

# ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant  
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## UNAPPROVED MINUTES OF THE PARISH MEETING

A remote meeting of Orwell Parish Council was held on  
17<sup>th</sup> June 2020 at 7.00pm (19.00hrs)

**Present:** Cllr G Bunnett – Chair (GB), Cllr T Tyndell (TT), Cllr Gould (MG), Cllr J Healy (JH), Cllr Chuisseu (JC)  
Cllr N Szembel (arrived at 20.12, took Chair at 20.17)

**In Attendance:** Mrs J Damant (Clerk), Mrs S Walmsley (Assistant Clerk – finances), Cllr S Kindersley

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- 100/06/20**      **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 Szembel, as he would be late, Cllr McKenna, Cllr Morris-Lowe, and Cllr Van De Weyer.
- 101/06/20**      **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:  
No pecuniary interests were disclosed.
- 102/06/20**      **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council:** No members of the public were present. No items from the public had been received.
- 103/06/20**      **Minutes of the meeting held 20<sup>th</sup> May 2020:** Minutes of the meeting were proposed as a true record by Cllr Healy, seconded by Cllr Tyndell, all in favour. Signed by Chair.
- 104/06/20**      **CCC Report:** Cllr Kindersley will circulate his report.
- Covid track and trace process is being developed. Not many positive cases have been identified in the immediate area. Bedford, St Neots and Huntingdon have been identified as 'hot spots' and recommendation is to avoid these areas and shop locally when possible.
  - Shepreth and Linton zoo's have re-opened.
  - Archer Bridge at Barrington is closed for the time being
  - Parish Councils are being consulted on the suggestion that rules on construction hours are changed (designed to mitigate the effects of the Covid shut down). Further details will be included in Cllr Kindersley's report.
  - Complaints regarding low-flying helicopters have been received. These have been crucial Apache training flights from the Suffolk Air Base.
  - A further 83 applications are needed before local broadband project is triggered. As this is a commercial issue the proposal cannot be formally supported by the Parish Council and it is up to individual residents to register support.
- 105/06/20**      **SCDC Report:** No report had been received. Cllr Van de Weyer was not present.
- 106/06/20**      **Planning**  
S/2972/19/COND4 and S/2972/19/COND 8 – for information only.  
20/01175/HFUL- 51 Meadowcroft Way. No recommendation proposed by Cllr Healy, seconded by Cllr Tyndell, all in favour.
- 107/06/20**      **New Recreation Ground**
- Cllr Bunnett has completed the Planning Application which is now ready for submission. Waiting for confirmation of correct Notice which needs to be served on current land owner. Once this is received Cllr Bunnett to submit Application directly and claim reimbursement from Parish Council. **[ACTION: Cllr Bunnett]**
  - Vendor's solicitor is preparing the Contract.
  - Cllr Bunnett will prepare a timeline/schedule to assist project planning. This will clarify timing of drainage work (post-harvest), fencing (post-land transfer) etc.
  - Cllr Bunnett is currently investigating fencing contractors, costings etc.

- Repositioning of the pond (to move it further back) was discussed. The preferred tender response (from Parsons Consulting Engineers) included i) pond work and ii) project management. The preferred tenders are £220 plus VAT for the pond redesign and £2,440 plus VAT for the project management (preparing specification, tendering and recommending contractor for the Council's approval).  
The work on the pond at a cost of £220 was proposed by Cllr Gould, seconded by Cllr Chuisseu, all in favour.  
The role of project management at a cost of £2440 was proposed by Cllr Bunnett, seconded by Cllr Tyndell, all in favour.

**(Cllr Szembel took the Chair)**

**108/06/20**

**Recreation Ground and Pavilion**

- Steel rods have been used to strengthen the building. Repairs, including some decoration, have almost been completed.
- The Clerk has resumed the regular safety checks.
- No Smoking signs are ready to be displayed. Cllr Ingrey to check with Cllr Bunnett where the anti-social behavior sign should be positioned.

[**ACTION:** Clerk and Cllr Ingrey]

**109/06/20**

**Covid-19 Update:** Very quiet at the moment. SCDC have asked if volunteers from the village could collect meals from a communal cooking facility at Duxford if the school advise that they have pupils that would benefit from this service once a week. Two people have contacted the 'Here to Listen' support group.

**110/06/20**

**Clunch Pit Management Trust:** Nothing to report.

**111/06/20**

**Chapel Orchard**

- Sue Miller has reported vandalism to 2 tables and requested help in removing them.

[**ACTION:** Cllr Morris-Lowe]

- It has been noted that garden rubbish has been dumped in the area.

