

**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 20<sup>th</sup> July 2016 at 7.30pm (19.30hrs)

**Present:** Cllr W Talbot – Chairman (**WT**), Cllr N Hamilton (**NH**), Cllr D Kennedy (**DK**), 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)

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- 084/07/16      Apologies for Absence:**  
Cllr Hoptroff had informed the meeting that due to personal reasons he would be late, Cllr Hoptroff arrived at 9.15pm. Apologise due to personal reasons were received from Cllr Pulham, Cllr Clarke and Cllr Lawton.  
Cllr Hoptroff arrived at 9.15pm
- 085/07/16      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 101/07/16 as Mrs Talbot is the Chairman of the Tennis Club.
- 086/07/16      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:  
Village Hall – Mr Daws reported on behalf of the Village Hall and confirmed that the toilets had now been completed however it was found that the emergency lights were not able to be certified, this is due to the circuitry not being in compliance to regulations and that many of the emergency lights are not functioning as they should. Mr Daw's has been obtaining quotes for the work but has only received one, so far. It is estimated that the cost would be approximately between £2,500 - £3,000. The Village Hall Trustees are aware that the lights are not in accordance with the regulators and are now in breach of their insurance. The only option would be to close the village hall until this work is carried out. The Village Hall does not have enough to cover the full cost of the works required. It was asked what they could afford, Mr Daw's reported that they maybe able to fund half of the works.  
Mr Kenyon reported that if the village hall used all their funds to pay for this it would leave them vulnerable with no reserves.  
**This item was not on the agenda but due to the urgency of the matter as insurances would not be valid without the work being commissioned it was felt that a decision was needed at this meeting, this is also due to the fact that the council does not meet in August and that meetings would be in jeopardy of not being quorate due to the summer vacations.**  
It was suggested by Cllr Szembel that due to the necessity of this work the Parish Council should fund this. It was proposed by Cllr Szembel that £3,000 from S106 funding be put aside to fund this, seconded by Cllr Kennedy, agreed by all.  
Trees – Mr Kenyon reported that the Ash trees along Hurdleditch Road had been flayed. Clerk reported that neither CCC nor the grass cutters had carried out this work and was still trying to locate those responsible. Mr Kenyon reported that when these trees were originally planted, it was that the trees would eventually meet and form a canopy over the road. Now the trees had been flayed it will ultimately hold this up and they will need to be checked regularly to make sure they do not get diseased. Mr Kenyon asked that the Parish Council urgently look into this matter and then report it to SCDC for compensation. The trees belong to the Parish Council and work should only be carried out with permission from the Parish Council.
- 087/07/16      Minutes of the last meeting 15<sup>th</sup> June 2016:**  
The minutes were proposed by Cllr Hamilton, seconded by Cllr Rees. The Chairman then signed the minutes as a true record.

