

ORWELL PARISH COUNCIL

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unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held on
 15th June 2022 at 7.30pm (19.30hrs)

Present: Cllr G Bunnett –Chairman (GB), Cllr N Chambers Vice-Chairman (NC); Cllr M Gould (MG), Cllr S Grimley (SG), Cllr I Phillips (IP) and Cllr E Tabor (ET)

New Councillor: Cllr L Steinitz (LS)

In Attendance: Mrs J Damant (Clerk), Cllr S Kindersley (CCC)

- 073/06/22** **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 Stone and Murray-Brown, these were agreed and accepted by all.
- 074/06/22** **Pecuniary Interests:** Councillors to disclose any Pecuniary Interests (disclosable pecuniary interests (DPIs) include interests held by a member's spouse, civil partner or similar) in any item listed on the agenda. ((*Relevant Authorities (Disclosable Pecuniary Interests) Regulation 2012/1464*)). There were no declarations.
- 075/06/22** **Public Participation:** If a member of the public wishes to make any comments or raise any questions under Standing Order 3(e), about an item on the Agenda the Council would prefer this to be done by an email or letter with the script of their comments and questions being sent to the Clerk in advance of the meeting. A member of the public may alternatively make a verbal statement during this part of the meeting. Priority will be given to any such email or letter and it will be read out by the Clerk, subject to the time limits stated in the Council's Standing Orders. These consist of a limit of 15 minutes in total (which will apply to the total of both written and verbal contributions) and an individual limit of three minutes per item of either type. There were 4 members of the public in attendance.
 Items raised: Polly Ingham-Watts, General Manager at Wimpole Estate attended but had nothing to report.
 Mr Kenyon enquired if the card reader was a Parish Council asset and if so, would it be possible for it to be used for Remembrance Day collections?
- 076/06/22** **Minutes of the meetings held on 18th May 2022:**
 The minutes were proposed by Cllr Grimley, seconded by Cllr Chambers and agreed by all. The Chairman then signed the minutes as a true representation.
- 077/06/22** **Coooption of a new Councillor:**
 Lesley Steinitz has completed all the relevant documentation regarding Co-option and has now applied to be co-opted onto the Parish Council. Cllr Bunnett nominated Mrs Steinitz, this was seconded by Cllr Chambers and agreed by all.
- 078/06/22** **Councillor Grimley and the new councillor to sign their Acceptance of Office:**
 Councillors to sign the Acceptance of Office which will be witnessed and signed by the Proper Officer
 Cllr Steinitz signed her Acceptance of Office and took her place on the council.
 Cllr Grimley signed her Acceptance of Office, as she was absent from last month's meeting. Both were witnessed and signed by the Proper Officer.
- 079/06/22** **Responsibilities:**
 Cllr Steinitz agreed to take on Chapel Orchard. Can Councillors please look at the responsibility list for the next meeting as there are still items not being covered, one being the Warden Scheme this has to be covered by someone. The Clerk will enquire if the Clerk can take this on, but it is for a Trustee position so may not be allowed.

