

ORWELL PARISH COUNCIL
UN-APPROVED MINUTES OF ORWELL PARISH COUNCIL

A meeting of Orwell Parish Council was held in the back room of the Village Hall on 19th October 2016 at 7.30pm (19.30hrs)

Present: Cllr W Talbot – Chairman (**WT**), Cllr M Clarke (**MC**), Cllr N Hamilton (**NH**), Cllr M Lawton (**ML**), Cllr A Pulham (**AP**), Cllr D Rees (**DR**) and Cllr N Szembel (**NS**)

In Attendance: Mrs J Damant – Clerk, Cllr A Van de Weyer - AvdW (SCDC) and Cllr S Kindersley – SK (CCC) Cllr Kindersley arrived at 9.05pm

Guest Speaker: Mr Martin Render from Community Heartbeat Trust regarding Defibrillators

145/10/16 Apologies for Absence:

Apologies were received from Cllr Kennedy (personal reasons) and Cllr Hoptroff (personal reasons).

146/10/16 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:

Cllr Talbot declared an interest in item 167/10/16 as Mrs Talbot is the Chairperson of the Tennis Club. Cllr Pulham declared an interest in item 167/10/16 as he is an officer of the Football Club.

147/10/16 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.

Cllr Talbot welcomed Mr Render from the Community Heartbeat Trust. Mr Render gave a presentation on defibrillators. He emphasised that they are safe and cannot be used if the case is not warranted. Defibrillators being stolen is rare and it is believed that education is important. If it was decided to put the defibrillator into a locked area, i.e. the phone box, some parishes have issued key rings to their residents with the key code and other parishes do not lock them, is a personal decision. The idea of using the telephone box is that it is easily identifiable and BT encourages the use of the red box for the placing of defibrillators. If a defibrillator is used it can be calibrated straight away and pads to be replaced. What the parish will need to do is set up governance arrangements and CHT can help with this, making sure the machine is checked on a weekly basis. If it is not the ambulance service will not know it is available.

The defibrillator machines are self-explanatory but CPR training is also a vital tool and CHT will assist in setting up training courses for this. The key point is for people not to be frightened of using the machines.

148/10/16 Minutes of the last meeting 21st September 2016:

It was proposed by Cllr Rees to accept the minutes, seconded by Cllr Clarke, all agreed. The Chairman then signed the minutes as a true record.

149/10/16 CCC Report:

Cllr Kindersley had circulated his report. The Council met on the 18th October and elections are due soon. Devolution is a main topic of discussion at the moment along with a directly elected mayor.

Q. What are other parishes saying about this?

A. There is a mixed response about the elected mayor, but the financial incentives are being seen as a welcome relief with £70m being offered for housing in Cambridge.

Q. Is there any right of appeal?

A. None, the mayor will be elected in May 2017 but there appear to be no real governance arrangements at the moment.

The issue of devolution is taking time with all three local authorities, (SCDC, CCC and City). The City Deal is also occupying the local authorities' time. There appears to be no proper scrutiny for decision making.

The consultation for the road closures in Cambridge City has not closed but it would appear that many residents/business were not aware of the consultation.

From the 3rd October CCC will be issuing fines to companies who are digging up the roads for too long a period.

Budgets are soon to be discussed.

150/10/16 SCDC Report:
 There will be a new ice rink at Marshall's airport.
 The new district council boundaries have now been published, Orwell will stay the same but it will now be referred to as 'Barrington Ward'.
 Cllr Van de Weyer has been unable to find any new information regarding the bridge which goes from the recreation ground to Brookside. See item (154/10/16)

151/10/16 Nominations for Vice Chairman:
 Cllr Pulham was nominated by Cllr Clarke, seconded by Cllr Rees. Cllr Pulham accepted the role of Vice Chairman, all agreed.

