

ORWELL PARISH COUNCIL

Clerk: Mrs J. E. Damant
Parish Office, Sheltered Housing Scheme
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unAPPROVED MINUTES OF THE PARISH MEETING

A remote meeting of Orwell Parish Council was held on
17th February 2021 at 7.30pm (19.30hrs)

Present: Cllr N Szembel – Chairman (NS), Cllr G Bunnett – Vice Chairman (GB), Cllr J Chuisseu (JC), Cllr M Gould (MG), Cllr T Morris-Lowe, Cllr A Murray-Brown (AMB), and Cllr I Phillips (IP)

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

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- 290/02/21** **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 Healy and Mrs S Walmseley (assistant clerk) these were accepted and agreed by all.
- 291/02/21** **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.
- 292/02/21** **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 no public in attendance.
- 293/02/21** **Minutes of the meetings held on 20th January 2020:**
Amendments:
It had been agreed that the defibrillator was to go somewhere on the Village Hall building, exact position still to be agreed and the library to go into the red telephone box.
If the telephone box needed a change of use with the planning department at SCDC then it would be better to place the defibrillator in the telephone box was raised by Cllr Healy but a vote was not taken. The vote was to place the library in the telephone box regardless of planning.
Following the amendment the minutes of the meeting of the 20th January were proposed by Cllr Philips and seconded by Cllr Gould and agreed by all. The Chairman will sign the minutes when possible.
- 294/02/21** **CCC Report:** This was circulated prior to the meeting.
CCC have met and agreed a 1.99% + (1% for adult social care). This will give a Band D house an increase of £40. Cllr Kindersley also reported that there is presently no Officer for the footpaths as the present Officer is on long term sickness, this may have an affect on applying for Parish Path Partnership (P3) funding.
Cllr Kindersley also reported that the recent request to Thakeham for a Freedom of Information request was denied. There is concern that the whole process will bypass SCDC and go straight for government approval. It was encouraged that Orwell get involved with SWACG. Orwell do have representatives on this group and a new one is needed with the resignation of Cllr Tyndall.
Cllr Kindersley also requested that Orwell agree to sign the letter received from Cambed Rail regarding East West Rail to not go for the route near to the Eversdens and Haslingfield.
There have been problems with Anglian Water, Cllr Szembel explained that over the past weeks Orwell has had a major concern over flooding and evidence of sewage from the overflowing drains. Anglian did attend but stated that it was not foul water, though it was a foul water drain they were talking about. A letter is being sent to various representatives, Cllr Kindersley asked to see the letter before it was sent out to all concerned, including the CEO of Anglian Water. Clerk will do this.
Action: Clerk