- 080/06/22 CCC Report: Circulated prior to the meeting**
There were no questions raised by the Parish Councillors.
- 081/06/22 SCDC Report:**
Cllr Van de Weyer was not present and no report had been sent. There were no questions raised by the Parish Councillors.
- 082/06/22 Matters Arising items for information, no actions can be taken:**
Cllr Bunnett would like to have this item taken off the agenda and it will be included under 'Schedule of Actions'.
- 083/06//22 Schedule of Events:**
This item should have been entitled 'Review of Schedule of Actions. A list of action points had been circulated to the council. Cllr Philips has been investigating an online system for the Schedule of Actions, which will be a live document. However, Cllr Philips would like to go over it with the Clerk's office to see if they think it could be managed. **Action: IP/Office**
Cllr Gould reported that under point no 13 the 'Jubilee Tree Planting' refers to the planting of tree whips ordered under the Queen's Green Canopy Scheme. Thirty whips will be planted in a 'Nursery Format', on the far corner of the New Recreation area when they arrive in November. There is also one Bramley that has been given by Wimpole Estate which Cllr Gould has planted in her own garden. This will be relocated in Winter when it can be moved. The whips will remain in the Nursery area for up to two years until ready to plant in their final location.
- 084/06/22 Planning:**
There have been no planning meetings.
- 085/06/22 HM Queen Elizabeth II Platinum Jubilee Celebrations**
It was suggested by the Chairman to raise this item earlier in the agenda so it was discussed after item 078/06/22, all councillors agreed.
Cllr Chambers reported that the various Jubilee events had been very successful with many people attending. It was estimated that over 250 people attended the lightening of the beacon and nearly 400 at the Royal Turn in the Tent and 150 at the Street Party. Cllr Chambers would also like to thank Pryde Marquees for their help, especially at such short notice.
The inner basket for the beacon, which had been inscribed with 1952 E11R 2022 has now been put in place. A new power lead had to be purchased for the pavilion along with a card reader.
With regards to Mr Kenyon's request that the card reader be used for Remembrance Day, Cllr Bunnett could see no reason why this request could not be granted. Mr Kenyon will enquire with the British Legion and let the Clerk know. The card reader will be held by the Clerk at the Parish Council Office.
There was a brief discussion with Mrs Kenyon regarding the profit made at the lightening the beacon event and that this profit should go to the Jubilee Committee. This is not a Parish Council Committee, but a Committee set up by residents; however, the Parish Council had agreed to hold the sponsorship money and pay any invoices sent by the Committee, which would be offset by their sponsorship money. Sponsorship funds totalled £1225.00.
Full costings will be available at next month's meeting. A discussion on where to place any of the profit made from the Saturday event needs to be agreed.
The Parish Council had agreed to underwrite a sum up to £2000.00 (Item 308/04/22) to be used towards the 'road closure' and 'refreshments on the Thursday event. The Parish Council also paid for the Marquee at £1488.
Items such as the cable and inner basket for the beacon will be taken from Parish Council funds these though purchased during the Jubilee celebrations, are not Jubilee items.
- 086/06/22 Neighbourhood Plan (NP):**
The application has been sent again to Alison Talkington at SCDC, as it had not been received. The results of the survey will be posted on the website www.orwellneighbourhoodplan.co.uk**Error! Hyperlink reference not valid.**
- 087/06/22 New Recreation Ground:**
Cllr Bunnett reported that the area has been rotavated and that it was now time to respray the area. Clerk to contact the contractors, this has already been approved. **Action: Clerk**
Cllr Bunnett also reported that he has sent out an email to the Recreation Grounds Working Group to arrange a meeting. Any councillor who wishes to attend to let Cllr Bunnett know. The areas to be looked at are:

1. Results of the survey for Hurdleditch Road Recreation Area and what can be done.
2. Future of the existing Recreation Ground and what can be done.

A meeting of the New Recreation Ground Committee to then follow.

088/06/22

Existing Recreation Ground & Pavilion & MUGA:

15 Minute Discussion

Electrical charges – Caretaker and the Clerk intend to record data on a daily basis to check the meter is working properly. Clerk reported that they have been experiencing problems with accessing the account on line. Data to be collected for a month.

Action: Caretaker/Clerk

Cllr Stone was absent so Pavilion report was not available.

Discussion:

What does the Parish Council need to do?

Some of the issues which had been raised at the Annual Meeting of the Parish concerned this item questions raised by members of the public were:

Can the football pitch be enlarged?

Can the MUGA be moved?

Can the MUGA be moved to the New Recreation Ground, or can Tennis Courts be put there?

If the pitch cannot be enlarged, in its present location, then the 1st Team of Orwell Football Club will be unable to play there. At the moment the 1st team are having to play on other pitches as, at the moment, the football pitch along with the pavilion do not meet the requirements set down by the Football Association.

