

# 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

## unAPPROVED MINUTES OF THE PARISH MEETING

A remote meeting of Orwell Parish Council was held on  
 20<sup>th</sup> October 2021 at 7.30pm (19.30hrs)

**Present:** Cllr G Bunnett –Chair (GB), Cllr N Chambers Vice Chairman (NC), Cllr S Grimley (SG), Cllr Gould (MG), Cllr A Murray-Brown (AMB), Cllr A Stone (AS) and Cllr E Tabor (ET)

**In Attendance:** Mrs J Damant (Clerk)

**Guest Speaker:** Mrs Polly Ingham-Watts, General Manager Wimpole Hall

- 154/10/21**      **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 Cllrs Morris-Lowe and Phillips. These were agreed and accepted by the Council. District Councillor Van de Weyer and County Councillor Kindersley also sent in their apologies.
- 155/10/21**      **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.
- 156/10/21**      **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.  
 Items raised by the public:  
 Would the council like to purchase a wreath this year at a cost of £17.00? This is on the agenda item 175/10/21. It was suggested that the Clerk confirm the wreath a month in advance so that it can be ordered. Mr Kenyon is presently organising the wreaths for this year.  
 Will the Recreation Ground Working Group (RGWG) come back. The Chairman stated that yes it would once the background has been established.  
 Has the pavilion been surveyed? Cllr Stone reported that a specification has been drawn up and tenders were currently responding this is for the first stage of works. There will be other areas that will need to be done in the pavillion. A structural survey was carried out for insurance purposes when it was found that a tree had caused some damage to the building, the tree has since been removed and the building had repairs carried out. This was under the specification of the insurance company.  
 Will the £10k which the Parish Council received for business rates from the pavilion be spent on the pavilion, especially if it is not fit for purpose. Cllr Bunnett responded by stating that, at the moment, it is worth keeping the pavilion. If there was to be another pavilion it is further in the future. Cllr Stone also responded that he believes the pavilion structure is now sound but further works will be looked at to get the pavillion in a good state of repair and decoration. Money will need to be spent but at the moment that is an unknown as to how much. The pavilion is part of a survey which is due to go out to residents to get some feedback on what they want the Parish Council to do with regards to recreational facilities in the village. This will include both recreation areas. The response from this survey will assist the Parish Council on how to move forward with the project. Once this has been done and the responses looked at, then the RGWG will be reinstated to help move the project(s) forward.

