

ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant
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APPROVED MINUTES OF THE PARISH MEETING

A remote meeting of Orwell Parish Council was held on
 21st April 2021 at 7.30pm (19.30hrs)

Present: Cllr G Bunnett –Chair (**GB**), Cllr Gould (**MG**), Cllr A Murray-Brown (**AMB**), Cllr I Phillips (**IP**)
 Cllr E Tabor (**ET**), Cllr A Stone (**AS**) and Cllr N Chambers (**NC**)

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

- 001/04/21** **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. Assistant Clerk had also given her apologies.
- 002/04/21** **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.
- 003/05/21** **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 was one member of the public who made no comment.
- 004/04/21** **Minutes of the meetings held on 17th March 2021:**
 The signing of the minutes was deferred to next meeting.
- 005/04/21** **Election of Vice Chairman:**
 Deferred to next meeting
- 006/04/21** **Coooption of new councillor:**
 Following the resignation of Cllr Chiusseu there is now a vacant seat. SCDC has now given permission to fill this seat via cooption. This may be an item for the meeting in May.
 Permission to advertise the recent position as a co-option has only just been received from SCDC.
- 007/04/21** **CCC Report:**
 Cllr Ven de Weyer reported that Cllr Kindersley was attending another meeting and was hoping to get to Orwell's if time allowed.
- 008/04/21** **SCDC Report:**
 Cllr Van de Weyer reported that SCDC is fairly quiet at the moment. It is also waiting for the Government to make a decision on virtual meetings which are to cease for all, including Parish Councils on the 7th May. SCDC along with other local authorities are hoping that they may be able to meet virtually if there are no decisions to be made.
 The East West Rail (EWR), at the present time all routes will go near the area of the Eversdens, in this area the route will have large embankments and it will also have an effect in the local areas even if the rail route does not go through the village of Orwell.
 There is a lot of information coming out with regards to the EWR, but Cllr Van de Weyer did not believe much will happen until, at least 2030 as many surveys etc need to be carried out beforehand.
 However, there are concerns that Newton could get cut off from Harston.
 The petition which was carried out by CamBed Railroad could be helpful.
 Cambridge Approaches is now looking at a judicial review, funding is in hand though they have approached those Parishes they believe could be affected, including Orwell.

Cllr Chambers reported that he had attended the recent webinar and though the money is in hand they are reluctant, at this time, to put forward for a judicial review. There is also a 'go fund me' site available where any resident can donate to the fighting fund if they so wished. The A428 – Caxton Gibbett/Black Cat roundabout, has a development order and the first part of the engagement starts soon. This will affect the area around Orwell with regards to displaced traffic.

- 009/04/21 Planning: (Planning Minutes are available from the Clerk and Website)**
Planning application 21/0088/FUL was recommended for refusal.
- 010/04/21 HRH Prince Philip**
Following the sad passing of HRH The Prince Philip the Parish Council put up notices and sent a letter of condolences to Brigadier Archie Miller-Bakewell, Private Secretary to His late Royal Highness The Duke of Edinburgh. During this time of Covid it was not possible to have a book of condolences, but a link was put on the website to SCDC, so that residents could still do this if they so wished. There is a group of residents looking at what should be done for 'Operation London Bridge'.
- 011/04/21 Proposal for a New Town in South Cambridgeshire (Thakeham):**
Update from Cllr Stone and Cllr Chambers. Councillors Stone and Chambers will represent Orwell on South West Cambridge Action Group. (SWCAG).
There was a public meeting chaired by Anthony Browne MP and Cllr Kindersley. Cllr Stone reported that there was a general feeling that a new town will be built. There is also a lot of interest in the land between Wimpole and Whaddon with regards to development. A petition carried out by CamBed Rail was handed into SCDC. Cllr Stone reported that there were only 3,500 names on the petition.
SWCAG is due to meet with parishes after the 6th May elections.
Cllr Chambers reported that much of the new town will be built along the chalk streams which should be protected along with any biodiversity that could be affected or destroyed.
Cllr Chambers would like Biodiversity to be added to the responsibility list. More will be discussed in May or June.
- 012/04/21 Neighbourhood Plan: Neighbourhood Working Group (NPWG)**
Cllr Gould reported that at the moment the working group comprises of Cllr Gould, Mr Peter Kruger and Mrs Verity Haines. A Steering Group needs to be set up to move this forward. Parish Councillors are allowed onto the steering group but they are not allowed to hold any position of office. Cllr Bunnett explained that a Neighbourhood Plan is a legal document. It gives Parish Councils more authority on what and where development occurs within the Parish. It is not a plan to stop development.
The Steering Group will be speaking to Foxton who are presently carrying out a Neighbourhood Plan. Clerk also informed them of Gamlingay and Bassingbourn, who may also be able to assist. The Steering Group needs more members, Cllrs Tabor and Chambers will help until more residents can be brought on board.
The Steering Group, when up and running will want to place items on the website, this can be done but through the Parish Council first. There was also a suggestion that the area could be expanded into nearby parishes.
The document will be presented to residents and it will need at least a 50% take up if it is to go any further. If successful at examination and referendum, the neighbourhood plan becomes part of the statutory planning system.
Funding was available through SCDC, Clerk to enquire who was now looking after Neighbourhood Plans.
Cllr Gould also enquired if the Parish Council had subscribed to 'Locality' which is a group who support local community groups and would be able to offer assistance with the setting up of a neighbourhood plan. Cambridge Acre also offer help in this area as well as SCDC.
- Action: NPWG**
- 014/04/21 East West Rail (EWR)**
Cllr Chambers volunteered to cover Cambridge Approaches and report back to council.
- Action: NC**
- 015/04/21 Drainage and Flooding:**
The Clerk reported that they had been in contact with Julia Beedon (CCC) who is looking into the matter of the flooding issues that Orwell have recently suffered. It is hoped to get a site meeting with all those groups concerned.
- 016/04/21 Responsibilities, Committees and Working Groups: (Appendix 1)**
This was discussed and responsibilities were looked into. There are a couple still outstanding, these will be included in May's meeting along with Committees and Working Groups. These are normally discussed at the Parish Council's Annual Meeting, held in May of each year.

