

## ORWELL PARISH COUNCIL

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### MINUTES OF THE PARISH MEETING

A remote meeting of Orwell Parish Council was held on  
 21<sup>st</sup> October 2020 at 7.30pm (19.30hrs)

**Present:** Cllr N Szembel - Chair (**NS**), Cllr G Bunnett – Vice Chairman (**GB**), Cllr T Morris-Lowe (**TML**), Cllr J Healy (**JH**), Cllr S Kindersley (CCC), Cllr A Van de Weyer (SCDC)

**In Attendance:** Mrs J Towner (Temporary Clerk); Mr A Lansley, Mrs W Randall, Mr D Ng, Mr C Daw, Mrs S Miller (joined the meeting at 19.42)

#### 181/10/20 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 received from Cllr J Chuisseu, Cllr T Tyndell, Cllr M Gould, Mrs J Damant (Clerk), Mrs S Walmesley (Assistant Clerk). These were accepted and agreed by the Council.

There were no apologies received from Cllr Mckenna.

#### 182/10/20 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 interests were declared.

#### 183/10/20 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.

[Lord Lansley](#) delivered a review and request based on the publication of list of local development sites submitted to the Greater Cambridge Planners, which included 11 sites in Orwell. None of these sites currently have planning status. As a Group Village (rather than Growth Village) Orwell would be unable to accommodate large-scale growth – it's existing organic growth needs having been met through existing approved developments. Furthermore, the rationale for large-scale development in Orwell is unclear. He requested that consideration be given to preparing a Neighbourhood Plan which would result in the community being able to legitimately apply a positive influence on future planning. Mr Lansley concluded with a request for Cllr Van de Weyer's comment on these observations and request. [Lord Lansley's full letter to the Parish Council is included at the end of these minutes as it is felt to be a helpful introduction to the issue.](#)

Mrs Randall expressed an interest in agenda item 190/10/20 Pavilion (use for fun-run charity event).

Mr Ng and Mr Daw expressed an interest in agenda item 192/10/20 Traffic Calming.

Mrs Miller was unable to join with audio, but the Chair reporting on her behalf, expressed interest in agenda item 196/10/20 Chapel Orchard. She clarified [she would be unable to keep an eye on Chapel Orchard](#) between November and March.

#### 184/10/20 Minutes of the meetings held on 16<sup>th</sup> September 2020

The minutes meeting held on 16<sup>th</sup> September were proposed by Cllr Healy, seconded by Cllr Bunnett and agreed by all.

#### 185/10/20 CCC Report

Cllr Kindersley (joined the meeting at 19.59) had circulated his report. He encourages Parish Councils concerned about local over development to contact SCDC urging them to consider the long-term suitability of sites. It could be emphasised that these developments should take place within the A428 corridor (following the proposed east-west rail link). This would also support the proposal for a rail station north of Cambourne.

Cambridge Approaches is an action group formed of objectors to the current rail link route proposal.

[ACTION: Clerk]

A consultation document by the National Air Traffic Service is looking at splitting the current aircraft stacking process. Currently two airports use a combined stacking system which is over Melbourn/Royston. Splitting the stack into two is likely to have a noticeable negative impact on Orwell with regard to increased aircraft noise. Further investigations into this need to be undertaken.

The Fire Authority is about to launch a PR campaign asking people not to have bonfires or any sort of fireworks on/around 5<sup>th</sup> November as the service is already over-stretched due to Covid.

All staff in the Fire and Rescue Service are to receive a £50 goodwill bonus as an acknowledgement of extra workload experienced during Covid.

Cllr Kindersley was thanked for his report and attendance at the meeting.

### **186/10/20 SCDC Report**

Cllr Van de Weyer joined the meeting at 19.40. He thanked Mr Lansley for his comments on the local plan. SCDC has to take into account set objectives including, amongst other things: climate change; zero carbon targets; sustainability; creation of communities. As these all feed into the selection of suitable development sites it is unlikely that multiple, small-scale developments in remote villages will meet the council's criteria (by doing so it will encourage the need for vehicles, and also create infrastructure requirements). However, some sites may benefit by fulfilling the need for social sustainability, but these would need the support of the local community. Two local villages (Histon and Cottenham) have developed Neighbourhood Plans which are close to being adopted, and which have already had a positive impact on the community. SCDC are very supportive of these Plans which are likely to become increasingly important as way of Parishes influencing local development. Neighbourhood Plan can take a significant period of time to formulate, submit and be adopted (this is unlikely to be possible within 12 months). It also requires the input of members of the community as well as the Parish Council. Although it can be a costly process there are grants available.