- 157/10/21 Minutes of the meetings held on 15<sup>th</sup> September 2021:**  
Cllr Chambers suggested that the first paragraph 150/09/21 be amended to include 'IT back up/data management and a website. This was agreed by the full council. Following this amendment, it was proposed by Cllr Grimley to accept the minutes, seconded by Cllr Murray Brown and agreed by all. The Chairman then signed the minutes as a true record.
- 158/10/21 Wimpole Hall: Introduction by Polly Ingham-Watts.**  
The Chairman welcomed Ms Ingham-Watts to the meeting who in turn stated she would be happy to attend Parish Council meetings on a regular basis.  
Ms Ingham-Watts attended the recent Environmental event which was held by the Environmental Charity and was very impressed with what was discussed and the amount of people who attended. It shows that Orwell are very much interested in their environment.  
She also would welcome and correspondence for the Parish Council on anything they think the National Trust could be of service. She will also send a brief report on those times she is unable to attend. It was also suggested that residents may welcome information regarding Wimpole Hall in the Orwell Bulletin. Cllr Murray-Brown will send the relevant contact details to Ms Ingham-Watts. The Park Run was mentioned and that the adult run is very well established but due to not having enough volunteers the junior run is experiencing a few problems. Again Cllr Murray-Brown suggested a note for the village email might assist in getting some volunteers to help run the Junior event.  
Ms Ingham-Watts reported that the NT is formally engaging with the Ox-Cam arc, this is to help ensure that the right outcome is achieved.  
Wimpole Hall also hosted a Climate Summit which was hosted by Defra for landowners.
- 159/10/21 CCC Report: Circulated prior to the meeting**  
County Councillor Kindersley circulated his report prior to the meeting. There were no questions raised by the Council.
- 160/10/21 SCDC Report:**  
There was no report and no questions raised by the Parish Council.
- 161/10/21 Planning: (Planning Committee Only)**  
Due to the meeting not being quorate the planning meeting scheduled for 20<sup>th</sup> October 2021 did not take place. SCDC will now make the decision.
- 162/10/21 Proposal for a New Town in South Cambridgeshire (Thakeham):**  
Cllr Bunnett reported that District Councillor Van de Weyer did not believe that Thakeham will proceed as they have still to submit their proposal for the development. They have now run out of time; however, the proposal may still be submitted at a later date. Though it may be too late for this Local Development.
- 163/10/21 Neighbourhood Plan (NP):**  
Cllr Grimley reported that the survey has now closed and the responses are now being collated. Cllr Gould reported that the Parish Plan which the Parish Council and Orwell Steering Group undertook in 2011 was a valuable source of information and a good foundation to move forward with the Neighbourhood Plan. A notice will be put out in the Orwell Bulletin and village email system asking for more volunteers to come forward to establish a Steering Group. Members of the Parish Councillors are allowed on the Steering Group but are not allowed to hold any position of office. The Steering Group has to be residents and run by residents with the help of the Parish Council. It is hoped that now the foundation has been laid, that residents will want to assist and put themselves forward.
- 164/10/21 East West Rail (EWR)**  
There was nothing to report at this time.
- 165/10/21 Ox Cam:**  
At the recent extra ordinary meeting of the Parish Council held on 6<sup>th</sup> Oct 2021 it was decided that the Parish Council were unable to respond as the document was designed to be completed by individuals. Cllr Bunnett will put a note on the village email for residents to complete if they so wish, closing date is the 12<sup>th</sup> October. The information has been on the website since it was received.

166/10/21

**Overgrown Foliage:**

Clerk had circulated draft letters that could be sent to residents with regards to overgrown foliage along footpaths and footways. Cllr Bunnett proposed that this was a good idea but some changes to the letter were needed, this was seconded by Cllr Grimley and agreed by all. Clerk will redraft and circulate to Councillors. **Action: Clerk**

167/10/21

**New Recreation Ground:**

Proposed Survey – Cllr Stone reported that Cllr Grimley has circulated the first draft of the survey to all councillors and that some comments have now been received. There will be two versions, one a short introduction and the questionnaire and then another to have more in-depth information and the questionnaire. Residents will be able to use a QR code, it is hoped this will encourage younger residents to respond and get involved. It has been suggested that a hard copy be put in the shop and hairdressers, this way it is hoped that the Parish Council are able to reach all members of the community.

The Parish Council are very aware that funding is the major drive in what can and cannot be achieved. The ability to look at grants is also to be looked into. The matter of taking out a Public Works Liability Loan was also discussed, but at this moment further investigations are needed, especially with regards to the precept and how this will affect residents, especially during these difficult times.

It was agreed that further changes and discussion is needed before the survey can be submitted. It was felt by many that it is important to make sure that what is being suggested can be achieved.

When the proposal to move the football pitch to this land was first considered the costs were unknown and it was also hoped that monies would be available from the Football Association. However, that has not been the case and as the team has moved to a higher league, the requirements, now needed, far exceed what the Parish Council may be able to provide.

The finance group will be looking at the accounts as it is now time to look at next year's precept. Cllr Bunnett stated that there are good reserves at the moment but all projects need to be looked into not just for the recreation grounds. Need to identify:

What is needed

What is available

What can be allocated

The Parish Council also have to have 3 to 6 months in reserves.

The weeds have been cut as of 12<sup>th</sup> October, they will also spray and do another cut later.

