

ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant
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unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held in the Village Hall on 21st February 2018 at 7.30pm (19.30hrs)

Present: Cllr N Szembel – Chairman (**NS**), Cllr C Hoptroff- Vice Chairman (**CH**), Cllr G Bunnett (**GB**), Cllr M Clarke (**MC**), Cllr D Kennedy (**DK**), Cllr T Tyndall (**TT**), Cllr G Bunnett (**GB**), and New Cllr Cllr T Morris-Lowe (**TML**)

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

- 312/02/18** **Apologies for Absence:** LGA 1972 sch12 para 40 – Quorate is one third but no less than 3 members LGA 1972 sch12, para 45
 Apologies were received from Cllr Chuisseu (personal reasons)
- 313/02/18** **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 by any councillor.
- 314/02/18** **Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**
 There were three members of the public in attendance.
 Mr Daw reported the recent proposal by the Village Hall Trustees to submit a planning application to SCDC to have extra storage built on the West side of the building. The Village Hall will submit the plans under the Parish Council as the building belongs to the Parish Council. Drawings have been done this will also include a set of steps on the West side near to the emergency door.
 Cllr Bunnett enquired as to when the last structural survey was carried out. Clerk believes this may have been done when the movement of the village hall roof was of concern. Clerk will check dates.
- 315/02/18** **Minutes of the last meeting 17th January 2017:**
 The minutes were proposed by Cllr Hoptroff, seconded by Cllr Kennedy all agreed. The Chairman then signed the minutes as a true record.
- 316/02/18** **Cooption of new councillor:**
 Mr Twm Morris-Lowe introduced himself to the council. It was proposed by Cllr Clarke that Mr Morris-Lowe be coopted onto the Council, this was seconded by Cllr Kennedy and agreed by all. Mr Morris-Lowe then signed his 'Acceptance of Office' witnessed by the Proper Officer (Clerk). Mr Morris-Lowe was given the 'Register of Interest', which he will complete and return to the clerk, this will then be sent to SCDC. Cllr Morris-Lowe then took his seat at the council table.
- 317/02/18** **CCC Report: circulated**
 Cllr Kindersley stated that CCC will have less funds to repair Highway repairs, such as, pot holes so the situation will only get worse.
 The Local Development Framework (LDF) which has been suspended for some years is due to be agreed by the Inspector. One of the conditions is that the next LDF which will incorporate Cambridge City is started by 2019. Part if this plan could be the development of Bassingbourne Barracks and Bourn. The East/West rail link will also be part of this development.
 There will be a 5% increase in council tax (3% + 2% adult social care).
 Question was raised regarding the new pot hole machine which has been purchased by CCC and if this will help, Cllr Kindersley said that unfortunately though the machine is very good there is only one and at the moment it is being used in areas which are not near to Orwell.
- 318/02/18** **SCDC Report:**
 Cllr Van de Weyer reported that SCDC will be raising their part of the Council Tax by £5 on a band D house (3%), however there will be still be cuts to services.
 It is proposed for there to be a new P&R near Trumpington which will be this side of the M11.
 The level crossing at Foxton bypass is being re-looked at. Foxton Parish Council will be holding a meeting on 5th March 2018 where this issue will be discussed, anyone may attend.
 Cllr Van de Weyer reinstated that the next LDF will be a 15 year plan and will incorporate Cambridge City and will begin in 2019.