- 295/02/21 SCDC Report:**
Cllr van de Weyer also stated that the Thakeham developers are also looking at the EWR route with regards to development. On the 18th March 2021 further items will be published with regards to the Thakeham development and that they will now be putting this into the Local Plan (call for sites). Cllr Van de Weyer also requested that if there are any gully issues to let him know. Elections will be held on the 6th May 2021 for SCDC and CCC, the Mayor and the Police and Crime Commissioner.
- 296/02/21 Resignation of Councillor:**
Cllr Tyndall has resigned from the Council, this information has been sent to the Monitoring Officer at SCDC, who have now stated that the Council can now place a notice for Election.
- 297/02/21 Planning:**
12 Hurdleditch Road, 20/05058/PRI01A single storey extension. It was proposed by Cllr Chuisseu to recommend 'No Recommendation', this was seconded by Cllr Morris-Lowe and agreed by all.
- 298/02/21 Call for Sites survey: *Deadline 1st March 2021***
Survey to be completed by the Parish Council. Questions that appear on the survey have been circulated along with a list of sites. Cllr Phillips has also circulated a list of these sites to make it easier to respond. This is an opportunity for the Parish Council to comment prior to the more formal procedures. Cllr Bunnett suggested that a Working Group be set up to go through the paperwork, Cllrs Gould, Philips, Murray-Brown and Bunnett. volunteered to be part of this group. The clerk will submit the responses. **Action: Cllrs MG, IP, AMB, GB and Clerk**
- 299/02/21 Proposal of a New town in South Cambridgeshire (Thakenham):**
Update on this please see items 294/03 and 295/03
- 300/02/21 Consultation on new housing policies relating to Build to Rent, Clustering and Distribution of Affordable Housing and Affordable Rent Setting: [consultation webpage](#).**
The Authority is looking at their policies and have enquired if the Parish Councils wish to respond. If they do they have until the 23rd March to do so.
- **Build to Rent:** Purpose built housing schemes providing homes entirely for rent (as opposed to those brought forward by councils and housing associations as social or affordable rent homes);
 - **Clustering and Distribution of Affordable Housing:** How affordable housing should be grouped (clustered) and spread out on new developments.
 - **Affordable Rent Setting:** How affordable rent levels for council and housing association homes should be set to ensure that they are as affordable as possible to those who need them
- It was proposed by Cllr Szembel to take no action, this was seconded by Cllr Bunnett and agreed by all.
- 300/02/21 Blocked Drains and Flooding:**
A letter will be going to Anglian Water and various departments when Cllr Kindersley has looked over the letter.
- 301/02/21 Area of Responsibilities:**
Cllr Murray-Brown will take over the Clunch Pit, Glebe Field and the Paddock. The responsibility list to be sent out to councillors to consider again.
- 302/02/91 Neighbourhood Plan:**
The information has been circulated to all councillors.
- 303/02/91 New Recreation Ground:**
An informal meeting has taken place to look at the detail of a new planning application. A meeting of the New Recreation Ground Committee will take place to approve the details on 23rd February. A pre-application meeting with the planning officer to take place as soon as possible. **Action: GB**
- 304/02/21 Recreation Ground & Pavilion:**
Clearance of trees and bushes - Clerk to arrange a meeting with Cllr Bunnett to see what is needed. **Action: GB/Clerk**
The Pannier Market will be holding their next event at the Chequers car park. They have requested if they can have their next event on the 3rd April at the recreation ground. This will depend on Covid restrictions and the state of the ground. Clerk to enquire with SCDC for permission to hold this event in April. **Action: Clerk**
Cllr Gould enquired if the heating was one at the pavilion, it should be on at minimum to stop pipes from freezing etc. Clerk to enquire with the Caretaker. **Action: Clerk**

- 305/02/21 Covid 19**
Cllr Szembel complimented SCDC on the way they have handled the Covid situation. At the beginning of Covid there was a grant set up by Cambridge Charities which Orwell applied for and received £3,500 + another £500. Only one person had claimed mileage and the parish purchased a laptop which would have assisted with people who were going to run the Covid team; however this was not needed. Clerk to enquire as to what is left of this grant money. **Action: Clerk**
- 306/02/21 Village Welfare Matters**
It was proposed by Cllr Szembel that the Parish Council should support the letter with regards to the East West Rail route and to support a northern route via Cambridge North Station. It is being run by Cambed Rail Road - Cambridge Approaches, this was seconded by Cllr Gould and agreed by all.
Harsten and District Mobile Warden Scheme;
Orwell Parish Council have contributed to the scheme and have two trustees, Cllr Chuisseu and Cllr McKenna – who needs to be replaced now he has resigned. They have applied for a contribution for the next financial year of £700.00. All the information on this with regards to the accounts has been forwarded to councillors. At the moment there are no residents in Orwell who are using the scheme but it is open to them if they wish to use it. Agenda item for next month.

