

ORWELL PARISH COUNCIL

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unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held in the Village Hall on 17th January 2018 at 7.30pm (19.30hrs)

Present: Cllr C Hoptroff- Acting Chairman (**CH**), Cllr D Kennedy (**DK**), Cllr T Tyndall (**TT**) and Cllr J Chuisseu (**JC**)

In Attendance: Mrs J Damant – Clerk, District Cllr A Van de Weyer (SCDC) (AvdW) and County Cllr S Kindersley (SK)

- 279/01/18** **Apologies for Absence:** LGA 1972 sch12 para 40 – Quorate is one third but no less than 3 members LGA 1972 sch12, para 45
 Apologies received from Cllr Bunnett, Cllr Szembel and Cllr Clarke (personal reasons).
 Cllr Hoptroff took the Chair.
- 280/01/18** **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.
- 281/01/18** **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**
 There was one member of the public in attendance.
- 282/01/18** **Minutes of the last meeting 20th December 2017:**
 The minutes were proposed by Cllr Tydnall, seconded by Cllr Hoptroff agreed by all. The Chairman then signed the minutes as a true record.
- 283/01/18** **Councillor Vacancies:**
 There is presently a cooption notice being advertised.
 Cllr Lawton has recently resigned and a notice is up with regards to that post (this has to be done first prior to the Parish Council being able to coopt. Once the time period of 14 days has passed SCDC will inform the Clerk if the Parish Council are allowed to fill the vacancy by Cooption or whether an election has been called.
- 284/01/18** **CCC Report: circulated**
 CCC are looking at a 2% or 3% budget increase.
 Cllr Kindersley has been in contact with the Highways department regarding the flooding along Fishers Lane and has been advised that this matter is now in hand and should be rectified by the end of the March 2018.
 Cllr Kindersley will also make enquires regarding the street light situated at the junction of Fishers Lane/A603 which was damaged in an accident. The Clerk has been chasing this with CCC who are aware of this and are in the process of liaising with Balfour Beatty to get it repaired, however it is now seen as a priority due to its location. **Action: SK**
 There has also been reports of water near 7 Lotfield Street, the Clerk has reported this to Highways but has not heard if this is now being dealt with. Cllr Kindersley will enquire. **Action: SK**
- 285/01/18** **SCDC Report:**
 Demolition works will soon begin at Barrington Cement works.
 There is no further news on the development at Hurdleditch Road.
 The Local Development Plan is now out for consultation for 6 weeks and the whole process should be completed by July 2018 when it will be adopted by SCDC. Cllr Kindersley also reported that one of the conditions is that the Council have to start the next plan in 2019.
Local Green Spaces: One area that may have an impact on Orwell is the Glebe Field which has not been accepted by SCDC. It was advised that the Parish Council put forward an argument as to why they feel this area should be included within the Local Green Spaces, and thus protected from further development. Cllr Hoptroff will put a draft response together and circulate to councillors.
Action: CH