- 088/07/16 CCC Report:**  
 Cllr Kindersley had previously circulated his report.  
**Devolution:** At the recent Parish Liaison meeting devolution was discussed. It will result in a directly elected Mayor and is also offering money to go towards the extra houses required for Cambridge and with the increasing pressure from Government to build more houses this would help. Over the next 15 years there needs to be 42 new schools built: 26 primary; 12 secondary and 4 special schools.  
 CCC will only be cutting the grass twice yearly, however some areas will be cut more for safety reasons (site lines), residents are encouraged to report, via the website, any areas they feel may need cutting.  
 Cllr Talbot, who with Cllr Pulham, attended the Parish Liaison meeting reported his concern of the lack of information on governance, Cllr Kindersley stated that there is no governance detail available at the moment.  
 Cllr Talbot enquired if devolution is for Cambridgeshire and P'boro, Cllr Kindersley stated that at this moment that is correct but that other counties maybe able to join later.  
 Cllr Van de Weyer reported that at the moment Suffolk and Norfolk were looking into doing their own.
- 089/07/16 SCDC Report:**  
 The consultation for the City Deal runs until October 2016 and is asking residents for suggestions on how traffic congestion in Cambridge can be dealt with.  
 Mr Steven Kelly has been appointed as the new Director of Planning.  
 There has been, in principal, an agreement for an ice rink but there needs to be a further £1.8m loan. The benefit of such a scheme has not yet been demonstrated.
- 090/07/16 City Deal: Consultation until Monday 10<sup>th</sup> October** ([www.gccitydeal.co.uk/congestion](http://www.gccitydeal.co.uk/congestion))
- Better bus services and expanded use of Park & Ride
  - Better pedestrian and cycling infrastructure
  - Improved public space and air quality
  - Peak-time Congestion Control Points (PCCPs)
  - A Workplace Parking Levy
  - On-street parking controls
  - Smart technology
  - Travel planning
- Cllr Talbot reported that at the recent Parish Liaison meeting emphasis was being placed on more housing, better bus stops/hubs, though there are fewer buses, Investment ideas appear to be for Cambridge City, with little consideration for needed infrastructure improvements.  
 It would appear that the main concern is with traffic issues within the city, but it does not deal with the extra houses/people in the South Cambridgeshire area and the congestion already being experienced, with the extra housing the congestion outside the city will only increase and there appears to be no planning in dealing with the extra vehicles travelling to the hubs. It was suggested that all Parish Councillors look over the City Deal, Cllr Talbot will put a response together which will then be circulated to councillors for their responses.
- Action: WT**
- 091/07/16 Planning: WT, CH, AP, MC and DR** (*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 Monday 4<sup>th</sup> July 2016**  
**Land at Hurdleditch Road,S/3190/15/OL** – Application is due to go before the Planning Committee at SCDC. Meeting to go through items that will be reported by the Parish Council representative at the meeting. (see item 092/07/16)  
**Planning meeting held on 20<sup>th</sup> July 2016 – No Meeting**
- 092/07/16 Development Proposal on Hurdleditch Road (next to the primary school)**  
 S106 contributions. The application as been refused by SCDC so there is nothing to discuss at the moment.
- 093/07/16 Insurance:**  
 The insurance cover is adequate however there needs to be agreements for areas that the Parish Council may rent out, Chapel Orchard, Clunch Pit and Recreation Ground.  
 With regards to the Beacon, this was originally the property of SCDC but it appears that they are now the property/responsibility of the Parish Council, Clerk to check and if this is the case and if so to include on the insurance policy.
- Action: Clerk**  
**Pg 18**

The bridge across the brook is another item which needs to be identified as to whom is responsible. In the past it has been difficult to get a definitive answer to this from SCDC, the developers of Brookside are adamant that this bridge is not their responsibility. Clerk to request a definitive answer from SCDC and if needed to take on the responsibility of the bridge themselves.

**Action: Clerk**

Allotments – responsibility for the insurance cover, needs to be clarified.

**Action: Clerk**

The asset register is presently being updated.

**094/07/16 Community Benefit:**

Nothing to report.

**095/07/16 National Salary Award 2016-2018:**

These pay scales have been done over a two year period 1<sup>st</sup> April 2016 and 1<sup>st</sup> April 2017 SCP23 will increase by from 10.836 to 10.944 and then from 10.944 to 11.054. Clerk's salary to be back dated in September; for April – Aug salaries already paid at the old rate, if agreed It was proposed by Cllr Kennedy, seconded by Cllr Hamilton to accept this salary award.