Evidence on how strategic decisions will be made and the consultation process with local stakeholders will be released, via the Local Plan, soon. This will include details on the strategy re. site selection.

In early 2021 a consultation will be taking place regarding the east-west rail link route alignment and the likely impact on environment, roads, landscaping etc. The location of the rail link/station will result in adjacent developments, which will also affect the Local Plan so until the route is settled no decisions can be taken regarding developments. Parish Councils will be kept up-to-date on activities.

Incidences of Covid are rising, although there have been some inconsistencies in reporting associated with the movement of students in and out of the area. Whilst Covid-related hospital admissions are not yet rising, hospitals are still very full with patients who deferred treatment during the earlier height of infections which could cause difficulties, as admissions are likely to increase.

SCDC has identified additional support funding which will be administered through small grants and the Communities Team have contacted all local support groups.

Cllr Healy thanked Cllr Van de Weyer for the comprehensive report and suggested that a discussion regarding a Neighbourhood Plan take place at the next meeting. Cllr Szembel commented that the Clerk had started investigating the process required and highlighted that an action group would need to include the wider community, and that financial implications need to be considered.

The meeting was suspended at 19.59.  
The meeting re-opened at 20.03.

## 187/10/20 Planning

### New Applications for consideration

20/04/1/HFUL, Dilland House, 8A Cross Lane Close – erection of conservatory to the rear.  
Recommendation needed.

No comment from Parish Council proposed by Cllr Healy, seconded by Cllr Bunnet. All in favour.

[ACTION: Clerk]

[SCDC Decisions: there were no decisions.](#)

## 188/20/20 New Recreation Ground Area

The surface water drain/ditch has been mistakenly routed inside the PC boundary rather than on the farmer's land. The contractors kindly excavated the ditch along Hurdledith Road free of charge (avoiding tree routes etc.)

Following the approved activity by the new Recreation Ground Committee for a boundary survey, it was found that the boundary markers placed by Bidwells may be incorrectly positioned. As this will affect fencing installation (due to start next week) it has had to be deferred and a site meeting arranged Cllr Bunnett and Steve Buchan of Buchan Landscaping, the contractor. See also 189/10/20 below.

[ACTION: Cllr Bunnett]

Cllr Bunnett hoped to receive free advice from solicitor regarding the rights acquired with the land but no response received as yet.

[ACTION: Cllr Bunnett]

For budget item see 200/10/20 below.

## 189/10/20 New Recreation Ground Committee

The Terms of Reference need to be approved by the Parish Council. Terms of Reference to be circulated and item included as an agenda item in November. Amended [Draft](#) Terms of Reference to include change of paragraph 3.5 to read as follows: The Committee shall be empowered to make changes to the design, layout or specification and agree the boundaries of the new recreation ground.

[ACTION: Cllr Bunnett, Clerk]

A decision to confirm the north-west boundary is time critical and cannot be delayed until November (due to the terms of the Agreement for the erection of fencing). It was, therefore, proposed that Cllr Bunnett, an additional Councillor and the Clerk be authorised to agree a revised boundary to the site as soon as possible to allow work to go ahead. This proposal was made by Cllr Szembel, seconded by Cllr Morris-Lowe with all in favour.

[ACTION: Cllr Bunnett]

## 190/10 Recreation Ground & Pavilion

PAT testing and fixed wiring testing has now been completed.

A new water boiler is needed, approximate cost for supply and fit £490.00 plus VAT. This is within the Clerk's approval limit so installation will be requested.

[ACTION: Clerk]

Door handles for cupboards have been purchased and will be fitted shortly. New door handle for kitchen door to be ordered. Bins for kitchen and toilet have been ordered.

