

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 remote meeting of Orwell Parish Council was held on
20th January 2021 at 7.30pm (19.30hrs)

Present: Cllr N Szembel – Chair (**NS**), Cllr G Bunnett – Vice Chair (**GB**) Cllr J Chuisseu (**JC**), Cllr Gould (**MG**), Cllr J Healy (**JH**), Cllr A Murray-Brown (**AMB**), Cllr I Phillips (**IP**) and Cllr T Tyndell (**TT**)

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

DRAFT

- 258.01.21** **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 Cllr Morris-Lowe, these were accepted and agreed by all.
- 259.01.21** **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.
- 260.01.21** **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 four members of the public in attendance. There were no questions raised.
- 261.01.21** **Minutes of the meetings held on 15th December 2020:**
The minutes were proposed to be correct by Cllr Healy, these were seconded by Cllr Bunnett and agreed by all. These will be signed by the Chair in due course.
- 262.01.21** **CCC Report:** *(Cllr Sebastian Kindersley)*
The East West Railway is be proposed to run from Cambourne to Cambridge South. There will be another consultation probably in the Autumn.
The vaccination programme is running smoothly.
There have been flooding issues around a lot of the villages.
- 263.01.21** **SCDC Report:** *(Cllr Aidan Van de Weyer)*
Planning:
South Cambs have welcomed the findings of an independent review of the District Council's Planning Committee, which says members have "a clear understanding of their role" and "good accountability for their decisions". The review by the Planning Advisory Service (PAS) was commissioned as part of continuing work to further strengthen the South Cambridgeshire District Council (SCDC) Planning Service, which it shares with Cambridge City Council.
The report praises the Council for reacting quickly to the Covid-19 pandemic and adopting new guidance, protocols and procedures to enable the Planning Committee to meet virtually. It praises the Committee's accessibility, saying accessing it is "relatively easy both in its live form and via web casting". It adds that the size of the South Cambridgeshire District Council's Planning Committee appears to strike the right balance of skills and experience and that "the Council has maintained a good focus on public engagement, especially through maintaining the capacity for public and parish councils to speak at Committee."
In addition, the review also looked carefully at specific processes – including how Parish Councils can provide feedback and make a request for an application to be decided by Committee. This process is covered by the Council's Scheme of Delegation. The Report says the current scheme, which was adopted last year, is "a much more transparent model". As suggested by the report, this scheme will be reviewed this year.

The PAS report endorses existing plans for the service to provide additional training and support to Parish Councils on planning matters to foster closer working relationship and further improve Parish Councils' knowledge and understanding of the planning process. It is also supportive of the service's recently refreshed member development programme as a key way of helping members and officers to explore together the wide-ranging challenges facing South Cambridgeshire.

Call for Sites:

A West Sussex speculative development company is proposing to create a new town of 25,000 homes between and encompassing the villages of Shepreth, Melbourn, Meldreth, Whaddon, Bassingbourn, Wimpole, Orwell, Barrington and Foxton.

The developer, Thakeham, has missed the deadline for the South Cambridgeshire Local Plan's 'Call for Sites,' in spite of having spent the past two years preparing its scheme, during which time it will have been fully aware of the South Cambridgeshire Planning process. It now proposes a late submission in the Call for Sites. While it has contacted relevant landowners, Thakeham has made no contact with local residents or their elected representatives.

The South Cambridgeshire development hierarchy is structured around its largest population centres at Cambourne and Northstowe, which are served by the A428, the Guided Busway and the planned new Cambourne Station, as well as its new schools and health services.

An action group, South West Cambridge Action Group (SWCAG), has been set up and you can see their website at www.swcag.org for further information. Although Planning is a District Council matter District Councillors have been advised not to comment as this might prejudice their position later on in the process."

Barrington Quarry:

Cemex have advised that train movements are planned to restart now that HS2 drilling machines are back in action. A Liaison meeting is being planned to bring residents up to date.

264.01.21 Co-option of two new Councillors:

Cllr Bunnett thanked all those up for cooption and for considering the position of Parish Councillor and stated that even if they were not successful there was a lot happening and they may be able to assist in other areas. There is a need for people to get involved ie the Local Plan and the Neighbourhood Plan.