- 286/01/18** **Planning: NS, MC, CH, and DK (Town and Country Planning Act 1990 schedule 1, paragraph 8) Full planning minutes are available on line or from the Clerk).**
Planning meeting held on Wednesday 3rd January – no meeting
Planning meeting held on Wednesday 17th January – verbal report
 S/4455/17/FL & S/4456/17/LB – 30 High Street, Replacement of all the windows with energy saving double-galzed (SlimLite) windows. It was recommended by the Parish Council to 'Object' with comments 'There were no diagrams or pictures to show how the windows would look therefore the Parish Council recommend 'Object' as per requested by the Conservation Officer'.
 Proposed by DK, seconded by JC all agreed.
 35 Town Green Road was a duplicate application therefore was not discussed.
- Planning Committee Councillor:** Due to the resignation of Cllr Lawton another Councillor to be elected onto the Planning Committee. It was agreed by all to keep the Planning Committee as it is with the four remaining members, if the meetings are not quorate to ask for another councillor to sit in.
- 287/01/18** **Development Proposal on Hurdleditch Road (next to the primary school)**
 Cllr Szembel was not present but reported that there was no further information.
- 288/01/18** **CCTV:**
 The cameras are currently still being calibrated, once this has been done they will be ready to be installed. Clerk had spoken to the company regarding the placing of one of the cameras at the junction of High Street and Malton Lane and this may be achievable so that traffic movement can be recorded at this part of the village.
- 289/01/18** **Recreational Ground Working Group:**
 Cllr Tyndall reported that Cllr Bunnett had circulated the minutes of the recent meeting held on 9th January. At the moment they are putting ideas together on the future use along with the future use of the Village Hall. Clerk also reported on the item regard the running of IT classes for older people and that this is currently being done through Community Access Point at Lordship Close where there are two computers available with broadband. The other item on the minutes was the implementation of putting in new play equipment at the recreation ground. The Parish Council did put in the new play tower along with new swings a couple of year's ago, but no further development has been done, this is mainly due to the fact that until the future of the recreation ground is better known it would be very expensive to move equipment, at a later date, if placed in the wrong place.
- 290/01/18** **Recreation Ground:**
 - Play equipment weekly inspection. All equipment appears to be in good working order. Mr Weir has inspected the wooden supports and feels that they are fine but will investigate if there is a product that can be used to fill in the gaps where the wood has splinted away from the wooden stepping stones. Clerk is booked onto the Rospa inspection programme. **Action: Clerk**
- 291/01/18** **Community Gritting:**
 Clerk has received one response from a resident who is interested in volunteering to undertake the gritting. Will arrange to get the equipment delivered to Cllr Hoptroff. It was also thought by Highways that the 3 grit bins already in situ would be enough. **Action: Clerk**
- 292/01/18** **Water Leak along Fishers Lane and Lotfield Street:**
 All responses have been forwarded to the Highway Department (CCC).
 Fishers Lane: Repairs to this area are due within this financial year.
 Lotfield Street: Clerk has forwarded residents concern over the water running onto the footway to the Highway Department.
- 293/01/18** **Beacon at the Clunch Pit:**
 Cllr Van de Weyer reported that there was no further information. Cllr Hoptroff reported that both he and Cllr Kennedy had looked at the beacon and believe that much of the problem comes from the state of the soil. As the soil is very wet it is holding the beacon, but when the soil starts to dry out it will no longer hold the beacon tightly and will therefore become loose again.

- 294/01/18 Chapel Orchard:**
Repairs to the second bridge has started and should be completed within two weeks. Funds to pay for this to be taken from the grant money received by Chapel Orchard which will be transferred to the Parish Council, the previous bridge was paid for out of the Community Benefit fund. It was noted by Cllr Hoptroff and Mrs Miller that some of the tree works at Chapel Orchard had not occurred. Clerk has informed the tree surgeon and is currently waiting for a site visit to look at the works. Once this has been done the invoice can be paid. **Action: Clerk/CH**
Cllr Hoptroff has the Christmas lights.
- 295/01/18 Tree along Cross Lane footpath:**
Work has been carried out.
- 296/01/18 Chapel Orchard Working Party:**
Mrs Miller reported that there are no new members, Clerk and Cllr Hoptroff to help Mrs Miller.
- 297/01/18 Clunch Pit Management Trust (CPMT):**
English Heritage have given their consent to the required works needed to repair the steps on the footpath. Work is expected to be finalised at the end of July 2018. This is needed prior to any works being carried out as the area is a Site of Specific Scientific Interest (SSSI). There is funding of £500 which was received from Cambridge County Council, this is presently being held in the Parish Council accounts, the remainder if needed will come from the CPMT. The work will commence once the weather has improved as it is too wet at the moment it is hoped this will be completed by July 2018.
- 298/01/18 Community Benefit:**
There have been no applications.
- 299/01/18 Financial Matters:**
1. Financial Statements for January
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)