Parking is taking place on the footways opposite the shop, along Hurdleditch Road and Town Green Road. The clerk has made enquires regarding this and one suggestion from Highways was to place bollards. Clerk to set up a meeting with Cllr Bunnett and Mr Josh Rutherford (CCC).
Action: Clerk
- 307/02/21 Light/CCTV Malton Lane/High Street junction:**
Quote from Balfour Beatty has now been received, another quote is being sought. Clerk is awaiting this information from SCDC.
There is no cost of moving the CCTV Camera from the High Street to the possible new position at the junction of Malton Way/High Street/Barrington Road. A new camera would cost £5000.00 +vat
- 308/02/21 Clunch Pit Management Trust (CPMT)**
It was proposed by Cllr Bunnett that Cllr Szembel can sign the new agreement with Ely Diocese for the Paddock . This was seconded by Cllr Morris Low.
There are to be a 'No Cyclists' notices erected in the Clunch Pit. There has been increasing use of bicycles and there are signs of damage to the ground. The area is a Site of Special Scientific Interest (SSSI) and needs to be protected. The signs are presently being prepared and a booklet explaining the history of the Clunch Pit and it's SSSI significance is also being done. This will be delivered to all households.
There will also be information boards erected in the Clunch Pit, very similar to the one at Chapel Orchard.
- 309/02/21 Chapel Orchard:**
The clerk is awaiting SCDC to give the go ahead for a new bin to be placed at Chapel Orchard. Once this had been confirmed, as SCDC empty the bins, the Clerk will purchase. **Action: Clerk**
The boardwalks have been repaired. Further repairs are not required at present but the condition will be monitored.
- 310/02/21 Village Hall Carpark**
There was an update on progress re. power supply in Quarry Lane and new barriers.
New bin, the old bin was taken down when the new light was installed and the new regulation from SCDC is that there are to be no attachments to the new lights that may affect their performance. A new post will also be needed. Cllr Morris-Lowe will look over the paperwork for the carpark to see if there is any further information with regards to where possible utilities may be. **Action: TML**
- 311/02/21 Defibrillator:**
Please see amendment of minutes item 292/03/21
Cllr Healy to liaise with the Village Hall Committee to find a suitable position for the defibrillator.
Action: JH
- 312/02/21 Red Telephone Box: *The telephone box is a 'listed building'*.**
Please see amendment of minutes item 292/03/21. Clerk is investigating whether a change of use is needed to make the telephone box into a library and if de-listing it would be a more appropriate option. It could then become a Parish Asset. **Action: Clerk**

313/02/21

Trees

The village tree work is due to start in March.

Cllr Gould reported that the Cherry Tree has now been planted and a photo will appear in the Orwell Bulletin. Cllr Szembel kindly planted the tree.

The Mulberry Tree will be pruned soon.

Cllr Gould reported that in the bulletin it is stated that the Youth Club will be planting some fruit trees in the allotment, given to them by the Parish Council. Clerk will check that this is allowed.

Action: Clerk

314/02/21

Speed Restrictions and tracking equipment: Possible LHI initiative project

Report from Cllr Healy.

Clerk has also had a response from the Highways Officer who states that stand alone speed signs are no longer allowed whether this would be via an LHI grant or paid for independently by the Parish Council. Permission needs to be sought from the Highways Authority and they would not give permission for a stand-alone speed sign.

Quote from the Highways Officer,

'Any flashing signs would have to be the mobile, battery powered ones I am afraid, so it would be expected that the PC would move it to another location every 4-6 weeks. If the PC then pay for it themselves this is fine. They would however need to sign up the above MOU and adhere to the requirements set out in this.

They would only need speedwatch data to back up an LHI application'.

If Orwell decided not to proceed with an LHI grant application, the full cost would need to be found but a survey with regards to Highway agreement would not be needed but they would still need to adhere to the requirements of moving the sign on a regular basis as mentioned above.

One quote has been submitted, further quotes to be sought. Speedwatch needs three to four people at a time to record the data. Cllr Morris Lowe will enquire with his wife as she was one of the volunteers that started Speedwatch to see if any of the data is available.

Clerk to email Cllr Healy to find out where we are with this.

Action: Clerk

315/02/21

Budget

Request has been submitted to SCDC.