- 017/04/91 New Recreation Ground:**
Cllr Murray-Brown has been asked by a resident whether the manhole cover at the new recreation ground is in the correct place. Cllr Bunnett reported that the manhole cover is in the correct location. Cllrs Bunnett and Gould to look at the landscaping of the area. **Action: GB/MG**
Cllr Bunnett reported that he had been trying to set up a meeting with the planning officer at SCDC to go over the pre application, as suggested by SCDC, but so far had been unable to get a response. There is a time limit on this as the planning application has to be submitted by the 21st June 2021 to avoid paying the planning fee again. Cllr Bunnett stated that if he was unable to get communication from SCDC then the Parish Council will need to submit regardless. **Action: GB**
Cllr Bunnett and Phillips have looked into the matter of funding but have nothing to report as yet.
- 018/03/21 Recreation Ground & Pavilion:**
Cllr Bunnett reported that a discussion has taken place between Haslingfield U16s football club and Orwell Football Club with regards to Haslingfield being able to use the recreation ground pitch and pavilion for next season. However, an agreement has not been reached.
Clearance of trees and bushes, Clerk is in the process of setting up a site meeting with contractors
Action: Clerk
- 019/04/21 Light/CCTV Malton Lane/High Street junction:**
Ongoing **Action: Clerk**
- 020/04/21 Clunch Pit Management Trust (CPMT)**
Cllr Bunnett and Cllr Murray-Brown have looked at the installation of the Beacon, which they reported had been done well. However, it was noticed that the small fire bucket, which sits inside the larger one, is not there. Clerk to enquire about the location of the bucket. **Action: Clerk**
The new information boards will be formally unveiled by the Bishop of Ely on the 30th May. Due to Covid, this can only be attended by invite. There will be other smaller notice boards erected at the entrances of the Clunch Pit informing residents of the rules and regulations regarding the Clunch Pit.
Cllr Chambers enquired if the artwork for the information board could be paid for by the S106 funds held by the Parish Council. The clerk has already enquired with James Fisher, S106 officer, who was not in agreement. However, Cllr Bunnett believes that if the artwork can be shown then it may be acceptable. Cllr Bunnett will correspond with Cllr Chambers outside the meeting. **Action: GB/NC**
Approval to install matting in the Glebe Field has been requested from Carter Jonas, still awaited.
Request from Mr Robinson to deliver a shed via the Glebe Field. The application was agreed, the ground is dry and Mr Robinson is aware of the route.
- 022/04/21 Village Hall Carpark**
Update on the new bin - the old bin was taken down when the new light went in and the new regulations from SCDC are that there are to be no attachments to the new lights that may affect their performance. Cllr Bunnett believes that the old bin can be reused, just needs a new post.
Clerk to contact handyman to see if they can do this. **Action: Clerk**
There is another car owner claiming the bollards have caused tyre punctures. This was previously looked into in respect of another incident and the insurance company did not think it warranted any further action. There are 2 clear signs on entering the carpark.
Cllr Chambers also reported that the kissing gate at the entrance to the Clunch pit, near the carpark is in need of some repair. Clerk to enquire with handyman. **Action: Clerk/NC**
Cllr Chambers also reported that he felt the bollards could now be removed and a better system installed. Rising bollards are too expensive, but a barrier or some sort of chain with notices of when the barrier/chain will be closed may be achievable. Cllr Chambers will contact Cllr Morris-Lowe to see what can be done. Further discussion at the May meeting. **Action: TML/NC**
- 023/04/21 Red Telephone Box:**
Cllr Gould has looked over the documentation. The telephone box was Grade II listed and adopted from BT, and the Clerk reported that English Heritage were happy for that to happen, and that the Parish Council would be responsible for it. It is likely to require planning and listed building consent before this would be approved and all the required information should be in Parish records apart for the Heritage Statement which has to be written. Cllr Tabor will also assist. **Action: Clerk/MG/ET**
- 024/04/21 Local Highways Initiative (LHI) Project:**
A meeting is being set up with Clerk, Cllr Tabor and Mr Josh Rutherford (Highway Officer), Cllr Bunnett would also like to be in attendance. **Action: Clerk**