- 319/02/18 **Planning: NS, MC, CH, DK and ML (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 31st January 2018
Planning meeting held on Wednesday 21st February – verbal report
- LDF – Green Spaces:** Cllr Hoptroff has submitted a response to LDF regarding the the Glebe Field which has not been designated a Greed Space Status, requesting that it be reconsidered. This has been acknowledged by SCDC.
- 320/02/18 **Development Proposal on Hurdleditch Road (next to the primary school)**
 Cllr Szembel reported there there was nothing to report at the moment.
- 321/02/18 **CCTV:**
 The cameras are not ready to be installed. Documentation of where they are to be placed and a letter is to be sent to those residents who live nearby. Clerk to ask North Herts Partnership for assistance in filling in the required documentation. **Action: Clerk**
- 322/02/18 **Recreational Ground Working Group: (RGWG)**
 Cllr Bunnett reported that the working group have contacted Wimpole Parish Council to enquire if they wished to be a part of the group. Cllr Szembel stated that though the situation regarding the development at Hurdleditch was unknown the project being conducted by the RGWG was still important as it can assist the Parish Council in the future.
- 323/02/18 **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. This at the moment is still on hold as the weather has been too wet.
 The carpark has now been re-gravelled.
 Clerk is booked onto the Rospa Course in March.
- 324/02/18 **Community Gritting:**
 Clerk arranging for the equipment to be delivered to Cllr Hoptroff. There is one volunteer so far who has agreed to carry out the work. **Action: Clerk**
- 325/02/18 **Beacon at the Clunch Pit:**
 Cllr Van de Weyer reported that the surveyor has been in contact with Natural England, however Cllr Hoptroff was unaware of this and will enquire with Natural England. **Action: CH**
- 326/02/18 **Chapel Orchard:**
 There was a discrepancy regarding some of the work recently carried out, this has now been rectified and payment can now be issued.
 Further emergency tree work was also needed due to the high winds. Cllr Hoptroff informed the Clerk who arranged for the work to be carried out.
 UK Network have also been in to inspect trees that may affect the electric wires. Clerk informed Mrs Miller who has been in contact with UK Network and the work has been agreed.
- 327/02/18 **Chapel Orchard Working Party:**
 There is no working party at the moment as the two councillors on the working group are no longer on the Parish Council. Cllrs Tyndall will contact Mrs Miller to enquire what the best way forward would be for the continuing management of Chapel Orchard. **Action: TT**
 Cllr Tyndall agreed to take Chapel Orchard on as one of his responsibilities, (clerk to update the list). **Action: Clerk**
 At the moment work is agreed by the Parish Council, ie tree work and for other work including volunteering work Mrs Miller overseas, finances of Chapel Orchard will now be overseen by the Parish Council. Cllr Tyndall who has looked at the Chapel Orchard agreement stated that Chapel Orchard is a legal identity so has its own insurance.
- 328/02/18 **Clunch Pit Management Trust (CPMT):**
 Cllr Hoptroff reported that he had been in contact with the Parish Council insurance company to discuss the possibility of combining organisations (Chapel Orchard, Clunch Pit) onto one insurance policy. This was discussed by the council members and it was expressed by Cllr Tyndall that it was confusing as to what was being reported. He understood that if each organisation had its own insurance cover that would be fine.

The concern is that only Parish Councillors are covered when carrying out volunteering work and volunteers for other groups who are not Parish Councillors would not be covered so they need a separate insurance to make sure they are covered. Cllr Hoptroff reported that he felt that as the insurance stands at the moment some volunteers may not be covered adequately under the present system. Cllr Tyndall felt that more is needed to be done as he felt this was not necessarily the case. Cllr Hoptroff also stated that members from the CPMT felt that they would be better covered if they were covered by the Parish Council. In order to do this the Parish Council would have to conduct all risk assessments and manage all projects and that this would put extra pressure on the Clerk. Cllr Hoptroff will contact Zurich directly and Cllr Tyndall will assist.

Action: CH/TT

Cllr Szembel also suggested that another option could be to employ someone who could either take on this role or allow the clerk to do while assisting in other areas.

329/02/18

Community Benefit:

Application received from Orwell Table Tennis. This was discussed however section 4 had not been completed stating what the funds were needed for. Clerk will enquire and ask the Table Tennis Club to complete section 4. To be discussed at the next meeting.

Action: Clerk

330/02/18

Financial Matters:

1. Financial Statements for February

2. Payments and Additional payments for February (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	February Salaries	LGA 1972 s112
Inland Revenue	Confidential	0	February PAYE/NI	LGA 1972 s112
SMART	Confidential	0	February Pension	LGA 1972 s112
MPC	90	0	February office rent	LGA 1972 s133
eon	97.62	4.65	Electric for pavilion	LGA 1972 s133
Eastern Tree Surgery	750	125	Tree work in Chapel Orchard and Cross Lane Close	OSA 1906 s9/10
Easter Tree Surgery	240	40	Emergency tree work in Chapel Orchard	OSA 1906 s9/10
Village Garden Services	85	0	Maintenance around the Mulberry Tree	OSA 1906 s9/10
Village Garden Services	205	0	Car park maintenance	OSA 1906 s9/10
Meldreth Parish Council	82.50	0	Contribution for SLCC membership	LGA 1972 s133
Marriott Building Services	2663.40	443.90	Second bridge at Chapel Orchard	OSA 1906 s9/10
J Damant			Clerk expenses	LGA 1972 s133
BT	1	0	Adoption of the telephone kiosk (replacement)	TCA 1986

Payments Received

Holback	12,490.00
Chapel Orchard Funds	2,000.00

Payments were proposed by Cllr Clarke, seconded by Cllr Tyndall all agreed. Cheques were signed by Cllrs Hoptroff and Kennedy.

