

ORWELL PARISH COUNCIL

Clerk: Mrs J.E Damant
 Parish Office, Sheltered Housing Scheme
 Elin Way, Meldreth SG8 6LT
 – (01763) 269928
 – E-mail: parishclerkorwell@dsl.pipex.com

unAPPROVED MINUTES OF THE PARISH MEETING

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

Present: Cllr N Szembel – Chairman (**NS**), Cllr C Hoptroff- Vice Chairman (**CH**), Cllr G Bunnett (**GB**), Cllr J Chiusseu (JC), Cllr M Clarke (**MC**), Cllr G Bunnett (**GB**), and Cllr T Morris-Lowe (**TML**)

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

- 346/03/18** **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 Cllrs Tyndall and Kennedy, personal reasons. Apologies were agreed and accepted.
 Cllr Hoptroff opened the meeting at 7.30, Cllr Szembel took over on his arrival at 8pm.
- 347/03/18** **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.
- 348/03/18** **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.
 Mr Daw spoke as a member of the Village Hall Trustees. The plans have now been submitted to the planning office at SCDC who have now requested a Heritage Statement which Sharman Architects have completed.
 Mr Simon Parish introduced himself as the Conservative candidate for the next SCDC elections.
- 349/03/18** **Minutes of the last meeting 21st February 2018:**
 The minutes were proposed by Cllr Clarke, seconded by Cllr Bunnett, all agreed. The Chairman then signed the minutes as a true record.
- 350/03/18** **CCC Report: report previously circulated**
 Other items discussed:
 Cambridge roads are deteriorating but they are, on the whole, better than other roads in the eastern region. Residents need to keep reporting pot holes via CCC's the online system.
 Whippet bus service may not tender for the No. 75 bus. Cllr Kindersley will make further enquires in regards to what will be set up in its place. One possibility is the expansion of the Huntingdonshire Community Transport – HACT (dial a ride) and bus passes would be accepted. There is a possibility of the closure of the school catering and cleaning services. This may leave some schools in difficulty but they may find a cheaper option but the schools will have to carry this out it will no longer be provided by CCC.
 Libraries may also bring in charges for internet use, however it is not known how this can be implemented.
 Parking charges at the 'Park & Rides' are to be scrapped on the 1st April 2018.
 Q. Are there any figures for compensation claims for damages by pot holes?
 A. No not yet, if a pot hole has been reported and assessed there is no pay out, however if the pot hole is new and unreported then compensation would be available.
 Cemex have sold the residential site to Redrow Developers who are due to begin the demolition works soon.
 Barrington Parish Council are putting together talks with other parishes to look at the possibility of a joint venture of neighbouring parishes using their S106 allocations to help build a health centre. This may not be an easy enterprise and Harston medical practice may now apply to expand.
 Q. Is the No.75 bus subsidised and if it is are not CCC obliged to find a provider?
 A. CCC are looking at passing the subsidised service to another provider.

Q. Why have the cats eyes been removed from the A603 through Wimpole and why was no notification given?

A. Cllr Kindersley stated that he nor the Highways Officer were informed of this nor why they were removed.

The cables across the road are part of an ongoing exercise with regards to the Oxford and Cambridge rail route being conducted by Highways England. Cllr Kindersley thanked the Parish Council for finding this information out as many people had been asking.

351/03/18

SCDC Report:

There is more work to be carried out on the Local Development Framework (LDF). Foxtan village has had a review of the conservation area as some areas had not been included. This is now being carried out for other villages.

The new developers for Cemex are Redrow and they will start the demolition process soon, this will no longer be overseen by Cemex, they have also redone the design which is due to go to planning soon. Cllr Van de Weyer has spoken to the surveyor regarding the stabilising of the Beacon at the Clunch Pit. All digging will be carried out by hand as the area is SSSI. There have been a few issues with contacting Natural England, Cllr Hoptroff will speak to Cllr Van de Weyer as he has other contacts who may be able to assist.