Following proper procedure, a vote was taken and Cllrs Alison Murray-Brown and Ian Phillips were elected. They signed their Acceptance of Office and then took their places on the Council.

265.01.21 Planning:

There has been correspondence from a resident enquiring about the new lights along the drive way of the new developments of 22 to 26 Leaden Hill. The question is if planning is needed to install new lights.

Meeting stopped at 20.01

Mr Kruger explained that the lights that have been installed are known as pillar lights these are not the same as the lights seen on the road as they are at eye level. The developers installed the lights on condition from SCDC. However, this is not a planning issue according to SCDC.

Residents are currently looking at whether they can put in lower wattage bulbs. Mr Kruger stated that at the time of the application there were very few conditions and the residents had no objections to what was stated. The issues they are now facing were not on the application. Cllr Van de Weyer will make enquiries.

Action: AvdW

Meeting opened at 20.06

Orwell Parish Council: Tree work 20/2455/TTPO. TPO 0028 (1971): T1 Mulberry Tree, (outside 21 High Street). To raise crown to 2.5 meters about path, reduce to previous pruning points equating to reduction of regrowth of 1.5-2.0metres. There were no comments from the Parish Council.

15a High Street: Tree work 20/2409/TTPO. T2 Ash tree to be remove three low hung branches due to overhanging the garden. There were no comments from the Parish Council.

266.01.21 East West Rail (EWR)

The local MP has contacted the Parish Council to confirm that the information he has received from CamBed Railroad (CBRR) stating that the Parish Council have shown support to the CamBed RailRoad (CBRR) is correct. Cllr Gould stated that the official promoters' D route which follows the A428 has no plans for bridges or crossings and could leave Orwell cut off from other villages. Cllr Szembel proposed that the Parish Council should support any proposal which would see the route of the new rail line go to the North of Cambridge once it left Cambourne, which would also bring a station north of Cambourne, (in this case the route favoured by CBRR), which this was seconded

by Cllr Gould and supported by all. Cllr Philips abstained as he had little knowledge of what was being proposed.

- 267.01.21 Proposal of a New town in South Cambridgeshire (Thakeham):**
Cllr Tynall attended the initial meeting but could not attend the recent meeting which was held tonight prior to the Parish Council meeting. Cllr Van de Weyer reported that the local representatives are in agreement that they do not want this development and that there is a need for all members to work together. Further information can be seen on item 263.01.21.
- 268.01.21 Neighbourhood Plan**
Cllr Szembel gave a brief explanation of what a Neighbourhood Plan is and why Orwell Parish Council should like one for the Village, at the moment councillors were just investigating the process to understand what was required. A Steering Group has to be made up of residents and although a Parish Councillor representative (s) are needed on the Steering Group they are not allowed to hold office. If the village does not get involved the Parish Council are unable to have a Neighbourhood Plan, as it cannot be promoted by the Parish Council alone. Cllr Szembel suggested that once all the councillors had seen the information package being circulated that a working party should be set up to start the process and a notice to be placed in the next bulletin asking for volunteers.
- Action: Agenda Item**
- 269.01.21 New Recreation Ground:**
Cllr Bunnett updated the council on what has been happening.
The trench has been dug alongside the temporary entrance. The planning application has been withdrawn, the newly appointed planning officer feels that a more detailed plan is needed and suggested that a pre-application be completed. Cllr Bunnett will now apply to planning for a meeting with regards to putting in the Pre-application as they have suggested.
The Recreation Ground Committee will be looking at the paperwork and will begin to look at what they feel is needed for the pre-application.
Cllr Gould enquired if there was a timescale in getting the new submission in, Cllr Bunnett is not sure but he would think the end of February is achievable. There is five years to complete and funds will need to be raised. Once this has been done the old recreation ground will then be looked at.
- Action: Agenda Item**
- 270.01.21 Recreation Ground & Pavilion:**
The new bark path situated on the road side of the recreation ground hedge leading to the back entrance to the play equipment area has now been installed.
Leak in the pavilion roof – This has now been repaired.
Quotes are now needed to remove the remainder of the vegetation at the back of the pavilion.
- Action: Clerk**
- Clerk to also enquire if the roof will need to be re-felted. **Action: Clerk**
- 271.01.21 Covid 19**
Cllr Szembel reported that SCDC are still very much in contact if help is needed. However, it appears those in the village affected by covid are in general managing very well without the intervention of any third party.
- 272.01.21 Village Welfare Matters**
The drains/manhole covers along Meadowcroft Way and Lotfield Street have been overflowing. It is feared that this is not just run off water but includes sewage as well. Anglian Water have discovered a separate drain is blocked and this may have had an effect on the other drains. There are two water disposal systems: water run-off from the road/ditches/fields and the sewage drains. There could also be a problem with the capabilities of the pumping station and that it has reached its capacity, this would also impact on the run-off water. It was agreed that the Parish Council write to the CEO of Anglian Water.
- Action: Clerk**
- 273.01.21 Light/cctv Malton Lane/High Street junction:**
The Clerk has received one quote and is awaiting another quote. Option 2 of this quote from Balfour Beatty would give the option of placing a speed sign at a later date. It was enquired if North Herts would charge a fee to move the camera from where it is at the moment to the new position?
Clerk will enquire. **Action: Clerk**
- 274.01.21 Clunch Pit Management Trust (CPMT)**
Cllr Bunnett reported that the rent for the Glebe field has not been invoiced and therefore has not been paid. Carter Jonas appear to have a mix-up with the two agreements (Glebe Field and the