168/10/21

**Recreation Ground & Pavilion:**

Cllr Stone sent out two specifications for the work needed at the pavilion (outside work and inside work). Three tenders have been received, one of which has been discounted due to the amount requested. Cllr Stone proposed to offer the work to Rob Emmans £2385.00 subject to the clerk receiving their insurance documentation, this was seconded by Cllr Bunnett and agreed by all. The works will commence in March 2022. If the insurance documentation is not correct then the Clerk can offer the contract to the other tender £2900.00. Both quotes received were for both specifications. **Action: Clerk**

Pavilion has now had all the electrics checked and upgraded to the survey's specification.

Light in the Women's toilet has now been repaired.

The caretaker has reported that dogs are being walked onto the recreation ground. Orwell recreation ground has a No Dogs policy. Clerk has two new notices which need to be erected. Cllr Stone said that when he is attending the site meeting for the tennis court surfacing, if the clerk brings the notices along, he will put them up. **Action: AS/Clerk**

169/10/21

**Clunch Pit Management Trust (CPMT)**

Cllr Murray-Brown reported that the Clunch Pit is looking very nice and there is no litter, the gate signs have also been put up.

Cllr Chambers also reported that the Clunch Pit has now been designated by the Cambridgeshire Geological Society as a Local Geological Site for its special geological importance.

Glebe Field has been designated a County Wildlife Site by the Wildlife Trust. This was in recognition of the rich diversity of flora on the ancient chalk grassland meadow found during a survey in the summer. There is to be a full survey carried out to look at all species with the Clunch Pit and Glebe Field next year.

**170/10/21 Village Hall Carpark**

Cllr Chambers reported that a new barrier has been installed at the entrance to the car park and the old yellow bollards have been removed. The waste bin has been re-erected and the kissing gate has been repaired. There are now signs stating 'no lorries, caravans and no overnight parking'.

**171/10/21 Chapel Orchard:**

Cllr Bunnett is looking at the lease, could the Clerk send a copy to him. Cllr Van de Weyer will get the contact details of who to contact in SCDC. Cllr Chambers suggested that it might be possible to set up a fund-raising scheme for Chapel Orchard and the Glebe Field. Both are areas of land that the village would benefit from purchasing. Further investigations are needed.

**172/10/21 Local Highways Initiative (LHI) Project:**

Cllr Tabor reported that the documentation has now been submitted, copy to be sent to the Clerk.

**Action: ET****173/10/21 Environment Working Group: (EWG)**

The EWG will be meeting in November where the Terms of Reference will be looked at and agreed by them, it then has to be brought to full council for final agreement at the next available Parish Council meeting.

**Action: EWG****174/10/21 Climate Emergency:**

Deferred until November

**Action: Clerk****175/10/21 Financial Matters:**

1. Financial Statements for October 2021

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*

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	confidential	0	Employees payments for October 2021	LGA 1972 s112
Haven Power (now Drax)	£42.63	£2.04	A/C In Credit and will be used against this invoice (September 21)	PCA 1957 s3
E-On			Pavilion electricity (Not received yet but it is a DD payment)	LGA 1972 s143
Wave	£72.47	0	Pavilion sewage charge Dec 20-June 2021	LGA 1972 s143
PKF Littlejohn LLP	£480.00	£80.00	External Audit 20/21	LGA 1972 s112
Richard Burns	£253.00	0	Pavilion electrical inspection and work	LGA 1972 s143
Meldreth Parish Council	£100.00	0	Contribution towards office expenses October 21	LGA 1972 S113
Buchans	£858.67	£143.10	Grounds mtce and hedges September 2021	OSA 1906 s9/10
Safetysigns4less	£19.98	£3.33	Dog fouling signs for recreation ground	LGA 1972 s144
UK Safety	£106.80	£	Pat testing for pavilion	LGA 1972 s144
RBL	£17.00	0	Poppy wreath	S137

Permission for the Parish Council to pay for a poppy wreath £17.00. It was agreed that the Parish Council purchase a wreath and that the Chairman will lay it on Remembrance Sunday. It was also suggested that the Parish Council can, if they wish, add a donation when purchasing the wreath.

Agenda item for November.

**Action: Clerk**

All payments were proposed by Cllr Chambers, seconded by Cllr Stone and agreed by all.

