

# ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant  
 Parish Office, Sheltered Housing Scheme  
 Elin Way, Meldreth SG8 6LT  
 (01763) 269928  
 E-mail: clerk@orwellparishcouncil.co.uk

## APPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held in the Village Hall on  
 18<sup>th</sup> March 2020 at 7.30pm (19.30hrs)

**Present:** Cllr Szembel (Chair) (NS), Cllr G Bunnett (GB), Cllr C Ingrey (CI), Cllr Morris (TWM), Cllr T Tyndell (TT), Cllr Chuisseu (JC), Cllr Gould (MG)

**In Attendance:** Mrs G Towner (Acting Clerk), 1 member of the public (Mr A Pulham)

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- 46/03/20** **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 Healy, Cllr McKenna, SCDC Van De Weyer and CCC Kindersley. These were agreed and accepted by all.
- 47/03/20** **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.
- 48/03/20** **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
 Andrew Pulham, representing OVHMC outlined recent decisions taking by trustees and, in line with Government advice the hall should be closed to all extant and future bookings. The closure will initially be from around Saturday 21 March until the end of April. The situation will be reviewed towards the end of April and an extension will be implemented if necessary. This information will be widely circulated. Deep cleaning will be undertaken during this period and, if possible, redecoration. Quotes for redecoration will be presented to the Council.  
 Mr Pulham is contact for the new BT line and he confirmed hall will be available for Covid-19 co-ordination group only during this period.  
 As a member of the public, he offered his services during the forthcoming Covid-19 activities.  
 The Chair thanked Mr Pulham.
- 49/03/20** **Minutes of the meeting held 20<sup>th</sup> November 2019**  
 Minutes of the meeting were proposed as a true record by Cllr Tyndell; seconded by Cllr Bunnett. All in favour. Signed by Chair.
- 50/03/20** **Minutes of the meeting held on 19<sup>th</sup> February 2020**  
 The minutes of the meeting were proposed as a true record by Cllr Tyndell; seconded by Cllr Bunnett. All in favour. Signed by Chair.
- 51/03/20** **CCC Report:** Cllr Kindersley was not present.
- 52/03/20** **SCDC Report:** Cllr Van de Weyer was not present.
- 53/03/20** Planning Ref 20/01002/HFUL Single storey rear and two storey side extensions to 13 Town Green Road, SG8 5LQ: whilst this is a large extension as no representations have been made to the PC by neighbours it was unanimous a response of **No Recommendation** be made.  
 Planning Ref 20/01226/HFUL Single storey side extension to 18 Pearmans Close, SG8 5QY. It a unanimous response of **No Recommendation** be made.  
 Planning Ref S/4455/19/DC Discharge of Condition 2, Land off Hurdleditch Road. Discharge of **Condition noted**. Cllr Bunnett has been trying to discuss further as the discharge affects pedestrian access to the new recreation ground but unable to contact relevant person in SCDC Planning. Cllr Van de Weyer to be petitioned to intervene with Planning regarding concerns.  
 Planning Ref S/4061/17/COND6 Materials, 11 Hillside SG8 5QZ. **Condition noted**.

54/03/20

**Parish Youth Club:**

Youth Club have been informed they have been allocated an allotment. Tenancy agreement to be sent.

**Action: Clerk**

55/03/20

**New Recreation Ground:**

- Heads of Terms have been agreed in principle subject to vendor's agreement. Awaiting final wording on transfer of land to send to Solicitors completed by a date to be determined. Transaction must be completed by 4<sup>th</sup> June (final date to be confirmed). Cllr Bunnett co-ordinating.
- Discussion regarding re-routing drains for landowner took place. Existing drains cannot be used but using ditches and short length of pipe will keep costs to c.£12-15K. Proposed method for surface drainage cannot fulfil both requirements. Consultant's report, and quotes, expected by end of March. Cllr Bunnett co-ordinating.
- Ditch work will create significant amount of spoil which landowner will spread over his land after harvest (September time) therefore further work will start in Spring 2021. If Football Club get promotion up to £50K grants are available from the FA (which must be spent on the pitch). This would fit in with Spring programme of work.
- Other grants (for non-football facilities) are extremely rare. Identifying a 'grants advisor' would be helpful. Initial stage was to acquire land.
- Negotiations regarding access through new housing development to recreation ground are proving complicated. Developers appear to be resisting permitting access, relying instead on discretionary access by householders. This would not be the preferred situation. Cllr Bunnett to continue discussions and clarify situation by liaising with SCDC and Croudace.

