

**ORWELL PARISH COUNCIL**  
**unAPPROVED MINUTES OF ORWELL PARISH COUNCIL**

A meeting of Orwell Parish Council was held in the back room of the Village Hall on  
16<sup>th</sup> September 2015 at 7.30pm (19.30hrs)

**Present:** Mr W Talbot – Chairman (**WT**), Mr C Hoptroff – Vice-Chairman (**CH**), Mr M Clarke (**MC**); Mr N Hamilton (**NH**); Mrs D Kennedy (**DK**), Mrs M Lawton (ML), Mr A Pulham (**AP**), Mr N Szembel (**NS**) and  
**In Attendance:** Mrs J Damant – **Clerk**, Cllr S Kindersley – **SK** (CCC) and Cllr A Van de Weyer - **AvdW** (SCDC)

---

- 125/09/15      Apologies for Absence:**  
Apologies were received from Mr D Rees. Mrs M Lawton was in attendance.
- 126/09/15      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.
- 127/09/15      Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
There were two members of the public in attendance.  
Items raised by the public.  
Mr R Daw gave an update on what is happening with the grant application from WREN for the Village Hall and a decision from WREN will be given in December/January 2016. SCDC have now issued the licence for the village hall, it appears that the time scale had changed but this has now been rectified.
- 128/09/15      Minutes of the last meeting 15<sup>th</sup> July 2015:**  
The minutes were proposed by CH and seconded by AP, all agreed. The Chairman then signed the minutes as a true record.
- 129/09/15      CCC Report:**  
Report was circulated.  
CCC have 12 months to find a new Chief Executive Officer (CEO), the CEO at Peterborough will stand in for the time being.  
There is a proposal for the houses at Bassingbourn barracks to be used to house refugees from Syria. There could be 20,000, being housed in this region over a number of years. It is also assumed that other facilities will be needed from counselling to schooling.  
The new speed sign will be installed along Hurdleditch Road within the next few weeks.  
ML gave Cllr Kindersely some photos showing the extent of the flooding which can happen along Town Green Road.
- 130/09/15      SCDC Report:**  
Report was circulated.  
1. Volac Parking – There is nothing to report.  
2. Cross Lane Close – site meeting with SCDC, CCC and Parish Council. Clerk is arranging a site meeting with Sharon Maloney (CCC), Cllr Van de Weyer (SCDC) and a representative of the Parish Council to look at issues concerned with Cross Lane Close.  
3. SCDC Planning Committee - is considering a proposal to remove a parish council's automatic right to request that the committee considers a planning application via a refusal at parish level. It would then require the local member i.e. the District Councillor, within a certain period, to request the consideration of the application by the planning committee at SCDC. The reason for the withdrawal of this service is the failure, very often, when Parish Council has refused an application, to then send a parish councillor to represent and support the Parish Council's position by attending the committee. It is also because a refusal by Parish Council involves the planning department in preparing a lengthy report for the Parish Council in question.  
The Parish Council have concerns that if this were to go through, although in many cases the views of the District Councillor will be synonymous with those of the Parish Council, it may not necessarily be the case. This proposal would therefore have the effect both of removing the parish level of scrutiny and of compromising the integrity of a district councillor.  
4. Affordable Housing – A recent court ruling he clarified that any development of two or more homes, not 10 as stated by the Planning Inspectorate will have to comply with CIL/S106,  
5. It was reported that the recycling bin at Meadowcroft Way is not being emptied on a regular basis. Cllr Van de Weyer will check.

**Action: AvdW**  
**Pg 20**

6. NS asked if Cllr Van de Weyer could check on SCDC's position of CPO (Compulsory Purchase Orders and the possibility of the use of CPOs in connection with speculative planning applications, that the district council refuses, that then might be granted on appeal - could the CPO powers be used to acquire the land in such cases? **Action: AvdW**