Options: set up a group to look at the various options.

Pavilion: Further quotes are needed in respect of the repairs and can use the already agreed specification. The tenders previously given are now no longer valid as none of the contractors are now working. So, the process needs to be restarted. SCDC may have completed their list of contractors that they had informed Parish Councils they could use.

Action: Clerk

Cllr Gould reported that the issue with the MUGA always comes up in meetings, maybe this should also be looked into. What exactly is it and what should it be used for?

Clerk reported that it was built as a Multi-Use Games Area (MUGA); however, tennis appears to be the only sport played. Is this due to access or lack of other teams?

Cllr Stone has looked into the cost of resurfacing and repairing the side near the hedge would be in the region of £30k. To find out if the damage to the courts surface was due to the roots, ~~bo~~ holes were dug and the report was that this is not the case. When the MUGA was built extra footings were added. There used to be a ditch that ran down that side, this has now been filled in but could be the cause of the damage.

Cllr Bunnett will put out an options document to all councillors. Cllr Grimley will upload onto Google.docs once the draft has been put together.

Action: GB/SG

089/06/22

Chapel Orchard:

Cllr Steinitz who has now taken this on as a responsibility, will contact Mrs Miller to introduce herself. Cllr Gould also noted that Environmental Working Group may be able to assist with Chapel Orchard.

Action: LS

090/06/22

Glebe Field and Paddock – Purchase of land

Decision to Purchase the land: The Heads of Terms has been circulated and a presentation was given at the Annual Meeting of the Parish, where there were 24 members of the public in attendance. There was no negativity received from the residents in attendance regarding the Parish Council obtaining the land, they were very much in favour. Cllr Gould reported that she had received nothing but positive feedback and that many residents believed the land was already owned by the Parish Council, which it is not. Cllr Chambers reported that the Wimpole Estate have given advice on what can be done. It is understood that the Cambridge Archaeological Society would also like to look at the well, which is located in the paddock area.

Cllr Bunnett proposed that the Parish Council purchase the Glebe Field and Paddock on the basis of the Heads of Terms and that it had now been presented at the Annual Parish Meeting, this was seconded by Cllr Chambers and agreed by all.

Decision on a fund raising campaign: It was proposed by Cllr Grimley that the Parish Council start a fund raising campaign in order to raise monies to purchase the land and any associated costs, this was seconded by Cllr Gould and agreed by all.

It was proposed by Cllr Tabor that Cllr Chambers and the Administration Assistant look into grants and fund raising, this was seconded by Cllr Grimley and agreed by all.

The Parish Council have agreed with the Diocese of Ely that it has 12 months from the agreement of terms to purchase the land.

091/06/22

Clunch Pit group of properties: (*Clunch Pit, Quarry Lane, Glebe Field and Paddock*).

Decision on new fencing

Cllr Chambers reported that new fencing is now needed in the Glebe Field. The budget set aside this year was £3,000. The quotes received are within this amount. Cllr Chambers has been handling this and reported that he had applied for four tenders but has only received two. It was proposed by Cllr Chambers that the Parish Council make a decision on the two tenders received, this was seconded by Cllr Gould and agreed by all.

It was proposed by Cllr Chambers and seconded by Cllr Steintiz to accept the quote from Acer Conservation and this was agreed by all. There is approximately 300 to 350 metres of fencing required and the quote is at £7.95 per metre. Cllr Chambers will contact the contractors and forward all paperwork to the Clerk.

Action: NC

Cllr Tabor enquired if the true boundaries of the land have been agreed as some boundary fences appear to be encroaching? Cllr Chambers reported that there have been some questions raised on this matter and that the matter needed further investigation.

There has also been a suggestion of creating a wildlife corridor by putting in hedgerows 1 to 2 meters from the boundary. There is also the possibility of getting free hedging.

