitution is old and does need to be updated as many of the village groups who are on there as Trustees are no longer in existence. The Trustees have looked at the Charity Commission who have a good model and would like permission to go ahead and look into this. There is money from the village hall accounts to cover legal fees but there may be a deficit so could the Parish Council help with funding this? It was also suggested that the Parish Council need to have representation on the Trustees, which at the moment they do not have and then both Mr Pulham from the Village Hall Trust and the Parish Council Trustees can look over the 32-page document to see if the Charity Commission Model would be applicable. Cllr Bunnett stated that it has been difficult to get Councillors onto the Trust as they hold their meetings during the day and the majority of the Councillors work, so are not able to attend. If this could be addressed it would help. Mr Pulham stated that they understood this and would try and come to an arrangement so that the Parish Council representatives would be able to attend the meetings.

It was also suggested that such items as inspections could be carried out by one company who would do all of them on the same day. At the moment the Clerk arranges for the pavilion to be fire tested and the village hall trust arranges for the Village Hall to be done. It might be cost effective to look into getting one company to do all. Clerk will look into this with the village hall. **Action: Clerk**

- 218/12/21 Minutes of the meetings held on 15<sup>th</sup> September, 6<sup>th</sup> October 2021 and the 17<sup>th</sup> November:**  
Postponed until the next meeting.
- 219/12/21 CCC Report: Circulated prior to the meeting**  
There were no questions raised.
- 220/12/21 SCDC Report:**  
No Report.
- 221/12/21 Planning: (Planning Committee Only)**  
*All planning minutes and agendas can be found on the Past and Present website.*  
Application 21/04958/HFUL – installation of external wall insulation, 44 High Street. It was felt by the Planning Committee that a meeting was not necessary and that SCDC could make the decision for this.
- 222/12/21 Proposal for a New Town in South Cambridgeshire (Thakeham):**  
There is nothing to report at the moment.
- 223/12/21 East West Rail (EWR)**  
There is nothing to report at the moment.
- 224/12/21 Neighbourhood Plan (NP):**  
There is a planned public meeting on the 20<sup>th</sup> January in the Village Hall and there will also be two speakers coming from SCDC.
- 225/12/21 Overgrown Foliage:**  
Clerk presented another amended letter. Cllr Stone will take a look and an amended letter will be presented to the Council at the next meeting. **Action: AS**
- 226/12/21 New Recreation Ground:**  
Cllrs Gould, Tabor, Chambers and Grimley are presently looking at the proposed survey. Cllr Gould enquired if this could go out as part of the Neighbourhood Watch, Cllr Bunnett has reservations on this as the survey is to do with the recreation ground and not the Neighbourhood Plan and there is also the timescale to consider. If it can be agreed and launched after the meeting in January and it can be worded so that it fits with both recreation ground and Neighbourhood Plan then it may work.  
Cllr Grimley reported that the Recreation Ground Survey has been updated to take into account comments previously made at the last meeting and sent out  
Phase 1 – to abide by the things that need to be done in order to satisfy the requirements.  
Phase 2 – funding requirements  
Cllr Gould also stated that it needs to be remembered that the Neighbourhood Plan may not materialise. There is still a lot to consider with regards to actually putting one together. However, she believes the survey will feed into any plan for the village.  
Cllr Bunnett reported that there are limited funds and a timescale to be considered with regards to what can happen at the new recreation area. It may be a case of undertaking what needs to be done with the funds available such as, drainage, grass seeding and fencing. Some of which has to be undertaken to satisfy SCDC and CCC requirements.  
Cllr Morris-Lowe enquired if the area could be grassed now and to look at drainage at a later date, Cllr Bunnett explained that that would not be possible as it has to be part of the planning application. A planning application has been submitted in the past, however SCDC were not happy with it. Cllr Stone enquired about the method of storing the water whether by plastic crate system or by an open pond? Cllr Bunnett replied that it was thought an open pond system would be the better solution.  
The deadline is August 2025. Therefore, a new planning application should be submitted by early 2023. Cllr Bunnett also reported that he has written to the land agent requesting extra time but as yet had not had a response. He will circulate this to full council before the next meeting. **Action: GB**