- 131/09/15 Article 4 Directions to remove permitted development rights from public houses:**  
Orwell received 9 nominations to protect The Chequers.  
WT reported that the Chequers landlord has no objection to the Parish Council supporting an Article 4 for the pub. Clerk to notify Clare Gibbons (SCDC).  
**Action: Clerk**
- 132/09/15 SCDC Boundary Commission Workshop:**  
CH attended the recent workshop where the proposal to change boundaries at District Level was looked at. The boundary commission want to reduce the amount of District Councillors and in order to do this they may have to change the boundaries/wards. Cllr Van de Weyer reported that a decision on this is to take place soon. It is also proposed to change the way elections are run. At the moment the present system is to elect 'by thirds' – where elections are held for a third of all council seats each year for three successive years out of four, to a single election where every District Council seat is up for election once every four years.
- 133/09/15 Parish Council Street Lights:**  
Contract has now been received from LGSS transferring ownership from CCC to the Parish Council for streetlights - CC3 and CC4 on Brookside; CC3 and CC6 on Cross Lane Close; CC3 on Greenford Close; CC1 and CC3 Lordship Close; CC3 Meadowcroft Way; CC1 and CC3 Pearmain Close. These will now be included in the Parish Council's insurance.
- 134/09/15 Planning: WT, CH, AP, DK and NS** (*Town and Country Planning Act 1990 schedule 1, paragraph 8*)  
**(Full planning minutes with comments are available from the Clerk).**  
29<sup>th</sup> July 2015  
**16 Lotfield Street, S/1552/15/FL & S/1553/15/LB** - Proposed works to existing building and erection of a 1 1/2 storey side extension. - Parish Council recommend '**No Objection**'.  
2<sup>nd</sup> September 2015  
**Bramleys, Malton Road, S/1934/15/FL** - Erection of detached garage and garden store including removal of part of brick wall and amendment to Certificate B. The Parish Council recommends '**Refusal**' with comments. 'The Parish Council have concerns about the proximity to the boundary, the lack of screening on the neighbours side (Eastern side) and it is another development outside the village envelope which has in the past been refused'.
- 135/09/15 Development Proposal on Hurdleditch Road (next to the primary school)**  
There were 140 responses to a questionnaire canvassing opinions about the proposed development (1/3) in total returned to the Parish Council. Residents had put a lot of thought into their responses and all this has been taken into account. Of the responses received which were in favour of the development there were many conditions attached, concerning infrastructure and local service investment. Of those that were against most detailed the size of the development, sewage, drainage and traffic as a major concern.  
NS, CH spent three hours going through all the questionnaires which residents had completed many of which were very complex, residents had put a lot of thought into their responses and all this has been taken into account.  
Update on meeting with developers – AP reported that a meeting with the Recreation Committee and the developers has taken place. The developers were looking at submitting their application in October, however there has to be a public exhibition for residents held first. The meeting was consulatory only and not part of the Parish Council no decision or expression of wishes was given.  
CH will ask if the Village Hall is available for the public exhibition, failing that the Pavilion or Lordship Close. The developers will carry out a leaflet drop to all households.  
NS has identified three Planning advisors who would be willing to assist the Parish Council. It was proposed by AP to accept one of these consultants, seconded by DK all agreed. It was proposed by AP, seconded by ML, all in favour that WT and CH review the tenders and with a fixed price of, no more, than £2,000 engages one of them. Cllr Van de Weyer also reported that the time scale the developers had put forward of October was unrealistic as there would also need to be Environmental and Traffic surveys carried out by SCDC.  
NS reported that it might be a good idea for the Parish Council to carry out their own Environmental survey.

Orwell Housing needs identified by a SCDC report stated the following – 11x1 bedroom; 8x2 bedroom; 0x3 bedroom and 1x 4 bedroom developments. WT reported that these figures were from the previous listing which was given to support the housing needs for Oatlands.

136/09/15

**Cambridgeshire County Council's (CCC) Corporate Communications: CH**

Best way to notify residents on issues relating to CCC newsletters

1. CH asked if this information be inserted in the Bulletin, village website or village email?

The clerk stated that Mrs Whiteoak had responded stating that these files are too big for the email system.

It was agreed that a web site Link could be put on the notice board for residents to use to read the CCC Corporate Communication.

**Action: Clerk**

2. Should the Pavilion and Village Hall be put in the field for Cambridgeshire Energy Switch? CH reported that he believed it would help the Village Hall and will forward to Mr Daw. The Parish Council should put the pavilion onto the scheme. Clerk to write to CCC

137/09/15

**Local History Group and Website Development:**

It has been proving difficult to post the minutes onto the History Website, however Mrs Miller is trying to find a solution.