**096/07/16 Financial Matters:**

1. Financial Statements for July – to be signed off in September

2. Payments and Additional payments for July

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

**Payments awaiting authorisation**

Salaries	£ 920.24	0	July salary	LGA 1972 s112
Inland Revenue	£ 181.19	0	July PAYE/NI	LGA 1972 s112
Salaries	£ 903.21	0	August salaries	LGA 1972 s112
Inland Revenue	£ 170.31	0	August PAYE/NI	LGA 1972 s112
MPC	£ 180.00	0	office rent July & Aug	LGA 1972 s133
SCDC	£ 180.00	0	Premises licences – band B	LGA 1972 s
Herts & Cambs	£ 264.00	44.00	Grass BG 2536/2552	OSA 1906 s9/10
Herts & Cambs	£ 66.00	11.00	Grass Rec 2537	OSA 1906 s9/10
Henry Riley	£ 900.00	150.00	S106 consultancy	LGA 1972 s
Eon	£ 23.06	0.92	Electric pavilion	LGA 1972 s
A Pulham	£ 7.99	0	lock for rec	LGA 1972 s
S Walmesley	£ 78.27	0	Clerk cover	LGA 1972 a112
S Walmesley	£ 9.00	0	Clerk expenses	LGA 1972 s113
Clerk Expenses	£ 0	0	Expenses	LGA 1972 s113
Bruce Huett	£ 85.00	0	Internal auditor	LGA 1972 s
Sovereign	£1,157.68	192.95	Benches	LGA 1972 s
Playsafety	£ 96.60	16.10	Rospa annual inspection	LGA 1972 s

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

**Deposits:**

HMRevenue	£4,912.51	VAT repayment
D Rees	£ 20.00	Allotments

Finances were proposed to be correct by Cllr Kennedy, seconded by Cllr Hamilton, all agreed.

**097/07/16 A10 Corridor Group and Survey:**

There was a fault with the original survey recording equipment, is in the process of being redone.

**098/07/16 HM Queen's 90<sup>th</sup> Birthday Celebrations:**

The Clunch Pit BBQ which was held to commemorate the Queen's birthday was well attended.

Tree and bulb planting: Cllr Talbot will contact the Wildlife Trust and will report back at the next meeting.

**Agenda: WT**

**099/07/16 Big Lottery Fund:**

This along with other grants needs to be looked into as this could be another source of income for particular projects which would benefit residents; however they take time and a lot of work needs to be done prior to submission. For large projects it may be useful to employ a professional. Projects need to be identified and then put out for public consultation. Agenda item for next meeting.