152/10/16 Planning: WT, CH, AP, DK and NS (*Town and Country Planning Act 1990 schedule 1, paragraph 8*)
(Full planning minutes with comments are available on line or from the Clerk).
Planning meeting held on Wednesday 5th October 2016 – no meeting
Planning meeting held on Wednesday 19th October – verbal report
 Stacies Barn, The Grove, S/2627/16/FL & S/2428/16/LB. Single storey extension, conversion of existing garage to bedroom within modern construction and modification of first floor partitions to form increased en-suite with roof-light in historic timber frame section. Parish Council recommend 'No Recommendation' with no comments.
 Bramleys, Malton Road (INFORMATION ONLY), S/2413/16/DC. Discharge of condition 3 of planning permission. Noted, no comments.
SCDC Decisions: 3 Hillside, S/0614/16/FL. Proposed demolition of existing bungalow and the redevelopment of the site for two dwellings has been **Refused**.
 62 High Street, S/1836/16/FL. Repairs and alterations to former boundary wall within the plot of Number 62 High Street has been **Approved**.
 9 High Street, S/1681/16/FL. Construct double garage and log store in rear garden has been **Approved**.

153/10/16 Development Proposal on Hurdleditch Road (next to the primary school)
 Cllrs Talbot and Szembel have not been able to arrange a meeting with the land agent.

154/10/16 Insurance:
Beacon situated at the Clunch Pit: Cllr Szembel stated that the beacon is unsafe and needs SCDC to repair it urgently. Cllr Van de Weyer will report this back to SCDC.
Action: AvdW
Bridge at Brookside: As Cllr Van de Weyer has been unable to find any new information on the ownership of the bridge, it would appear that though this bridge was built when the development at Brookside was established, neither the developers nor the local authority want to take responsibility. It was proposed by Cllr Pulham that as this question of ownership has been going on for many years the Parish Council agrees to adopt the bridge, seconded by Cllr Lawton, all agreed. The bridge will need to be added to the asset register and insurance documentation.
Action: Clerk
Allotments: The question of insurance was discussed. The allotments come under the Parish Council's public liability insurance but if allotment holders wish to insure their sheds etc, which are their own personal property this needs to be done in accordance with their home insurance. This information to be added to the Allotment Agreement. **Action: Clerk**
 Asset Register – Cllr Talbot gave the Clerk the relevant information, form to be updated and circulated to Councillors. **Action: Clerk**

155/10/16 Community Benefit:
 No applications this month.

156/10/16 Financial Matters:
1. Financial Statements for October
2. Payments and Additional payments for October
Local Government Act (LGA); Public Health Act (PHA); Open Space Act (OSA)

Payments awaiting authorisation

Salaries	£	0	September salary	LGA 1972 s112
Inland Revenue	£	0	September PAYE/NI	LGA 1972 s112
MPC	£ 90.00	0	office rent October	LGA 1972 s133
Herts & Cambs	£ 132.00	22.00	Grass BG	OSA 1906 s9/10

Herts & Cambs	£ 66.00	11.00	Grass Rec	OSA 1906 s9/10
PKF Littlejohn	£360.00	60.00	External audit	LGA 1972 s111
UKSafety	£ 94.80	15.80	PAT pavilion	LGA 1972 s111
Espo	£387.79	64.62	Youth club	LGA 1972 s
Eon	£ 21.35	1.02	Electric pavilion	LGA 1972 s133

Additional payments: These costs have already been agreed but may not have appeared on the agenda.

Deposits:

Pavilion bookings £221.50

Payment were proposed by Cllr Lawton to be correct, seconded by Cllr Hamilton all agreed.