[ACTION: Clerk]

A request by Run Orwell to use the pavilion for administrative purposes on Sunday 29<sup>th</sup> November had been received. Event will be 'Covid compliant' but due to the 72-hour Covid rules this would impact on the use of the building by the Youth Club. The [run organisers and the Youth Club were invited to see if they can cooperate so that both the run and Youth Clubs' needs can be accommodated so that this run can proceed.](#)

Meeting suspended at 20.26.

Meeting re-opened at 20.28.

Permission was requested for cars to be parked on the recreation ground during the event

(organisers to use common sense as this may be weather dependent). Dogs will not be permitted on the recreation ground during the event (they are not allowed at other times). Cllr Szembel proposed that permission be granted for use as outlined, provided the Youth Club are able to re-arrange/cancel their meeting scheduled for 1<sup>st</sup> December. Seconded by Cllr Healy, all in favour.

### **191/10/20 Website**

Disability access regulations (WCAG 2.1 AA) are to be applied to all future uploaded documents to the existing website. However, the Parish Council has deemed that a disproportional burden would be incurred if required to convert legacy documents. A new website is planned which will be fully WCAG 2.1AA compliant.

### **192/10/20 Traffic Calming**

A meeting took place on 7<sup>th</sup> October between Cllr Healy and SCDC (Joshua Rutherford) to discuss traffic issues relating to vehicles between from Barrington Road and the A603. A 3- to 4-year plan for budget and permissions would be needed for full traffic calming measures (e.g. 2 x speed bumps, associated lighting x 4, road markings etc.). The Parish Council will need to meet 10% of the total cost (estimated to be between £2k and £5k with a total project cost of between £20k and £50k). Consultation would also be needed with householders adjacent to any installations as there will be both light and noise impact. In the meantime, it is suggested that two chicanes be installed which may prove to be an economic and effective interim solution.

[The funding window for work to be undertaken in 2021-2022 is now closed. The Clerk was asked to find out when the funding window for work to be undertaken in 2022-2023 will be open and to ensure that any application is ready to submit.](#)

[ACTION: Clerk]

Meeting suspended at 20.43.

Meeting reopened at 20.47.

Reservations were expressed at the usefulness of chicanes. It was suggested that the Clerk speak to a colleague in Granchester where they have recently been introduced. It was also noted that chicanes can be landscaped to be relatively attractive (planted with trees, grass etc.) which may lessen the visual impact.

[ACTION: Clerk]

### **193/10/20 Covid 19**

The Covid situation is now in its second phase. A new SCDC Patch Lead has been allocated. Consideration will be given, when appropriate, to reconvening the local support system.

### **194/10/20 Village Welfare Matters**

The grass verge [giving side access to the](#) children's play area in the recreation ground is exceedingly muddy. The Clerk is obtaining a spec and tenders for a temporary path.

[ACTION: Clerk]

Process for creating a Neighbourhood Plan to be considered at a later date.

A site meeting has taken place with Balfour Beatty to discuss installing a new pole at the entrance to the village on Orwell Road towards Barrington. This will carry a light and a cctv camera covering vehicles entering/leaving the village along Barrington Lane and Malton Lane (moved from Fishers Lane). A quote is expected (estimated to be in the region of £2-£2,500k depending on accessibility of electrical supply). Once specification for pole is received, cctv provider to be asked to assess suitability for re-siting of camera.

[ACTION: Clerk]

### **195/10/20 Clunch Pit Management Trust (CPMT)**

Following research by the Trust, 4 information boards containing historical information about the site are to be erected (3 around the clunch pit, 1 in the glebe field – permission has requested from Carter Jonas). No cost will be incurred by the Parish Council.

The clunch pit has been well used this year.

### **196/10/20 Chapel Orchard**

The replacement boardwalk has been delayed and [works](#) will now take place in March. Cllr Bunnett had inspected the structure recently and considers it reasonably sound at present (although deteriorating). It is not necessary to cordon it off in its present condition.

A village email will be circulated, requesting participants to join a working party to carry out seasonal maintenance on Saturday 7<sup>th</sup> November.

Mrs Miller had requested that [the PC](#) keep an eye on the site over the winter months to monitor any damage caused by inclement weather.

### 197/10/20 Village Hall

OpenReach broadband [installation](#) remains unresolved.