Action: CH

Q. Will the filling of the Barrington quarry have any effect on the demolition process?

A. No the filling of the quarry which is expected to carry on for the next 15 years will not be affected by the demolition and rebuilding of Cemex. The housing by Redrow will not be affected by the Quarry filling.

352/03/18

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 7th March 2018

45 & 47 Meadowcroft Way, S/4095/17/OL - Development of 2 detached houses as part of the SCDC Right to Build Vanguard (subject to an approval, it is expected that the owner of each plot will apply separately for any reserved matters/conditions). The Planning Committee recommend 'Support' with no comments. Proposed by Cllr Clarke, seconded by Cllr Kennedy all agreed.

Village Hall Drawings: Councillors have now seen the drawings for the proposed storage extension and agree with the proposed plan and agree that the Village Hall can now submit the drawings to SCDC in the name of the Parish Council, as they own the building.

Planning meeting held on Wednesday 21st March – There was no meeting

353/03/18

Development Proposal on Hurdleditch Road (next to the primary school)

Cllr Szembel stated that there was no further information at this moment regarding the development at Hurdleditch.

354/03/18

CCTV:

Clerk has a site meeting with Hertfordshire Partnership to look at where the cameras can be situated along Fishers Lane, High Street and Hurdleditch Road.

355/03/18

Recreational Ground Working Group:

Cllr Bunnett reported that he has been in correspondence with the Football Club to look at other pavilion uses. The Art Group have also been contacted to see if they wished to have a representative on the working group.

356/03/18

Recreation Ground:

Play equipment weekly inspection. All equipment appears to be in good working order. Some of the soil is wearing down and may need matting. Clerk will await the annual Rospa report to see if these areas do not attention.

Clerk has completed the training offered by Rospa to do visual checks on the equipment.

357/03/18

Community Gritting:

Clerk is presently arranging with the Highways Department to have the gritting equipment delivered to a resident in Orwell.

358/03/18

Beacon at the Clunch Pit:

Update from Cllr Van de Weyer (see item 351/03/18)

- 359/03/18 Chapel Orchard:**
Cllr Hoptroff reported that some clearance work including the cutting back of brambles had been carried out in Chapel Orchard.
- 360/03/18 Chapel Orchard Working Party:**
There is no working party at the moment, this will be addressed once the elections have taken place.
- 361/03/18 Clunch Pit Management Trust (CPMT):**
Cllr Hoptroff reported that Natural England were happy with the sheep grazing in regards to the ground maintenance at Chapel Orchard. As a Site of Specific Scientific Interest (SSSI) grazing the land is the best way to protect the flora and fauna in the area. However, there may be an issue with the increase in the rabbit population. Clerk will contact Mr S Damant to see if he would be able to help in rabbit management
- 362/03/18 Community Benefit:**
Clerk has been in contact the Orwell Table Tennis who confirmed that the £250 requested was to purchase a new table tennis table.
It was proposed by Cllr Clarke to accept this application, seconded by Cllr Morris-Lowe agreed by all. Money will be allocated when the new bank account has been opened by the Table Tennis Club.
- 363/03/18 Maintenance of general village environment:**
Women of Orwell (WOW) Recently carried out a village litter pick of the village. seconded by Cllr Clarke all agreed. Cllr Szembel will put a letter together. **Action: NS**
Dog Fouling: during the litter pick it was noted that there was a definite increase in dog fouling in the village. The Parish Council used to put up signs in 'hot spot' areas, could this be done again. Another option is to purchase florescent spray. It was proposed by Cllr Hoptroff that the Clerk purchase dog fouling signs and some cans of florescent spray, seconded by Cllr Bunnett all agreed. Cost will be within the Financial Standing Orders for the Clerk to proceed. **Action: Clerk**
A notice in the bulletin would be helpful as well as it being a part of the Chairman's report. It was also suggested that this could be included in the village meeting.
- 364/03/18 Financial Matters:**
1. Financial Statements for March
2. Payments and Additional payments for March (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	March Salaries	LGA 1972 s112
Inland Revenue	Confidential	0	March PAYE/NI	LGA 1972 s112
SMART	Confidential	0	March Pension	LGA 1972 s112
MPC	90	0	March office rent	LGA 1972 s133
Hales Printers	1075.00	0	Orwell Bulleting printing	LGA1972 s144
Village Garden Services	40	0	Mulberry notice board	OSA 1906 s9/10
Andrew Klose	240	40	Sign support for Mulberry Tree board	OSA 1906 s9/10
Cambridgeshire Acre	55.50	0	Annual Membership	LGA 1972 s133
Eon	86.78	4.13	Electricity for pavilion	LGA 1972 s