316/02/21

Clerk Phone:

Cllr Philips has been looking at phones and thinks a contract with Mobile Phones Direct is a good option. The phone is a Nokia, the contract is with O2 and is £13.00 per month for a two year contract. Clerk informed the Council that Meldreth would be happy with this as they too were looking at providing a work phone. This needs to be proposed. Agenda item for next meeting.

317/02/21

Financial Matters:

1. Financial Statements for February 2021

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.

Local Government Act (LGA); Public Health Act (PHA); Open Space Act (OSA) Parish Council Act

PAYMENTS FOR AUTHORISATION –ORWELL PARISH COUNCIL MEETING 17TH FEBRUARY 2021

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	Confidential	0	Employees payments for Feb 2021	LGA 1972 s112
Haven Power	£290.68	£47.24	Street lighting power January 2021 (DD)	PCA 1957 s3
E-On	141.88	6.76	Pavilion electricity (DD)	LGA 1972 s143
J Damant	27.41	0	Clerks Expenses incl Vodaphone	LGA 1972 S113
Buchans Landscapes	£297.60	£49.60	Dig out trench along new recreation ground/prune tree from path	OSA 1906 s9/10
E & E Plumridge Ltd	£1022.00	0	Orwell Bulletin December 2020	LGA 1972 s142
Campbell Weir	£210.00	0	Bridge Repair Work	OSA 1906 s9/10
Carter Jonas	£1125.00	0	Rent for Glebe Field 30/7/17 -29/9/29	SHAA 1908 s34
Harry Stebbings Workshop	£47.48	£7.91	New Lock for notice board	LGA 1972 S113
Hertfordshire CCTV	£1782.00	£297.00	Renewal of 3 sim cards (Feb 2020) CCTV	LGRA 1997 s31

Meldreth Parish Council	£100.00	0	Rent February 21	LGA 1972 s133
Meldreth Parish Council		0	Annual contribution for 20/21	LGA 1972 s133
			Need to add	

The item for annual contribution to Meldreth will be on the next agenda.

It was proposed by Cllr Bunnett to accept all payments this was seconded by Cllr Philips and agreed by all.

318/02/21 Website:

Cllr Phillips has been looking at websites including the one the Clerk presently uses for Meldreth Parish Council. Orwell need to be looking into a new website as the present one currently being supported by BT will stop in May. Cllr Philips will report back at next month's meeting.

Action: IP

318/02/21 Internet Banking:

It was agreed that the finance working group should be signatories, Cllrs Bunnett, Chuisseu, Healy and Philips. Clerk will have Cllrs Philip and Healy signed up.

Action: Clerk

319/02/21 Correspondence and Clerk's Report:

Councillor Training and other training available from CAPALC. Councillors to let the Clerk know what they would like to attend so that it can be booked. Councillors have received a link to the training sessions being advertised by CAPALC. This is available to all councillors. Cllr Philips has been booked on.

Road sign on Pearmain Close has been reported to SCDC.

320/02/21 Councillors' Reports:

Cllrs Bunnett and Murray-Brown have walked around the Clunch Pit and Glebe Field.

Cllr Philips will join the finance team and is presently looking at Scribe.

Cllr Szember to prepare the letter for Carter Jonas regarding the matting for the Glebe Field. This is needed for the grave diggers who need access to the burial ground.

Cllr Szember then took this opportunity to say that due to his leaving the village he will be resigning from the Council following this meeting. He thanked everyone for all their support and he that he has enjoyed his time on the Council both as a member and as the Chairman.

Cllr Bunnett thanked Cllr Szember for his hard work whilst being a member and Chairman.

321/02/21 Agenda items for the next meeting:

New Recreation Ground
 Old Recreation Ground
 Covid 19 Grant reserves
 Chapel Orchard
 Clunch Pit
 Glebe Field
 Allotment Trees
 Speed Restrictions
 Red Telephone Box
 Website
 Clerk's phone
 Banking signatories and internet access
 Flood and Sewage

There being no further business the Chairman closed the meeting at 21.17hrs. The next meeting is scheduled for the 17th March 2021 at 7.30 via remote.

 Chairman

 Date