026/04/21

Financial Matters:**1. Financial Statements for April 2021**

2. Payments and Additional payments for April (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	£1530.56	0	Employees payments for April 2021	LGA 1972 s112
Haven Power	£290.68	£47.24	Street lighting power March 2021	PCA 1957 s3
E-On Credit Note	(£266.98)	0	Pavilion electricity in credit	LGA 1972 s143
J Damant	£38.00	0	Clerks Expenses -stationery & vodaphone	LGA 1972 S113
D C Window Cleaning	£42.00	0	Bus Shelter window clean	LGA 1953 s4
CCVS	£30.00	0	Youth Club membership 2021/22	LGA 1972 s137
Meldreth Parish Council	£100.00 £104.00	0	Rent April 21 Contribution towards SLCC Membership	LGA 1972 s133
Harston & District Warden Scheme	£700.00	0	Donation 2021/22	LGA 1972 s137
Carter Jonas	£50.00	0	Licence 25/3-24/09/21	SHAA 1908 s34
Buchans Landscaping	795.60	132.60	Grass cutting	OSA 1906 s9/10
Cambridgeshire Acre	57.00	12.00	Annual membership	LGA 1972 s144

Payments were proposed by Cllr Murray-Brown, seconded by Cllr Philips and agreed by all. Cllr Phillips enquired if the Clerk has seen an invoice from Community2 for hosting the Past and Present website. The Parish Council have paid for this in previous years. The clerk informed Cllr Phillips that nothing had come in. Cllr Phillips will make enquiries with a view to this being paid at the next meeting in May.

Action: IP

027/04/21

Website:

Cllr Phillips reported that he was making progress in moving information over from the old website (btck) to the Past and Present website. At the moment both sites are working but the btck one will cease as of the 31st May. Cllr Phillips is looking at accessibility etc of the Past and Present site and if it will work for the Parish Council. Clerk would also like to put an item on the website informing residents what each of the Councils (CCC, SCDC and PC) are responsible for. Cllr Gould enquired as to how calendar entries are being updated and added. Cllr Phillips is not sure as this is also a village website.

028/04/21

Internet Banking:

Cllrs Bunnett and Philips are now signatories. Internet banking is in hand. Cllr Gould to be added.

029/04/21

Correspondence and Clerk's Report:**Housing Survey:**

Email was sent to Carter Jonas stating that Orwell does not feel it can offer a letter of support for various reasons, this does not however mean that the survey will not be carried out.

Clerk to enquire with Cambridgeshire Acre what the procedure would be for a full housing survey, not just affordable, can this be done and what are the cost implications? Clerk to enquire.

Action: Clerk**Scribe:**

Both the Clerk and Assistant Clerk have been attending the training sessions being offered by Scribe. There may be further options we will be able to use in the future, ie budget setting and bookings. There is also a very good programme for burial grounds, which the clerk will look into. This will allow people to access certain information, with regards to historical records but any confidential items would not be disclosed.