- 157/10/16 Audit:**
Orwell has passed their audit set by the external auditors. There were some suggestions for the clerk to follow next year which were consistency in ticking No or N/A to managing Trustees.
- 158/10/16 Emergency Plan:**
Deferred till next month. Needs to have flooding issues incorporated into it.
- 159/10/16 Flood Awareness Questionnaire:**
Has been submitted
- 158/10/16 Ecops:**
Cllr Szembel is concerned that at the recent Police Panel meeting it was suggested that the Ecops system may be disbanded. The system was set up to encourage residents to report incidences but as this appears to have declined the service may discontinue. Roger Daw (Neighbourhood Watch) is aware and has written to the police stating that Ecops is a vital service. Cllr Szembel requested that the clerk also write to the police asking for it not to be discontinued, this was agreed by all. **Action: Clerk**
- 160/10/16 A10 Corridor Group and Survey:**
Clerk has requested the survey results from Wimpole, Barrington. Meldreth and Shepreth.
- 161/10/16 Local Highways Improvement (LHI)/footways:**
Following concerns over the footways a site visit to be set up with the Local Projects Team to look at the footways to see if they can be improved using the LHI scheme. The deadline for submission for LHI is the 30th November 2016. Clerk to arrange a meeting with Karen Lunn (Highways) **Action: Clerk**
- 162/10/16 HM Queen's 90th Birthday Celebrations:**
Tree and bulb planting: This is still being investigated by Cllr Talbot.
- 163/10/16 Pavilion:**
Plumber to repair the men's urinals. Clerk to arrange. **Action: Clerk**
- 164/10/16 Recreation Ground:**
- Play equipment weekly inspection. Equipment appears to be good working order.
- Request has been received to hire the MUGA for netball practice during weekday lunchtime, decision to charge £10 per hour. Bookings will continue to be booked with the caretaker. Retrospective proposal to charge £10 an hour proposed by Cllr Pulham, seconded by Cllr Talbot all agreed.
- 165/10/16 Grass Cutting Specification:**
This can now be sent out to contractors. **Action: Clerk**
- 166/10/16 Leasing of the football pitch:**
Not discussed.
- 167/10/16 Tennis Courts:** Cllr Talbot to declare a pecuniary interest however the tennis club was not discussed.
Flood lighting – report from Cllr Talbot and Cllr Pulham; however both Cllr Talbot and Cllr Pulham will not take part in any discussion.

Pg 30

Cllr Pulham reported that he had just been to the recreation ground prior to the parish council

meeting to see what type of lighting the football team were looking at as they had a contractor showing some lights. Cllr Pulham stated that the lights were very bright and the positioning of them during the period he observed them made them shine into neighbours' homes which is not acceptable. Further companies need to be contacted. Both the tennis club and the football club want floodlighting but the lights may have to have different specifications for the different areas they need to light. The football club are looking at temporary/portable lights which can be erected for training sessions and then stored away when not in use. The MUGA are looking at permanent lighting.

Cllr Rees was concerned that portable lights are not controllable and it may be better to have fixed lighting so that other areas do not get lit up.

Agreement between the Tennis Club and the Parish Council: Cllr Hoptroff and Cllr Talbot to put before the council a draft agreement, this is still being processed.

168/10/16 Chapel Orchard Footpaths:

Chapel Orchard have received notification that they will receive £1500 from the Community Chest Grant (SCDC). However, the footpath which leads to the allotments was not included in the application. It was proposed by Cllr Pulham that £300 from the solar fund be put aside for the repairs to this footpath, seconded by Cllr Hamilton, all agreed.

169/10/10 Defibrillator (EAD)

It was proposed by Cllr Szembel to purchase a defibrillator up to a cost of £2000 (depending on the type of security box needed), seconded by Cllr Lawton, all agreed. Clerk to arrange.

Action: Clerk

170/10/16 BT phone box consultation:

There is an ongoing consultation regarding the removal of the red phone boxes, unless communities purchase them for £1. Orwell's red phone box situated on the High Street has been listed so can not be removed and as such is not included in the consultation: however if it was decided to place a defibrillator (AED) then it would need to be adopted and the telephone removed. BT is very favourable to the scheme of placing defibrillator machines in red boxes. It was proposed by Cllr Pulham to adopt the phone box so that the defibrillator can be placed inside, seconded by Cllr Rees, all agreed. Clerk to arrange. **Action: Clerk**

171/10/16 Mulberry Tree Information Board:

Cllr Rees and Clerk to investigate further.