The Clerk also suggested the new BT website which is free for Parish Councils to sign up to. Sally Walmsley, Clerk to Wimpole has done this and is willing to help Orwell at a fee of £11.92 hr. for a maximum of 5hrs. It was proposed by WT, seconded by CH to accept this offer. Clerk to contact Mrs Walmsley.

**Action: Clerk**

138/09/15

**Financial Matters:**

1. Financial Statements for September

2. Payments and Additional payments for September

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

Salaries	£ 988.08	salary	LGA 1972 s112
J Damant	£ 8.90	expenses	LGA 1972 s113
Inland Revenue	£ 190.24	PAYE/NI	LGA 1972 s112
MPC	£ 90.00	August office rent	LGA 1972 s111
Eon	£ 23.54	July Electric for Pavilion	LGA 1972 s111
Eon	£ 5.16	August Electric for Pavilion	LGA 1972 s111
Dai Rees	£ 5.75	Expenses – key cutting	LGA 1972 s111
Hales Printers	£ 49.00	Questionnaire printing	LGA 1972 s144
Hales Printers	£ 930.00	Bulletin printing	LGA 1972 s144
Community Websites	£ 360.00	Web hosting for website	LGA 1972 s111
Carter Jonas	£ 187.50	Rental for Glebe Field	OSA 1906 s9/10
Herts&Cambs	£ 264.00	Recreation Ground x 4 cuts	OSA 1906 s9/10
Herts&Cambs	£ 396.00	Burial ground x 3 cuts	OSA 1906 s9/10
DC Windows	£ 20.00	Bus shelter cleaning	OSA 1906 s9/10
CCVS	£ 30.00	CCVS membership	LGA 1972 s114
A Pulham	£ 71.75	Village Hall licence	LGA 1972 s133
MPC	£ 90.00	September Office rent	LGA 1972 s111

Finances were proposed by ML to be correct, seconded by CH all agreed.

3. Deposits: Youth Club £413.25

139/09/15

**Heidi Allen MP:**

An Appointment has been booked for 4pm on Friday 18<sup>th</sup> September. CH will attend. It was proposed to ask Mrs Allen about the Local Development Plan and ask if she would write if and when she is able to concerning speculative developments. Parishes are very vulnerable at the moment since the Planning Inspectorate has suspended the SCDC /CCC Local Plan.

140/09/15

**Oatlands:**

Concern has been raised on the fact that residents have not been connected to BT lines and that sewage tankers are visiting the site twice a week. Questions have been raised with BHPA Housing Association. The Clerk has had no response; however it now appears that the BT lines are now working. Clerk to inform the relevant SCDC officer of the parishes concerns over the sewage tanks which are reported to be noisy.

141/09/15

**Solar Farm (Community Benefit Money)**

Terms of Reference – AP to circulate again and a decision to be made at the next meeting.

**Action: AP**

**Pg 22**

142/09/15

**Recreation Ground:**

- Play equipment monthly inspection – Equipment has been inspected, new ropes, which were missed off by Sovereign, will be installed soon along with those items already done.  
- Bench near the play equipment – MC reported that the bench has never been secured into the ground and the bench is held in place by the weight of the concrete. The Clerk to enquire about having the concrete secured into the ground. MC will also ask Gary Morley for his opinion.

**Action: Clerk/MC**

- Discussion on new play equipment and arrangement of site meetings. Money has been received from S106 (Oatlands Development) that can be used for this project as it meets the requirements. AP suggested that two sets of swings and a tower be purchased at a budget of £12,500. Proposed by WT, seconded by DK all agreed. Clerk to arrange site visits.

**Action: Clerk**

143/09/15

**Redevelopment of the Recreation Ground:**

The development has been discussed by the advisory group and has focussed on possibilities that include.

New Village Hall

MUGA/Tennis Court improvements

Football Pitch

Recreation Facilities

It was suggested to get all the recreation ground user groups together or use the results of the consultation to date. S106 money is available and can also be used to purchase land, if needed. CH asked if the Parish Council could purchase the track that runs alongside the recreation ground? Clerk to enquire.