- 227/12/21 Existing Recreation Ground & Pavilion:**  
 The pavilion repair works to the inside and outside will commence in March 2022.  
 Cllr Stone reported that he had looked at the smoke detectors which he first thought were battery, however, they are attached to the mains. Clerk has contacted Richard Burns to arrange a site meeting with Cllr Stone. In the meantime, the battery smoke detectors have been set up until the mains one's can be repaired. Clerk to contact the electrician again or find another electrician.  
**Action: Clerk**  
 MUGA: Clerk has emailed Buchans with regards to the ditch but as yet a site meeting with Cllr Stone has not been set up.  
**Action: Clerk/AS**  
 SHED: The football team have now put all their items in the hut and moved what was in the hut to the pavilion this includes chairs and tables. Cllr Stone has inspected the pavilion attic space which is where the chairs have been placed and thinks they are safe there. The tables to be housed in the pavilion for the time being. It is not known if the chairs are the property of the Village Hall or the Parish Council, Clerk has made enquiries and is waiting for the Village Hall's response.  
 PAVILION: To apply to having a free Energy Survey of Community Buildings. This was discussed but it was thought that the building needs some building attention before a heating survey can be carried out.
- 228/12/21 Chapel Orchard:**  
 Cllr Morris -Lowe had nothing to report. Cllr Bunnett reported that funds were considered for next year's budget with regards to the stream in Chapel Orchard.
- 229/12/21 Clunch Pit group of properties: (Clunch Pit, Quarry Lane, Glebe Field and Paddock).**  
 Cllr Bunnett reported that he had heard back from James Fisher S106 Officer with regards to being able to use the S106 Art Fund to pay for the new information boards at the Clunch Pit and Glebe Field. At first this had been disallowed but after further investigation it has now been granted. Invoice to be sent to the Clerk so that the money can be reimbursed to the Clunch Pit Trust.  
**Action: Clerk**
- 230/12/21 Environment Working Group:**  
 Terms of Reference has been circulated to all councillors. It was proposed by Cllr Gould to accept the Terms of Reference, this was seconded by Cllr Grimley and agreed by all except Cllr Stone who abstained as he had not been able to read it. Motion carried.
- 231/12/21 Village Hall: see item 217/12/21**  
**Item 1: Parish Council member.** The constitution states that there should be at least 5 members of the Parish Council, however this may be changed with the new constitution. Councillors to think whether they can commit to 4 meetings annually and to see if the Village Hall can have evening meetings.  
**Action: All Cllrs**  
**Item 2: Constitution:** The present constitution was drawn up in 1959 and it is felt by the Village Hall Committee that this now needs to be updated. There are many organisations which are now no longer running. The Orwell Village Hall Committee is looking into the possibility of moving to a new, model constitution such as that for a 'Foundation Charitable Incorporated Organisation (CIO) as offered by the Charity Commission. As such the Parish Council would need to be actively involved throughout the process. It is also hoped that a Parish Councillor will serve on a working group to help see this through.
- 232/12/21 Precept: 2022/23**  
 The finance group have been looking over the figures for next year's budget. There may be other items not yet included. The clerk mentioned the pavilion carpark may need some more gravel and some of the concrete appears to be breaking up.  
 The Parish Council also need to think about when the solar funding ceases. The solar fund is not used for everyday Parish Council business but it will be used for projects that benefit the whole community, but the money will cease in 2023/4.
- 233/12/21 Financial Matters:**  
1. Financial Statements for December 2021  
2. Payments and Additional payments for December (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 FOR AUTHORISATION –ORWELL PARISH COUNCIL MEETING 15<sup>th</sup> December 2021

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	Confidential	0	Employees payments for December 2021	LGA 1972 s112
Drax Power	£2.93	£0.14	Street light energy	PCA 1957 s3
E-On	£153.09	£7.29	Pavilion electricity	LGA 1972 s143
J Damant	£33.92	0	Expenses Vodaphone and hinge for pavilion	LGA 1972 s112
Meldreth Parish Council	£100.00	0	Contribution towards office rent December 21	LGA 1972 S113
Royal British Legion Poppy Appeal	£50.00	0	Donation to the RBL	LGA 1972 s137
Carpet Bowls Club	£200.00	0	Donation from Solar Fund	LGA 1972 S137
Cromwell Fire	£54.18	9.02	Pavilion fire inspection	LGA 1972 s144
Cambridge Water	£60.57	0	Water for pavilion	LGA 1972 s144
Cllr A Stone	20.45	0	Expenses for pavilion smoke alarms	LGA 1972 s144

Payments were proposed by Cllr Morris – Lowe, seconded by Cllr Philips and agreed by all.