Payments Received

Payments were proposed to be correct by Cllr Hoptroff, seconded by Cllr Chiusseu all agreed.

- 365/03/18 Cheque signatories:**
It was proposed by Cllr Hoptroff that Cllr Bunnett and Cllr Chiusseu be new signatories, this was seconded by Cllr Clarke all agreed. This is due to the fact that some of the present signatories will not be re-standing at the next election in May 2018.
- 366/03/18 GP Health Provision:**
Correspondence from Barrington Parish Council with regards to setting up a new health centre. Due to the ever-increasing developments in the surrounding villages and the medical surgeries not being able to expend, in order to take on new patients, it might be worth looking into setting up a new health centre. See item (350/03/18)
Cllr Chiusseu agreed to attend the meeting and will report back to the Parish Council, date of meeting has not yet been agreed. **Action: JC**
- 367/03/18 Insurance Cover:**
Cllr Hoptroff reported that he has been in contact with Zurich Insurance with regards to looking at amalgamating the insurance for the Clunch Pit and Chapel Orchard with the Parish Council. If the Clunch Pit and Chapel Orchard remain as separate groups they will need to continue with getting their own insurance cover. If they come under the Parish Council's insurance that the Parish Council would be responsible for all the works carried out. This matter is still ongoing. **Action:CH**
- 368/03/18 Village Hall Committee:**
Clerk is getting tenders to cut back of the hedge and general tidy up around the Village Hall car park.
- 369/03/18 Defibrillator/Red Telephone Box: (PHA 1936 s234)**
Paperwork has been sent to BT, awaiting signed document back which states that the Parish Council have adopted the telephone box. Once received the Clerk will contact SCDC to do a 'change of use' process. Once this has been completed the clerk will contact Community Heartbeat Trust who will remove the telephone and the defibrillator will be ordered and placed within the telephone box. **Action: Clerk**
- 370/03/18 Mulberry Tree Information Board:**
Notice board holding frame has now been installed.
- 371/03/18 Correspondence and Clerk's Report:**
Lights: The Clerk has reported two of the Parish Council street lights to Balfour Beatty and is presently awaiting a quote for repairs (these are situated at Pearman's Close and Meadowcroft Way). The clerk has also requested that a maintenance programme also be set up with Balfour Beatty for the 10 lights the Parish Council took over from Cambridge County Council.
Litter Pick: A special thank you to the 'Women of Orwell' who carried out the recent litter pick in the village, it is very much appreciated by both the Parish Council and all residents.
Community Chest Grant: (SCDC) opens on 1st April 2018 for 12 months – this grant is open to voluntary and community groups, charities and parish councils wishing to improve the quality of life for residents in South Cambridgeshire. Applicants can apply for up to £1000 per project, up to a maximum of £3000 per parish in the financial year for further details and application forms contact www.scambs.gov.uk/communitychest.
GDPR: Clerk attended a recent General Data Protection Regulations (GDPR) meeting held by CAPALC, it was felt that further information is needed so that the Clerk can make sure that all processes are being correctly followed. The decision of who is to be the Data Protection Officer (DPO) needs to be agreed and implemented by 25th May along with many of the new policies. It has already been agreed that the role of the DPO will be outsourced. Clerk will attend some further training being conducted by LCPAS. **Action: Clerk**
Surgery's at Lordship Close: Clerk reported that very few people come to see her for Parish Council business, Cllr Hoptroff proposed that as it cost £5 an hour this is not cost effective and is not productive of the Clerk's time so it should be stopped, this was seconded by Cllr Szembel all agreed.