**Action (all above): GB**

56/03/20

**Recreation Ground & Pavilion:**

- ROSPA inspection booked for April. No date given.
- Cllr Ingrey is checking site weekly. No issues to report.
- Tree voucher received. Proposed flowering/cherry tree be purchased and sited between the pavilion and the play area.
- Caretaker in isolation. Facilities locked and will remain so until further advice received re. Covid-19.
- Waiting for insurance appointed contractors to arrange site visit to prepare Schedule of Works for redecoration. All repairs completed.

**Action: MG**

**Action: Clerk**

57/03/20

**Clunch Pit Management Trust (CPMT):** No update required at present.

59/03/20

**Chapel Orchard:** No update required at present.

60/03/20

**Financial Matters:**

1. Financial Statements for March 2020

2. Payments and Additional payments for March 2020 (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)

**Payments awaiting authorisation**

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	Confidential	0	Employees payments for March	LGA 1972 s112
Meldreth Parish Council	100.00	0	Contribution towards office rent March 2020	LGA 1972 111
Eon	129.27	6.16	Electric for pavilion	LGA 1972 s111
Haven	272.19	44.24	Street Lights	PCA 1957 s3
DC Window Cleaning	28.00		Orwell bus shelter x 2	LGA 1972 111
Heartbeat Trust	162.00	27.00	Annual support for defibrillator	PHA 1936 Sec. 234
Absolute	252.96	42.16	Sound equipment for VE day celebration	LGA 1972 s145
Carter Jonas	50.00	0	Licence: Land off Fisher's Lane (March-Sept)	OSA 1906 s 9/10
Chapel Orchard Community Group	49.40 79.80	0 0	Gifts to residents for grass mowing/electricity Insurance for volunteer workers	OSA 1906 s9/10

Foxton PC	£14.00	0	Joint A10 Corridor meetings	LGA 1972 s133
Anagallis Communications	£172.44	£28.74	Stationery – maps of village	LGA 1972 s111
G Towner	£39.60	£6.60	Stationery – whiteboard (reimbursement)	LGA 1972 s111
Viking	£50.11	£8.36	Stationery for Covid-19 operations	LGA 1972 s111

All payments were then proposed by Cllr Gould, seconded by Cllr Chuisseu and agreed by all.

**61/03/20**

**Correspondence and Clerk's Report:**

Current Clerk sick note effective until 6<sup>th</sup> April. Temporary Clerk available in PC offices between 9.00-12.00 (minimum) each day until further notice. Councillors should keep in touch with Clerk to check when she will be fit to return to work, and to establish if there is any assistance that could be provided to her.

**62/03/20**

**Community Art Fund**

Project for exhibition of children's proposed war memorial design (in conjunction with the Royal British Legion Orwell and District Branch) underway. Display in the church in time for VE day celebrations may be delayed due to school closures.

**63/03/20**

**May Bank Holiday Street Party:**

Suppliers of sound system to be contacted to see latest date for order without financial penalty.

**Action: Clerk**

Arrangement of other items with cost implication (traffic signs) to be delayed until decision taken on whether celebration will take place.

**64/03/20**

**Councillors' Reports and Areas of Responsibility:** Nothing to report.

Covid-19 Update: The PC has undertaken a role of co-ordinator and facilitator to and is working with other village organisations as they respond to the health situation. WoW and the Heron Scheme in particular are working together with OPC in the early stages of planning. A letter will be hand delivered to all houses in the village, posters displayed and website information uploaded on 19.3.20 asking for details (those who may need help/at risk and those who can help). Thanks, are extended to WoW, Heron Scheme and Helen and Gerry Burnell (Orwell Bulletin) for their help to date. It is anticipated the Village response will change as the demands on the support increase. Escalation from local to an institutional level of organisation is expected. The PC has organised maps, phone and stationery which will be sited in the back room of the village hall which will be used as a 'control' room.

Discussion took place on ways in which the PC can assist the local shop to ensure vital supplies to the local community are maintained. The Chair and Clerk are clarifying regulations regarding S137 funds with CPACL and NCALC. There were some reservations about practicalities/process but these can be addressed with an appropriate agreement between the parties. The plan was proposed in principle by Cllr Chuisseu, seconded by Cllr Bunnett with all in favour.

**Action: Chair, Clerk**

**65/03/20**

**Agenda items for the next meeting:** No items were raised at this time.

There being no further business the Chairman closed the meeting at 21.35. The next meeting will be held on 15<sup>th</sup> April 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.