It was asked if the Clerk can contact North Herts with regards to the CCTV sim cards. This has come in as an additional cost. It was also asked if the clerk can get a reduction in the annual maintenance costs.

**Action: Clerk**

Can the clerk relook at the litter bins for Meadowcroft Way, these were agreed at the last meeting but it may have to wait until the new financial year? Update in January 2022.

**Action: Clerk**

The Clerk also advised that the auditor has resigned and a new one has to be found. **Action: Clerk**

**234/12/21****Second Defibrillator:**

It has already been agreed (November 21) to purchase a second unlocked defibrillator but costs were not known.

The costs are:

Defibrillator £1650.00, annual maintenance is £135.00, carriage £25135.00.00 = £1810.00

It was proposed by Cllr Morris-Lowe to accept the quote for the defibrillator along with maintenance, this was seconded by Cllr Gould. And agreed by all.

Cllr Stone proposed that Community Heartbeat install the defibrillator at a cost of £200.00, this was seconded by Cllr Bunnett and agreed by all. Clerk will contact the company and arrange a date suitable for them and the village hall.

**Action: Clerk**

**235/12/21****Clerk's Report:**

Orwell Beacon – SCDC may decide to offer this to the Parish Council as a 'gift', it is presently with the legal team.

Clerk reported that they had attended a zoom meeting with regards to Operation London Bridge, once the Clerk has received the meeting it will be circulated to the council.

**Action: Clerk**

**236/12/21****Policies:**

Orwell Beacon – Parish Council H & S policy still to be done.

**Action: Clerk**

**237/12/21****Risk Management:**

A meeting has taken place with Cllr Gould, Chambers and the Clerk. Another meeting to be set up in the New Year to go over what has been done.

**238/12/21****Website:**

Report from Cllr Phillips. The Parish Council is presently on the [Orwellpastandpresent.org.uk](http://Orwellpastandpresent.org.uk) website. It was always the intention to have a Parish Council website, the one used which was provided free by BT was shut down in May 2021 by BT. So, for the interim period the minutes and agendas have been put onto the Past and Present website. Cllr Philips reported he was happy with the website as it is at the moment.

ITEX are to be contacted with regards to them taking on the role of IT consultants.

**Action: IP**

239/12/21

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

The meeting held on Saturday the 27<sup>th</sup> November 2021 was not attended by many but this could be down to the timing and the late change of date. Another meeting to be held.

Hiring of a Marque: Cllr Chambers has received one quote but it was agreed that two further quotes need to be gained. It was unclear as to what exactly is required, dates needed, will sides be needed, lighting and a generator, all of which will add onto the cost.

Cllr Gould has requested a quote from another provider and Cllr Morris-Lowe may also have a contact. Once all the quotes have been received by the Clerk, who will combine them and send out to the full council.

**Action: Clerk**

240/12/21

**Councillors' Reports:**

Cllr Gould reported that she had received the new Rowen tree offered by SCDC. It is presently planted in her garden for the time being. It will be placed in the Recreation Ground at a later date. Cllr Bunnett reported on the LHI in Cllr Tabor's absence. Cllr Grimley proposed that the Parish Council agree to the regular 10% contribution towards the LHI project which is to place a speed device in the village (MVA). The total cost is £6400.00 of which 10% will be £640.00. This was seconded by Cllr Morris-Lowe and agreed by all.

Responsibility List: Village Hall. All Councillors to see if with some amendments for holding the meetings they may be able to attend.

241/12/21

**Agenda items for the next meeting:**

Neighbourhood Plan Survey  
Precept  
Litter bins  
CCTV

Meeting closed at 22.03

*Motion to exclude: In accordance with section 1(2) of the Public Bodies (Admissions 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 at Agenda item 242/12/21 it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw*

242/12/21

**Staffing:**

The Parish Council discussed the matter of employing an administrative assistant for 4 hours a week. It is proposed by Cllr Gould that this would be a good idea, this was seconded by Cllr Philips and agreed by all. Cllr Grimley and the Clerk will put together a Job Specification. It is hoped to start advertising in January.

Meeting opened at 22.11

There being no further business the Chairman closed the meeting at 22.12. The next meeting is scheduled to be held on the 19<sup>th</sup> January 2022

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**