Action: Clerk/Assistant Clerk

030/04/21

Pannier Market:

A meeting has been held with Cllr Bunnett, Mrs Rees, Mrs Reid and Ollie Parsell (Covid Officer SCDC). This meeting was to discuss what is needed for the Pannier Market to be able to reopen at the recreation ground and Pavilion. Mr Parsell was very satisfied with what the Pannier Market had put in place and also offered them signs, A frames and barriers if needed. Cllr Bunnett proposed that the Pannier Market may now resume in the recreation ground following covid restrictions, this was seconded by Cllr Gould and agreed by all.

031/04/21

Orwell Run:

Permission is sought for the Orwell Run to resume in June 27th 2021. The winter run unfortunately was not able to proceed, due to covid. Cllr Murray Brown, reported that permission is being sought to park 30 to 50 cars in the recreation ground, weather permitting along with the use of the toilets and kitchen. A risk assessment has been done. The run will only follow public footpaths and will be a smaller route this year. Cllr Bunnett stated that the no parking is allowed on the football pitch but cars should be parked around the boundary, but this would be weather permitting. Cllr Phillips was concerned about the amount of people who may attend as spectators as the Covid rules may still apply. It was proposed by Cllr Phillips that only runners should turn up, this was seconded by Cllr Bunnett and agreed by all. If the Covid rules are no longer in force then spectators would be allowed, however the parking on the recreation ground would still apply and no vehicles to be parked on the football pitch.

It was proposed by Cllr Phillips that if the event proceeded, in accordance with the Parish Council wishes, of parking and spectators then the event could take place, this was seconded by Cllr Murray Brown and agreed by all. Clerk to notify the Orwell Runners.

Action: Clerk

032/04/21

Orwell Bulletin:

Cllr Bunnett proposal that the bulletin publication be delayed by two weeks. This was seconded by Cllr Stone and agreed by all. Cllr Bunnett will also report this in the village email.

Action: GB

033/04/21

Councillors' Reports:

There were no reports from Councillors.

034/04/21

Annual Meetings:

The Annual Meeting of the Parish (village meeting) will be held via zoom on the 5th May 2021 at 7.30pm. There was no meeting held last year due to covid restrictions. Residents to contact the clerk if they wish to attend. Cllr Bunnett, as Chairman will put a notice out.

Action: GB

The Annual Meeting of the Parish Council (AGM) will be held as a, face-to-face, meeting in the main room of the village hall on the 19th May at 7.30pm. There can only be 30 people in the room, so a booking system will be needed. Residents to contact the clerk if they wish to attend.

Cllr Bunnett stated that if councillors were not happy in attending that they could attend as members of the public, but they would not be allowed to vote on any item.

035/04/21

Agenda items for the next meeting: (this will be the Annual Meeting of the Parish Council)

Election of Chairman

Election of Vice Chairman

Election of Planning Committee

Election of Recreation Ground Committee

Working Groups

Agreement of Responsibilities with the addition of those missing

Harston Warden Scheme

Carpark Items – barrier/chain, bin installation, kissing gate.

Clunch Pit information board artwork and S106

EWR

Thakeham (SWCAG)

Neighbourhood Plan Update

There being no further business to discuss the meeting closed at 22.07. The Chairman apologised for the late start of the meeting, which was due to the planning meeting running late.

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

Appendix 1
Responsibility List

RESPONSIBILITY	Number of representatives	Representative(s)
Village Hall (5 as part of Constitution)		VACANT
Clunch Pit (2 as part of Constitution)	2	Ali Graham for legal affairs only
Footpaths	1	Twm
Highways (footways, lights for CCC, SCDC and CCC)	1	Emma
Car park/ Village Sign	1	Twm
Police Liaison (inc Neighbourhood Watch)	1	Graham (with Roger Daw)
Tree Warden	1	Maggie
Churchyard/ Burial Ground	1	Ali
Allotments	1	Ali
Glebe Field and Paddock	1	Ali
Chapel Orchard	1	Twm
Warden Scheme Trustee	2	VACANT
Website	1	Ian
Youth Liaison	1	Twm
Planning Committee	5	Graham, Twm, Andrew, Maggie, Nick, Emma
New Recreation Ground Committee	4	Graham, Ian, Maggie, Andrew
Old Recreation Ground and Pavilion	2	Graham, Andrew
Policies	2	Graham, Ian
Finance	3	Graham, Ian, Maggie
HR	2	Graham, ONE MORE
Colbatch & Hooper	1	Graham
Bulletin	9	All Cllrs to distribute