### 198/10/20 Village Hall Carpark

A site meeting has taken place with a contractor to discuss installing bollards/gates/rising barrier. A quote has been received and will be circulated (with pictures) to Councillors to enable further discussion.

[Action: Clerk]

Installation may require electricity supply, hopefully taken from poles on verge. Ownership of the verge needs to be established, [and the Clerk was asked to obtain details from the Land Registry.](#)

[Action: Clerk]

It was noted that temporary bollards seemed to be a deterrent resulting in fewer incidences over recent weeks. Cllr Morris-Lowe also intervenes when possible if groups are seen to be converging.

### 199/10/20 Trees

Cllr Gould had circulated a brief report.

A site for the cherry tree purchased recently with a SCDC grant needs to be agreed. To be included as agenda item at November meeting.

[ACTION: Clerk]

### 200/10/20 Financial Matters

#### 1. Financial Statements for October

#### 2. Payments and Additional payments for October

(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  
Payments awaiting authorisation

#### Payments already made within the month

Payee	Amount £	Vat £	Description	Power
J Damant	97.94	16.32	Post and railings expenses	LGA 1972 s113
Fraz Ogilvie	69.75	0	Fuel expenses for COVID prescription deliveries	S137
Four Counties	120.00	0	Removal of fallen tree in Burial Ground	OSA 1906 s9/10

#### Payments awaiting authorisation

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	Confidential	0	Employees payments for October	LGA 1972 s112
Eon	41.02	1.95	Electricity for pavilion	LGA 1972 s143
Haven Power	280.99	45.68	Street lighting for September	PCA 1954 s3
Buchans	714.60	119.10	Grass Cutting for September	OSA 1906 s9/10
UK Safety Management	98.40	0	PAT testing	LGA 1972 s113
Stanley Tees	2563.00	420.00	Legal Fees for transfer of land	LGA 1972 s124,127
Information Commissioner	40	0	Renewal of Data Protection Registration	LGA 1972 s111C
Clunch Pit Trust	2726.51	0	S106 monies which were designated to the Clunch Pit (S106 Account)	LGA 1972 s113
Clerk's expenses	82.30	0	Expenses (stamps, fuel, handles for	LGA 1972 s113

			pavilion, Vodaphone)	
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Payments were proposed to be correct by Cllr Healy, seconded by Cllr Bunnett and agreed by all.

An additional payment, [for works](#) previously agreed, for 95% of drainage work undertaken at the new recreation ground has been received. It was proposed that the sum of £22,355.40 invoiced by MAE Construction and Building Limited be approved. Proposed by Cllr Healy, seconded by Cllr Szembel, all in favour.

### **201/10/20 Correspondence and Clerk's Report**

Jill Towner will be acting as Temporary Clerk over the next 2-4 weeks whilst the Clerk is on sick leave. She will also be assisting the Clerk in a phased return.

No items had been passed on regarding correspondence or Clerk's report.

### **202/10/20 Councillors' Reports and Areas of Responsibility:**

Due to increasing and ongoing responsibilities connected to the New Recreation ground, Cllr Bunnett is standing down from his responsibilities regarding the Clunch Pit, Glebe Field, Paddock and Burial Ground, although he will continue to deal with any matters relating to the winding down the Clunch Pit Management Trust. An email will be circulated to all Councillors asking for volunteers to take on these roles.

**[ACTION: Clerk]**

Cllr Healy noted that the list of responsibilities circulated included him on the Clunch Pit Committee which is incorrect. He also commented on the number of exciting on-going projects in the village.

Cllr Gould had circulated a report on electric car parking facilities in the village. It appears this is not worth pursuing at present.

Cllr Szembel asked the Clerk to investigate the process for filling Councillor vacancies during the Covid pandemic. Following the resignation of Cllr Ingrey, a replacement needs to be appointed.

**[ACTION: Clerk]**

### **203/10/20 Agenda items for the next meeting**

Consideration of Neighbourhood Plan process

New Recreation Ground Committee – Terms of Reference to be agreed

Report on chicanes from nearby parish. Information relating to LHI application for 2022-2023

Tenders for pathway on verge along Town Green Road/recreation ground

Installation of pole and cctv on Orwell Road (near junction with Malton Lane)

Barrier at Village Hall Car Park

Site for planting cherry tree

Appointment of new Councillor

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.