Paddock). Cllr Bunnett is presently looking into this matter but suggests that the two agreements be kept separate. **Action: GB**

275.01.21 Chapel Orchard:
The temporary repairs to the boardwalks have been completed. Cllr Bunnett is looking at when the boards will need replacing. **Action: GB**
Clerk to enquire about placing a new bin in Chapel Orchard. **Action: Clerk**

276.01.21 Pavilion:
Repeated item see 270.01.21

277.01.21 Village Hall Carpark
Cllr Bunnett reported that the matter of water and electricity still needs verifying. Clerk is presently looking into this. **Action: Clerk**
Cllr Morris-Lowe reported that there is little antisocial activity happening in the carpark.

278.01.21 Defibrillator:
The Village Hall have now given their consent to place a defibrillator on the premises. A place now needs to be identified. The phone box is a listed building and therefore a 'change of use' would be needed to place the defib. This has been looked into and the work needed to have a 'change of use' but there was a sense that the village hall might be a more optimal location. Another suggestion has come forward, which is to use the phone box as a library/book exchange. Clerk to enquire with SCDC planning to see if a 'change of use' would be needed for use as a library/book exchange. It was proposed by Cllr Healy that if both suggestions need a 'change of use', it would be better to place the defib in the phone box, this was seconded by Cllr Gould and agreed by all. **Action: Clerk**

279.01.21 Trees
It was agreed at the last meeting to contract Eastern Tree Surgery to carry out the works needed on the trees. However, some of these trees have now been removed and the quote now needed to be amended. Cllr Gould will give an updated review of which trees still required work and send this to the Clerk. **Action: MG/Clerk**

280.01.21 Speed Restrictions and tracking equipment: Possible LHI initiative project
Cllr Healy is presently working on this item. **Action: JH**

281.01.21 Budget: 2021-2022 budget/precept
Cllr Bunnett proposed an increase of 3% and a precept allocation of £52,055.00, this was seconded by Cllr Gould and agreed by all.
This would give a band D house a precept of £99.21.