Cllr Tabor reported that it would be important to get the boundaries resolved before this happens.

Memorandum of Understanding (MoU) between Orwell Parish Council and the Clunch Pit Management Trust. A draft has been received and Cllr Bunnett has replied with suggested changes. An MoU is a nonbinding agreement that states each party's intentions to take action, conduct a business transaction, or form a new partnership.

It was suggested that this should, once agreed, go onto the website.

One intention of the Heads of Terms is that the Glebe Field will be the property of the Parish Council in perpetuity and never sold or developed.

Cllr Grimley left the meeting at 21.35hrs

Cllr Grimley resumed the meeting at 21.43hrs

092/06/22

Youth Club Worker:

The Youth Club has been run by Mr Wayne Talbot for many years. The Parish Council have received a grant that Mr Talbot applied for. This grant is for employing a Youth Worker. This person will be employed by the Parish Council as a casual worker but at no cost to the Parish as the grant will cover all the costs. However, there have been no replies to the advertisement. Mr Talbot has approached the Parish Council with a proposition that he takes this paid position to carry out an Eco Project. Mr Talbot has stated that he has 3 volunteers who have offered to step in and run the youth club.

The Parish Council would like to see more information regarding the post being advertised and where it has been posted along with a copy of the job description and grant application. They would also like to know who would take over the management of this post as it was originally suggested that a committee is established including Mr Talbot which would manage the employee. How will this work if Mr Talbot is now the employee?

Action: GB/Clerk

Need to look at what the hourly rate is. The Clerk said that there is a graded scheme of pay rates, but there is also a youth club scheme, which may be the one to use. Clerk will make enquiries.

Action: Clerk

Therefore, as further information is needed the decision has been postponed.

093/06/22

Environment Working Group:

Cllr Gould reported that at a previous meeting it had been agreed that a 'tree planting ceremony' in mid summer for the Jubilee was not recommended as the tree would be unlikely to survive.

Cllr Gould reported that there will be a meeting next week. At the moment there are 5 councillors on the Working Group. Cllr Gould will talk to Cllr Steinitz as they may also wish to join.

Proposed Tree and Hedgerow Policy:

The tree and hedge policy is for Parish Council owned items, but it is hoped that if the Parish Council abide by this policy that residents will also take it or some of it onboard as well.

094/06/22

Financial Report:

Councillors are happy with the new monthly finance report and Cllr Philips was thanked for his work on this. There are some final tweaks needed and it will only show up to the end of the previous month.

095/06/22 Financial Matters:

1. Financial Statements for June 2022

2. Payments and Additional payments for June 2022 (*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 (PCA); Highways Act (HA)

PAYMENTS FOR AUTHORISATION –ORWELL PARISH COUNCIL MEETING 18th June 2022

Payee	Amount £	Vat £	Description	Power
Salaries, HMRC, Pension	£2435.20	£0	Employees Payments for June 2022	LGA 1972 s112
Drax Power	£44.19	£2.11	Street Light Energy June 2022	PCA 1957 s3
E-on	£54.41	£2.73	Pavilion electricity	LGA 1972 s143
J Damant	£81.41	£0	Expenses	LGA 1972 s112
Meldreth Parish Council	£100.00	£0	Contribution for June Office Rent	LGA 1972 s113
Buchans	£747.72	£124.62	Grounds Maintenance	OSA 1906 s9/10
Cambridge Water	£80.95	£0	Water for pavilion	LGA 1972 s133
N Chambers	£908.27	£0	Reimbursement for Jubilee expenditure	LGA 1972 s145
Janet Flack	£108.00	£0	Jubilee expenses	LGA 1972 s145
G Kenyon	£148.60	£0	Jubilee expenses	LGA 1972 s145
CVVS	£30	£0	Youth Club Annual Membership	LGA 1972 s141
SCDC	£135.00	£0	Uncontested Election	LGA 1972 s111

3. Cllr Chambers has submitted his information to Lloyds, awaiting confirmation as a signatory. Clerk to progress getting on-line banking for the council and to follow up on the card readers as they have yet to receive them.