Action: DR/Clerk

172/10/16 Correspondence and Clerk's Report:

Thank you from the Football club for the solar grant.

173/10/16 Village Maintenance:

New Prop for the Mulberry Tree branch: Should be completed in November 2016

Trees in the village: Cllr Talbot will put together a maintenance programme now he has received a complete list of trees which the Parish Council are responsible for.

General Maintenance: (benches, noticeboards) Cllr Talbot and the Clerk met with Mr Weir to go over what is needed regarding the benches and noticeboard.

Village Litter Pick: Clerk has been informed by a member of the WI that they are unable to carry out the litter pick but are hoping that this is something they will be able to do in the future.

174/10/16 Village Ranger/Caretaker:

Defer to next meeting.

175/10/16 Pensions:

Clerk is still working on this, Melbourn and Meldreth are looking at asking an advisor to speak to members of the council to explain what will be expected from the council, as an employer. Does Orwell wish to be a part of this? Orwell's staging date was the 1st October and the Clerk has sent out the relevant letters requesting if employees wish to join a pension scheme, if they do then the Parish Council has to honour that request. At the moment pension schemes being looked at are; NESTS, Local Government Pension Scheme, and Ensure. Orwell may also need to look into a pay role software package which can cope with pensions as at the moment the Clerk uses HMRC and this does not have the facility to work out pensions.

The council also has to look at the percentage it wants to match the employees' contribution. The council has two employees both of which can ask to join a pension scheme, however depending on the gross salary will depend on whether the council has to contribute. Clerk to notify councillors once Melbourn Parish Council have a date. **Action: Clerk**

176/10/16

Councillors' Reports and Areas of Responsibility:

- Responsibility List this can now be circulated.

Action: Clerk

Cllr Szemmel

- Police Panel Meeting (see item 158/10/16). It was also reported that Orwell have been subjected to an increased amount of burglaries recently. Cllr Szemmel suggested that the possibility of using CCTV be reinvestigated. Clerk to make enquiries. **Action: Clerk**
- Clunch Pit Car Park. There is a gap in the hedge near the access from the carpark. The light cable may not be properly armoured. Clerk to report to SCDC, this may be the reason the lights continue to fail. **Action: Clerk**

Cllr Rees

- Cllr Rees circulated an email concerning the Village Hall. To be discussed at the next meeting. Cllr Talbot will contact the Village Hall to see what is needed.

Cllr Pulham

- Cllr Pulham attended the recent Parish Forum meeting at Cambourn. Notes have been circulated along with planning training dates.
- Training Dates:
Nuts and Bolts for the West Division (16th Nov 6-8.30pm)
National Planning (23rd Nov 1.30-4.30pm)
Nuts and Bolts for the East Division (30th Nov 6-8pm)
S106 Agreements (23rd Jan 6-8.30pm)
Policy writing for Neighbourhood Plans (Feb date still to be decided 6 -8.30pm)
Affordable Housing (13th March 6-8.30pm)

Cllr Pulham also reported to the meeting that the LDF should be in place by the end of 2017.

Cllr Talbot

- Reported that the Youth Club has a new Youth Parish Council and that the project for this year is exotic pets.

Cllr Hamilton

- Would like to be included with any meeting with the village hall.

177/10/16

Policies:

Financial Regulation Policy: It was proposed by Cllr Pulham to adopt the updated Financial Regulations, seconded by Cllr Hamilton all agree.

178/10/16

Agenda items for the next meeting:

CCTV cameras
Local Highways Improvement Scheme
Traffic survey
Floodlighting – MUGA and football pitch
Highway gritting scheme
Village hall

There being no further business the Chairman closed the meeting at 9.30pm. The next meeting will be held on the 16th November 2016.

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 32