Payments awaiting authorisation

Payee	Amount £	Vat £	Description	Power
Salaries	Confidential	0	November Salaries	LGA 1972 s112
Salaries	Confidential	0	November Salaries	LGA 1972 s112
Inland Revenue	Confidential	0	November PAYE/NI	LGA 1972 s112
SMART	Confidential	0	November Pension	LGA 1972 s112
MPC	90	0	November office rent	LGA 1972 s133
MPC	55	0	Contribution to clerk training for staffing issues and planning	LGA 1972 s133
WAVE	73.3	0	Sewage charges for pavilion	PHA 1936 s87
Acacia Tree Surgery	750	125	Tree works at Chapel Orchard and Cross Lane Close	OSA 1906 s9/10 (withheld)
Eon	93.47	4.45	Electric for pavilion	LGA 1972 s133

Payments Received

Precept	20449.31
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The payment for Acacia was withheld until following the site visit, proposed by Cllr Hoptroff seconded by Cllr Tyndall all agreed.

All payments were proposed to be correct by Cllr Tyndall, seconded by Cllr Chuisseu, all agreed.

- 300/01/18 Insurance Cover:**
Cllr Hoptroff reported that he has been in discussion with the Parish Council's insurance brokers trying to investigate if all working parties can be amalgamated within the Parish Council's insurance policy. At the moment, only Parish Councillors are insured when volunteering on working parties. Public liability is covered but it is the question of other volunteers who have to have a separate insurance so they are covered against any accidents. A date to meet a representative of the Parish Council insurance company still being looked into. **Action: CH**
- 301/01/18 Village Maintenance Programme:**
Update on Tree Policy – Tree Officer at SCDC is currently looking over the policy.
- 302/01/18 Village Hall Committee:**
There was nothing to report.
- 303/03/18 Defibrillator/Red Telephone Box: (PHA 1936 s234)**
Still ongoing. It was reported that the door is not closing, Clerk to investigate. **Action: Clerk**
- 304/01/18 Mulberry Tree Information Board:**
Cllr Hoptroff will contact Andy Klose to see what is happening with the notice board holding frame. **Action: Clerk**
- 305/01/18 Correspondence and Clerk's Report:**
Harston Warden Scheme would like a nominated trustee from Orwell Parish Council. Clerk to enquire if this has to be a Trustee. **Action: Clerk**
- 306/01/18 Councillors' Reports and Areas of Responsibility:**
Due to the resignation of Cllr Lawton cover is needed for the Burial Ground, Allotments and Chapel Orchard. Cllr Hoptroff will assist with the allotments and Burial Ground. The vicar has a key for the burial ground and is happy to unlock the gate when needed. Clerk to mark out graves.
- 307/01/18 Glebe Paddock Agreement:**
Licence awaited.
Clerk has written to Carter Jonas asking if the maintenance of the paddock can be done before the agreement can be signed, the hedging and well need looking at along with the removal of the old shed. Cllr Tyndall will contact Carter Jonas to see what the hold up is. **Action: TT**
- 308/01/18 Data Protection Officer: (DPO)**
It has been agreed with the National Association of Local Councils (NALC) that it would not be good practice to employ the Clerk as the DPO due to various factors one being 'conflict of interest'. It is being proposed that Parish Councils as a group employ the services of a DPO. This matter is still on going, however it is hoped that this matter will be resolved by March 2018 so funds need to be precepted but the actual amount is still unknown. Clerk has informed CAPALC of their interest in being part of the scheme rather than employing a DPO independently.
- 309/01/18 2018/19 Precept/Budget:**
It was proposed by Cllr Kennedy and seconded by Cllr Tyndall to accept a precept of £43,904.43, which is approximately a 6% increase to last year, agreed by all.
- 310/01/18 Grass Cutting Specification:**
It was proposed by Cllr Hoptroff to accept the grass cutting specification, seconded by Cllr Kennedy, agree by all. Clerk will now send out for tendering. **Action: Clerk**
- 311/01/18 Agenda items for the next meeting:**
Village Website
Caretaker salary
- There being no further business to discuss the Chairman closed the meeting at 9.30pm. The next meeting is scheduled for 21st February 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 at meetings.