**Pg 19**

- 100/07/16 Recreation Ground:**  
Play equipment weekly inspection – all equipment appears to be in working order. The toddlers climbing frame will be refurbished within the next couple of weeks.
- 101/07/16 Tennis Courts:** MUGA (Cllr Talbot declared an interest as Mrs Talbot is the Chair of the Tennis Club)  
**Request for flood lighting** – Cllr Talbot gave a report on this item and then left the room. Cllr Talbot will look into LED lighting and report at the next meeting. **Action: WT**  
**MUGA** - The Tennis Club had originally requested to have the tennis courts cleaned and the lines repainted, however it was decided that all the lines should be painted (tennis, 5-aside football and netball). Three quotes have now been received to clean the courts and repaint all the lines. It was proposed by Cllr Szembel to accept the quotation from 'All About Tennis', seconded by Cllr Kennedy, all agreed. Clerk to notify the contractors. **Action: Clerk**  
**Agreement between the Tennis Club and the Parish Council:** Clerk is unable to find an agreement, in speaking with Mrs Towner, the Clerk at the time, who notified the Clerk that there was no actual agreement. An agreement needs to be written up, Cllrs Talbot and Hoptroff to draft an agreement. **Action: WT/CH**
- 102/07/16 Correspondence and Clerk's Report:**  
Devolution: link has been sent to Mrs Whiteoak for the email system  
City Deal: link has been sent to Mrs Whiteoak for the email system  
Is also on the website ([www.orwellparishcouncil.co.uk](http://www.orwellparishcouncil.co.uk))
- 103/07/16 Village Maintenance:**  
**New Prop for the Mulberry Tree branch:** A quote has been received from Andrew Klose. Some years back Morley Brothers had quoted for this work and it was suggested the clerk contact Morley Brothers to request a new quote, this was not received. It was proposed by Cllr Hamilton that enough time has been spent on this and that he would suggest that Cllr Talbot meet with Andrew Klose and Simon Damant to proceed with the tree prop, this was seconded by Cllr Rees, all agreed. It was also agreed that a cost of up to £500 be made available for this work. **Action: WT**  
**Grass cutting:** There maybe areas of grass that are not being cut, these may be areas which were normally cut by SCDC, these areas may now be under CCC maintenance and will only be cut twice a year. There are some grassed areas which SCDC have been cutting, for many years, but which actually belong to CCC and have therefore been handed back to CCC to maintain. This was unexpected for CCC and maybe why it has taken time to rectified. The Parish Council are not responsible for any areas which come under either the SCDC or CCC maintenance programme.  
**Grass cutting at the Meridan globe:** Has been cut.  
**Hedge cutting up the step by Church to Glebe Field:** – Clerk has requested this to be done and has written to the neighbouring house about having the foliage cut back on the other side of the footpath, thus leaving a clear footpath from both sides.  
**Trees in the village:** Mr Kenyon met with the Clerk and went over the trees which the Parish Council are responsible for, these include:  
Trees on either side of Hurdleditch Road  
Trees along Malton Lane  
Trees on the Recreation Ground  
Oak tree on Meadowcroft Way/Stocks Lane  
Mulberry tree on High Street  
Tree on Pearmans Close  
There are also trees at the Clunch Pit, but this needs further investigation as to which ones were planted by the Parish Council.  
A maintenance programme now needs to be implemented. **Action: Clerk**
- 104/07/16 Village Ranger/Caretaker:**  
Cllr Szembel reported that parishes are being asked to take on more responsibility, but it would only be cost effective if there were funds/grants from SCDC and CCC to enable parishes to take on these added responsibilities. Clerk to enquire with other parishes how they are managing these additional requests, one option could be for parishes to work together. **Action: Clerk**

- 105/07/16 Councillors' Reports and Areas of Responsibility:**  
**Cllr Talbot**  
 Cllr Talbot with put together a response concerning Devolution, this will be circulated to all councillors for their response. **Action: WT**  
 There has been a request from the football team that when the grass cutters are next cutting the grass at the recreation ground that for a cost of £90 they will also line the football pitch. Could the Parish Council pay this and the Football Club will reimburse the Parish Council in September. It was proposed by Cllr Kennedy to accept this, seconded by Cllr Rees all agreed.  
 Cllr Talbot reported that there is to be a meeting in August to discuss the Warden Scheme. The new warden, recently appointed, is a resident of Orwell.  
 Cllr Talbot reported that there is now a new volunteer for the Youth Club.  
**Cllr Hamilton**  
 The recent event at Chapel Orchard was very successful.  
**Cllr Szembel**  
 Cllr Szembel reported that the Mr R Bryant, Chairman of the Clunch Pit will be putting up dog fouling signs in the Clunch Pit.  
 Cllr Szembel also reported that a car had been broken into in the Village Hall car park, would it be an idea to put up warning signs. Clerk to enquire on costs. **Action: Clerk**
- 106/07/16 Clerk Vacation:**  
 Clerk will be away from the office from 1<sup>st</sup> - 15<sup>th</sup> August. Mrs Walmseley has agreed to cover the office, Meldreth Parish Council have already agreed to this so will share the cost. It was proposed by Cllr Kennedy to accept this, seconded by Cllr Hoptroff, all agreed.
- 107/07/16 August Meeting:**  
 It was agreed by all not to hold a meeting in August, however planning meetings will still take place if needed.
- 108/07/16 Agenda items for the next meeting:**  
 Financial Risk Assessment update  
 Asset Register  
 Updated Standing Orders  
 Insurance Items

There being no further business the Chairman closed the meeting at 9.25pm. The next meeting will be 21<sup>st</sup> September 2016.

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**Chairman**

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**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 21**