Cheques to be signed by Cllrs Bunnett and Philips.

Clerk to chase the bank with regards to having Cllr Gould added to the signatories. **Action: Clerk**

176/10/21

**Clerk's Report;**

SCDC have given permission for some wild flowers to be planted on the grass corner at Meadowcroft Way. Mrs Liz Williams has agreed to sow the seed from her own supply and will maintain the area.

Clerk has booked onto some courses over the next couple of months, these are mostly via zoom and have no cost attached to them. Some are being organised by SCDC and concerns flooding issues.

One course being held by ACAS is for HR training, cost is £175.00, may be of help to the clerk. It was proposed by Cllr Bunnett that the clerk may attend this, seconded by Cllr Grimley and agreed by all. Clerk will split the cost with Meldreth Parish Council. **Action: Clerk**

Concern with rats at Lordship Close, clerk has informed the concerned person to contact SCDC in the first instance.

Clerk has written to the football team with regards to the ladder.

Clerk has written to the football team with regards to rubbish left after the last football game.

Additional Item:

Audit – Orwell have passed their audit but there were comments regarding the date of presentation

177/10/21

**Policies:**

**Approval of revised Financial Regulations** It was proposed by Cllr Chambers to increase the Clerk's amount to £1000.00, this allows the Clerk to agree to payments under up to this amount and also items do not need to go to tender. This was seconded by Cllr Murray-Brown and agreed by all. Authorisation of items is done in conjunction with the Chairman.

**Approval of the Standing Orders**, with the amendment regarding the Clerk's authorisation to be raised to £1000.00 it was proposed by Cllr Chambers to accept the Standing Order, this was seconded by Cllr Murray-Brown and agreed by all.

**Approval of Chairman's Policy.** It was proposed by Cllr Gould to accept the policy as is, seconded by Cllr Grimley and agreed by all.

**Orwell Beacon** – H & S policy in progress, Cllr Chambers will assist the Clerk in putting this together, once agreed it has to be sent to SCDC. **Action: Clerk**

178/10/21

**Risk Management:**

Date for Cllr Chambers, Gould and the Clerk to meet to go over the Risk Management

179/10/21

**Website and IT Systems:**

Cllr Phillips reported that he has received some tenders and is presently going through them with regards to the specifications requested.

180/10/21

**HRH Queen Elizabeth II Platinum Jubilee Celebrations - 3<sup>rd</sup> June 2022**

It was agreed that a public meeting be organised in the Village Hall. Clerk to arrange a date, once this has been agreed with the village hall then a notice will be put on the village email system and on the notice board inviting residents. It was proposed to do this in the second half of November.

**Action: Clerk**

181/10/21

**Councillors' Reports:****Cllr Chambers:**

Xaar have kindly offered to donate up to 900 Native Trees. Cllr Chambers said that this is a very generous offer but that the Parish Council would need to give consideration to where the trees could be planted. It was proposed by Cllr Murray Brown that Cllr Chambers should go back to Xaar and thank them for their kind offer and ask them when the trees would need to be planted, this was seconded by Cllr Grimley and agreed by all. **Action: NC**

**Cllr Gould:**

Cllr Gould stated that there was nothing to report on the National Emergencies Trust's Local Action Fund as the closing date was too soon.

**Cllr Grimley:**

Is there a possibility that the Parish Council can purchase a new dog bin at the other end of Meadowcroft Way. It was proposed by Cllr Bunnett that the Clerk purchase a new bin, seconded by Cllr Chambers and agreed by all. Clerk reminded the council that agreement has to be sought by SCDC with regards to positioning of the bin in order to have them empty it. Clerk will make enquiries with SCDC. **Action: Clerk**

182/10/21

**Agenda items for the next meeting:**

Donation to Royal British Legion on top of what is paid for the poppy wreath (£17.00)  
Dog bin at Meadowcroft Way

There being no further business the Chairman closed the meeting at 10,10pm. The next meeting is scheduled to take place on the 17<sup>th</sup> November 2021 at 7.30pm in the Committee Room of the Village Hall.

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