Action: Clerk

4. S137 - £8.41 per elector (918) so total amount that can be spent under this power is £7,729.56 per annum. S137 has its own set of rules and it is allowed for Parish Councils to use this power if they have not budgeted for an item but that it benefits the community. There is however a power that can be used for Celebrations which is LGA 1972 s145.

Payments were proposed to be correct by Cllr Grimley, seconded by Cllr Philips and agreed by all apart from Cllr Chambers who was receiving a payment and abstained.

096/06/22 Internal Audit: Signing off the Audit

All paperwork pertaining to the audit was circulated to the council members. The Clerk read out the section 3 of the AGAR and it was then proposed by Cllr Philips that the Chairman and Clerk sign the AGAR, this was seconded by Cllr Grimley and agreed by all.

There were some suggestions from the Internal Auditor that now need to be followed up. Agenda item for the July meeting.

As stated under item 103/06/22 Standing Orders, Financial Regulations and Policies to be looked at. Clerk suggested that all councillors look at the policies which are on the website and to also see if there could be others included. Standing Orders and the Financial Regulations need to be agreed and signed off in July. The policies can be done over the next couple of months with new one's being added if needed. Cllr Chambers suggested that the Clerk put a table of the policies together for the council.

Action: Clerk/Cllrs

Cllr Philips will look over the Financial Regulations.

Action: IP

097/06/22 Clerk's Report:

- Defibrillator: Clerk is waiting to hear back as to when it will be delivered. CHT have stated that there is a delay in receiving the machines. **Action: Clerk**
- Repairs to play equipment/benches in the recreation ground: Clerk is still trying to find someone to repair the bench, paving stones around the pavilion and pavilion car park.
- Tree Survey, Clerk will look at the survey, it may need to be redone this year. **Action: Clerk**
- Parish/Cabinet Liaison Meeting, scheduled for Monday, 27 June 2022 at 18:00. Councillors may book on themselves, however if they want to put a question forward this has to be submitted to SCDC by Friday the 17th June. The item raised needs to be agreed by the full council at this meeting. There were no items raised.
- TMC (Traffic Management Centre) and Streetworks actively use One.Network to monitor and coordinate the network for Cambridgeshire. You can follow this link to book on for the

098/06/22 CCC Transport Strategy Stakeholder Engagement Survey:
The Parish Council can respond as a council or it can be left for individuals to do at a later date.
It was agreed that Councillors complete this as individuals when available. **Action: Cllrs**

Cllr Gould left the meeting at 22.30

099/06/22 Millennium Beacon:
It was proposed by Cllr Bunnett that the Parish Council accept the Agreement for taking on the Beacon from SCDC, this was seconded by Cllr Steinitz and agreed by all.
Clerk will now look for a valuation for insurance purposes. **Action: Clerk**

100/06/22 IT Support:
iTEX is due to visit the Clerk's office tomorrow 16th June, to look at the computer system.

101/06/22 Annual Meeting of the Parish (village meeting)
Notes of the meeting will be available for the next meeting. **Action: Clerk**

102/06/22 Councillors' Reports:
Cllr Grimley – has completed the waste and dog bin report which has been circulated. Clerk has ordered the two bins for Meadowcroft Way. Now need to put in place a work schedule for other possible bins. Clerk will enquire if SCDC are emptying new bins for free or if a charge is now payable. In the past bins that were on the road side would be emptied for free, however that may have now changed. **Action: Clerk**
Results of the recent consultation on the New Recreation Ground to be put on the website. **Action: SG/IP**

103/06/22 Agenda items for the next meeting: Policies to be reviewed in July along with Standing Orders; Financial Regulations, CCTV

There being no further business the Chairman closed the meeting at 10.37pm.
The next meeting is scheduled for the 20th July 2022

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