**112/06/20**

**Village Hall:**

- Redecoration is underway.
- 4G installation has now been earthed. Now needs to be connected to enable wifi.

[**ACTION:** Clerk]

- BT due to visit VH on 23<sup>rd</sup> June (re. land line installation). Cllr Healy to liaise with Andrew Pulham to check on progress.
- The school is due to re-open in September but social distancing guidelines may mean the school is not able to accommodate all pupils. The 'what if' question then is if the school would move to a campus operation and seek the use of other village community buildings. The Chairman had approached the school to ask about their contingency planning and to ascertain if they were likely to seek additional teaching space in the community.

**113/06/20**

**Village Hall Car Park:**

- Bollards have been ordered and installation will take place once final decision on siting is agreed. Temporary signs to be erected whilst placement of permanent signs is considered.

(**ACTION:** Clerk and Cllr Morris Lowe)

**114/06/20**

**Financial Matters:**

1. Financial Statements for June

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 (PCA)

**Payments already made**

| Payee                      | Amount £ | Vat £  | Description                      | Power         |
|----------------------------|----------|--------|----------------------------------|---------------|
| Marshalls Street Furniture | 300.00   | 50.00  | Bollards for VH Carpark          | RTRA 1984 s57 |
| Tees Law                   | 696.00   | 116.00 | Search fees for land acquisition | LGA 1972 s111 |
| Value Products Limited     | 116.64   | 19.44  | Sheep signs for clunch pit area  | LGA 1972 s    |
| Eon                        | 64.22    | 3.06   | Electric for pavilion            | LGA 1972 s    |

### Payments awaiting authorisation

| Payee                   | Amount £     | Vat £ | Description                                   | Power          |
|-------------------------|--------------|-------|---|----------------|
| Salaries, HMRC, Pension | Confidential | 0     | Employees payments for June                   | LGA 1972 s112  |
| Meldreth Parish Council | 100.00       | 0     | Office rent June 2020                         | LGA 1972 111   |
| Meldreth Parish Council | 346.77       | 0     | Contribution towards new Computer, Zoom       | LGA 1972 s111  |
| Buchans                 | 518.40       | 86.40 | Grass cutting                                 | OSA 1906 s9/10 |
| Haven                   | 290.68       | 47.24 | Street Lighting                               | PCA 1957 s3    |
| Balfour Beatty          | 144.00       | 24.00 | Parish Council Street Lights quarters 1 and 2 | PCA 1957 s3    |
| Value products Limited  | 45.48        | 7.58  | Signs for recreation ground                   | LGA 1972 s111  |

All payments proposed by Cllr Tyndall, seconded by Cllr Bunnett, all in favour.

#### **115/06/20 Audit**

- All audit documents have been circulated to Councillors.
- Cllr Bunnett has reviewed the figures and looked at reserves
- Balances carried forward include costs of £144,000, £23,300 of which is S106.
- Solar farm income is not received until after financial year end.
- Income from Bulletin will show in 2020-2021 accounts.

The Parish Council agreed that the audit was in agreement and that all documentation was correct. It was proposed by Cllr Bunnett that the Chairman and Clerk can sign the Audit papers, this was seconded by Cllr Tyndall and agreed by all. The Clerk will take the documentation to the Chairman to sign.

#### **116/06/20 Correspondence and Clerk's Report**

- Fundraising for recreation ground to be included on July agenda.
- Arrangements regarding a possible PWLB loan and interest to be included on July agenda. CAPALC will be contacted for appointment to discuss options. [ACTION: Clerk]

**117/06/20 Pannier Market:** Approval of request for re-opening of pannier market on 4<sup>th</sup> July was proposed by Cllr Gould, seconded by Cllr Chuisseu, all in favour.

**118/06/20 No.75 Bus Route:** The Clerk has written to the bus company (Whippet) but no response, regarding concerns about new stops and turning location which is causing traffic issues.

#### **119/06/20 Councillor's Reports and Areas of Responsibility:**

- Cllr Goud and the Clerk are working together to get the mulberry tree registered. [ACTION: Cllr Gould and Clerk]
- Further discussion took place on revised construction hours. Cllrs had not had time to read Cllr Kindersley's report but it was agreed they would send feedback to the Clerk who would formulate a suitable response, as appropriate.

[ACTION: Councillors and Clerk]

#### **120/06/20 Agenda Items for Next Meeting:**

- Fundraising for new recreation ground and land transfer celebration.
- Website review.
- PBLB loan.

There being no further business the Chairman closed the meeting at 21.01. The next meeting will be held on 15<sup>th</sup> July 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 parish council 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.