**Action: Clerk**

144/09/15

**Correspondence and Clerk's Report:**

**Training** – a one day councillor training session has been arranged for 24<sup>th</sup> October 2015 10-4pm. DK, NH, ML will attend and AP to attend the Planning Training.

**Cambridgeshire Flood and Water Supplementary Planning Document (SPD)**– consultation period 4<sup>th</sup> September to 16<sup>th</sup> October. The draft SPD has been developed by CCC (as lead Local Flood Authority) in conjunction with the Local Planning Authorities (LPAs) within Cambridgeshire and other relevant stakeholders. Once adopted the SPD will support the implementation of and provide guidance on flood risk and water related policies in the Local Plans of Cambridgeshire planning authorities: Cambridge City Council; Cambridgeshire County Council, East Cambridgeshire District Council, Fenland District Council Huntingdonshire District Council and South Cambridgeshire District Council

**Transparency Training 24<sup>th</sup> September 1-3pm** - Parishes with an income of between £25k and £200k, do not at this moment, have to do anything, according to SLCC; however, it will be addressed once some of the issues have been rectified.

Parish Councils with an income below £25k do have to abide by the new code.

It was felt that training would still be a good idea.

**LDF** – update on CIL, (Community Infrastructure Levy) The Inspectors recognise that further work is being undertaken which may have implications for the CIL charging schedules and the strategies in the Local Plans need to have reached a point where there is a reasonable prospect of key elements being adopted and they do not consider it appropriate to proceed with the CIL examinations at this stage. The Council's response recognised the on-going work. However, it sets out their view that it would be appropriate to give formal consideration of the time of the CIL examinations later in the year once further work is completed and asked the Inspectors to keep the matter open at this stage.

The Community Infrastructure Levy is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010.

**Street Lighting** - charges will be increased as of 1<sup>st</sup> October 2015 by 15%

**Elections:** Proposal to move to an all out election system from 2018 this would mean all SCDC councillor seats would be up for election once every four years at the moment it is divided into 'thirds' where elections are held for a third of the seats each year for three successive years out of four.

**Glebe Field Paddock** – Clerk has reported that the paddock needs attention to Carter Jonas but has not received any reply, residents have also contacted Carter Jonas on this issue.

145/09/15

**Village Maintenance:**

Clerk arranging a quote for repairs to the railings near the pavilion and brook.  
Verges – some residents cut their verges, which are owned by CCC, if residents are unable to do this they need to contact the Clerk who can notify CCC that it needs to be put back on CCC grass cutting schedule. Some residents prefer to cut the verges outside their property and the contractors are aware of this however if circumstances change then they need to be notified. It was suggested that this information be put on the village email system.

**Action: Clerk**

Mulberry Tree – WT arranging a site visit with the JW Maintenance, it was also reported that some of the brickwork may need repairing.

**Action: WT**

Moving of the 30mph speed limit on Hurdleditch - see item 129/09/15

146/09/15

**Councillors' Reports and Areas of Responsibility:**

**ML**

Offered to take on the responsibility of the Burial Ground if DR is agreeable.

**Action: ML & DR**

There is a tree that is overhanging one of the footways – to give details to the Clerk.

**Action: ML/Clerk**

**WT**

The Youth Club has now restarted and they will need to have £40.00 from their reserves, which is being held by the Parish Council. This is because they are not old enough to hold their own account. This does not need proposing, as it is not Parish Council money.

147/0915

**Agenda items for the next meeting:**

Parish Council to contribute funding for the VJ Tea Party.

Solar Funds Terms of Reference

BT Website

Play Equipment

Bench

Mulberry Tree

Track

Development along Hurdleditch Road

- Compulsory Purchase Orders

- Planning advisor

- Public Consultation

The Chairman then asked members of the public to leave the room as the matter being discussed, though not on the agenda due to the timing, was confidential and felt not to be in the public interest.

There being no further business the Chairman closed the meeting at 9.45. The next meeting will be held on 21<sup>st</sup> October 2015 in the back room of the Village Hall at 7.30pm

---

**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.

**Pg 24**