282.01.21 New Accounting Package
Cllr Bunnett proposed the Council have a three-month free trial with Scribe, this was seconded by Cllr Gould and agreed by all. Cllr Bunnett will discuss this with the Assistant Clerk. **Action:GB/AC**

283.01.21 Dangerous Parking outside the Primary school;
Clerk has received correspondence outlining the dangerous parking opposite the school.
1. The school bus, mini bus and taxi are unable to park safely for the children to gain access to the school.
2. The footway is being blocked causing pedestrians and children to walk on the slippery grass verge or walk out onto the road. It was agreed that the clerk contact the school to verify the issued raised by the third party that sent the letter. **Action: Clerk**
3. Q. Is there funding from the developers that can be used to create safer parking for children? The Council were reminded that the development contained a new parking area for the school.
4. Q. Hedges along Hurdleditch Road have been neglected when will they be cut back? Clerk to make enquiries with the land owner to get the hedge cut back. **Action: Clerk**
5. Q. Hurdleditch Road has dangerous drops in height where the tarmac ends and it meets the grass verge, this at the moment are just mud ditches not helped by construction traffic. The recent weather has not helped this situation either. Possible LHI project. **Action: future LHI**

284.01.21 Financial Matters:
1. Financial Statements for January
2. Payments and Additional payments for January (Additional payments are shaded; these costs have already been agreed but may not have appeared on the agenda.

Payments awaiting authorisation 20th January 2021

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension		0	Employees payments for January 2021	LGA 1972 s112
Haven Power	£290.68	£46.56	Street lighting power December 2020	PCA 1957 s3
E-On	141.88	6.76	Pavilion electricity	LGA 1972 s143
J Damant	£26.00	0	Clerks Expenses (Vodafone)	LGA 1972 S113
Buchans Landscapes	Awaiting		Grounds Mtce December 2020	OSA 1906 s9/10
E & E Plumridge Ltd	£2352.00	0	Orwell Bulletin June 20/Jan 21 payments	LGA 1972 s142
Richard Burns	£20.00	0	Replacement double socket in Pavilion	LGA 1972 s143
Tees Law	£950.00	0	Seller Solicitor cost relating to Hurdleditch sale	PHA1874 s164 OSA 1906 s 9/10
Wave	70.87	0	Sewage for pavilion	PCA 1957 s3
George Collins	2268.45	378.07	New ramp for Village Hall	LGA 1972 s
Meldreth PC rent (Aug, Sept, Oct, Nov, Dec, Jan)	600.00	0	Office rents for six months	LGA 1972 s113

Payments were proposed by NS seconded by MG and agreed by all.
NS suggested that salaries are paid by bac payments. Clerk to enquire.

Action: Clerk

285.01.21 S106 Art Donation

Update from Cllr Szembel with regards to the Royal British Legion project concerning children researching the Village in WWI and WWII and designing a war memorial for the Village. Cllr Szembel reported that £3000 had originally been earmarked for this RBL project which had been postponed due to covid. The original plan had been to stage an exhibition of the childrens' work in the Church to coincide with the VJ day commemorations in 2020 which had also been postponed. This will leave a balance of £3980.00 in the Art fund and 5 years to spend it.

286.01.21 Internet Banking:

Update from those councillors still requesting online banking. Cllr Tyndall now has internet access. Cllrs Szembel and Chiusseu still to do.

287.01.21 Correspondence and Clerk's Report

A letter has been received concerning a light at Lordship Close outside No.10 is still not working, Clerk is investigating.

288.01.21 Councillors' Reports and Areas of Responsibility

Areas of responsibility, Councillors need to take over Cllr Bunnett's additional responsibilities. Clerk to send the list to all councillors and to be discussed at the next meeting.

NS

Re Burial ground access. Reported that the church is happy for the Parish Council to approach Carter Jonas with regards to getting an agreement to have a grass grid installed in the Glebe Field. This will help stop damage to the sward and shallow topsoil layer by funeral vehicles/digging machinery accessing the burial ground via the paddock and the Glebe Field, which is the only route available to them.

Action:

NS/GB

MG

Will check the light at 10 Lordship Close, a resident had written to the Clerk stating it was not working, this has been reported and was being repaired.

289.01.21 Agenda items for the next meeting

Recreation Ground

Pavilion
Responsibilities
Thakeham
Internet Banking
Traffic calming – speed restrictions
New light on the junction of High Street, Malton Lane, Barrington Road
Glebe field
Paddock
Defibrillator
Red Telephone Box
Neighbourhood Plan
website

There being no further business the Chairman closed the meeting at 21.53hrs

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