should be supported, seconded by Cllr Bunnett. The PTA have booked the pavilion with the caretaker and have support from SCDC. It was suggested by Cllr Hoptroff that the PTA should contact Barrington Parish Council as some of the run will be on their parish along with the Orwell Football Club to confirm that the football pitch area can be or not be used. Clerk will contact the PTA. It was also mentioned that residents on Leaden Hill be informed as the road is an unadopted road.

Action: Clerk

Ashes: The clerk has been approached regarding the scattering of ashes in Chapel Orchard. The Clerk has contacted SCDC, as they are the land owner and permission needs to be given by them and is presently awaiting their response. If permission is given Clerk will contact Mrs Miller to inform her.

Action: Clerk

Bus Shelter: The perspex at the bus stop opposite the village shop has been damaged, Clerk is in the process of having it repaired.

Action: Clerk

A603 Street Light: Clerk has had not update as to when a new light at the junction of A603 and Fishers Lane will be erected, Clerk to chase CCC for a date.

Action: Clerk

372/03/18 Councillors' Reports and Areas of Responsibility:

Cllr Hoptroff

Report on the M11 Park & Ride. Cllr Hoptroff attended the workshop and at the moment the project is on hold until other areas have been investigated further. One suggestion made was that it should be on Junction 12 on the Granchester side.

Report on the A10 Foxton Level Crossing bypass. Cllr Hoptroff attended the meeting, they are still looking at how to accomplish this, the crossing could go under or over the A10 at Foxton. The rail track (Cambridge/Oxford) may also go this way.

Cllr Bunnett

Has requested the Burial Ground documents which Mrs Lawton presently holds. Most documentation is held by the Clerk.

Cllr Clarke:

Has collected the 'Winter Scene' and will forward the invoice to the Clerk. The painting will be held at the Parish Office for the time being. The 'Summer Scene' is being completed.

373/03/18 Glebe Paddock Agreement:

Clerk has had no contact with Carter Jonas and as Cllr Tyndall was absent there was no report. Cllr Szembel expressed concern with the lack of communication from Carter Jonas regarding the signing of the agreement. Cllr Hoptroff explained to the rest of the council that the Parish Council had agreed to taking over the maintenance of the Paddock, which is attached to the Glebe field as it is needed for access to the Burial Ground.

374/03/18 Grass Cutting Specification:

Clerk to write to Herts & Cambs to request that they provide evidence that they have a three year contract, as the Clerk has no record of this. For the time being Clerk to request a separate cut be done until the agreement is agreed. Clerk has requested tenders but has not received any responses to date.

Action: Clerk

375/03/18 Annual Meeting of the Parish (Village meeting):

This will be held on 9th May following the Annual Meeting of the Parish Council (AGM).

376/03/18 Annual Meeting of the Parish Council (AGM):

The first meeting of the new council will be on Wednesday 9th May. This meeting will be a brief meeting and will include the Election of a Chairman and possible Vice Chairman and for all Councillors to sign their Acceptance of Office and Code of Conduct.

The next meeting will take place on the regular date of 16th May when it will be business as usual. The reason is that Parish Councils have to have their first meeting within 14 days of an election in order to elect a Chairman.

377/03/18 Agenda items for the next meeting:

Caretaker salary
No 75 Bus

There being no further business the Chairman closed the meeting at 9.45pm. The next meeting will be held at 7.30pm on 18th April 2018.

Chairman: _____ Date: _____

For the avoidance of doubt the only legally acceptable version of the Minutes of Orwell Parish Council are those signed at meetings.