- 331/02/18 Insurance Cover:**
(see item 328/02/18)
- 332/02/18 Village Maintenance Programme:**
Nothing to discuss and to take off the agenda.
- 333/02/18 Village Hall Committee:**
Cutting back of the hedge and general tidy up around the Village Hall carpark. Cllr Hoptroff reported that unfortunately due to unforeseen circumstances the maintenance work at the Village Hall carpark was not carried out. Clerk is in the process of gaining tenders to carry out this work. **Action: Clerk**
Village Hall Trustees to forward minutes and agenda to the clerk, who can then forward them to the parish councillor's, clerk to ask the Village Hall secretary. **Action: Clerk**
Police have been notified of activities being carried out in the carpark and have been doing spot checks.
- 334/02/18 Defibrillator/Red Telephone Box: (PHA 1936 s234)**
The paper work and cheque had not been received by BT. This has now been redone.
- 335/02/18 Mulberry Tree Information Board:**
Cllr Hoptroff nor the Clerk has received any notification regarding the quote from Andrew Klose Engineering regarding the framework for the information board. Cllr Hoptroff will contact the company. **Action: CH**
- 336/02/18 Correspondence and Clerk's Report:**
It was agreed by all not to purchase wheelie bin stickers.
- 337/02/18 Councillors' Reports and Areas of Responsibility:**
Cllr Tyndall: nothing to report on the Youth Club.
Cllr Bunnett: is concerned that the Parish Council, as the owners of the building had not been notified of the proposal to extend the building with exterior storage space. Cllr Hoptroff, as the village hall member, stated that according to the Trust Deeds the Village Hall Trustees are allowed to do this type of work Cllr Hoptroff will circulate a copy of the deeds to all councillors.
The lack of notification was expressed by the council and it was proposed by Cllr Kennedy that the parish council be given an opportunity to see the diagrams before they are submitted to the planning department, so they can be considered by the Parish Council who's name it is being sent in under. Seconded by Cllr Clarke, agreed by 5, abstained by 2, motion carried. Clerk will contact the Village Hall Trust. **Action: Clerk**
Cllr Clarke: the winter scene painting is near completion. The artist is able to frame the picture with a total cost still under £500. It was proposed by Cllr Clarke to accept this, seconded by Cllr Kennedy agreed by all. Cllr Clarke will notify the artist. **Action: MC**
Cllr Clarke also said that the bus stop sign outside the bus stop opposite the village shop is leaning. Clerk to contact Whippett. **Action: Clerk**
- 338/02/18 Glebe Paddock Agreement:**
Clerk has had not contact with Carter Jonas. Cllr Tyndall contacted Carter Jonas and now has some contact names. Clerk and Cllr Tyndall to chase up. **Action: Clerk/TT**
- 339/02/18 Data Protection Officer: (DPO)**
It was proposed by Cllr Tyndall that this be outsourced to either CAPALC or LCPAS once more information has been received, this was seconded by Cllr Hoptroff all agreed. This has been precepted for; however, the Clerk will still attend training.
- 340/02/18 Grass Cutting Specification:**
Tenders have been sent out.
- 341/02/18 Parish Council:**
Will take place on 3rd May 2018. Notices are on the noticeboard and an article to be submitted to the March edition of the Bulletin.

342/02/18

Annual Meeting of the Parish:

Date to be confirmed, possible date 9th May. As this is not a Parish Council meeting it was agreed that a date can be agreed by the Chairman and Clerk.

Action: Clerk/NS

343/02/18

Annual Meeting of the Parish Council (AGM):

This needs to be done within 14 days of the Election, the next scheduled meeting of Orwell Parish Council is 16th May.

'At ordinary elections, all persons elected whether as a result of a poll or not, take office on the same day. The polling day or day of election (3rd May) will have been set and the law provides that those persons elected take office on the fourth day after the date of the poll. Existing Councillors, unless they have been re-elected for a further term, retire on that day also.

The first meeting of the new council after an ordinary election must be held within 14 days of the day of the newly elected persons take office.

With this in mind the Parish Council could have a short Council meeting on the 9th May prior to the village meeting, whereby the new council can sign their Acceptance of Office and the chair and vice chair can be elected. Then it would be business as usual on the 16th May with the new council already in place.

344/02/18

Tree Policy:

Following an amendment, it was proposed by Cllr Bunnett to accept the Policy, seconded by Cllr Kennedy, agreed by all.

345/02/18

Agenda items for the next meeting:

Caretaker salary

Annual Village Meeting Date to be finalised

Annual Parish Meeting Date to be finalised

There being no further business the Chairman closed the meeting at 10.15pm. Next meeting will be on 21st March 2018 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.