

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 21st December 2016 at 7.30pm (19.30hrs)

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

In Attendance: *Mrs J Damant – Clerk and Cllr A Van de Weyer - AvdW (SCDC)*

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- 212/12/16 Apologies for Absence:**
Apologies were received from Cllr Kennedy (personal) and Cllr S Kindersley (CCC)
- 213/12/16 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 234/12/16 as Mrs Talbot is Chair of the Tennis Club. Cllr Pulham declared an interest in item 234/12/16 as he is the Fund Raiser for the Football Club, both the Tennis Club and Football Club are looking into the possibility of floodlights. Cllr Lawton declared an interest in item 234/12/16 as a member of the tennis club and lives near the recreation ground.
- 214/12/16 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**
Mrs Miller attended the meeting with regards to Chapel Orchard. The invoice for the footpaths has now been received, this along with the grant from SCDC for £1500 and the donation from the Community Benefit Fund of £300 will still leave them short as the VAT had not been considered. The Parish Council cannot reclaim the VAT as the grant and payment has been dealt directly with Chapel Orchard. (see item 221/12/16)
Mr Daws was in attendance with regards to Neighbourhood Watch. The burglary levels within the village have been high recently and there have also been reports of criminal damage. The police brought forward 'Operation Hunter' which was held in the pavilion and appears to have been very successful with many residents attending. Cllr Talbot enquired if the leaflet, which was given out, could be included in the next bulletin, Mr Daw's will discuss with the Bulletin editor concerning the inclusion of the information either as an article or a leaflet.
- 215/12/16 Minutes of the last meeting 16th November 2016:**
Following an amendment: 184/12/16 the train at Barrington Cement works will be filling up the quarry over the next 18 years and not that the quarry will be operational for the next 18 years'. The minutes were then proposed by Cllr Hoptroff, seconded by Cllr Clarke and agreed by all. The Chairman then signed the minutes as a true record.
- 216/12/16 CCC Report:**
Report had been circulated but there were no questions raised.
- 217/12/16 SCDC Report:**
Town Green Road will now be included in the gritting routes.
CCC have overturned their decision to switch off street lighting. 'Following the decision taken by CCC on 13th December to overturn the policy to switch off street lighting across the county between 2am and 6am and dim by 60% at all other times, we can now confirm all the changes have been made by Balfour Betty and the former setting of the 33,500 lights affected have been restored'.
Devolution is now going to go ahead with a new Mayor to be elected in May 2017.
The planning department has now caught up on the back log of applications.
The lights at the Village Hall carpark have been repaired and are now working.
There were reports of a refuse lorry not adhering to the memorial service which was taking place. Cllr Van de Weyer has reported this to the Environmental Department who will investigate.
Beacon – the beacon at the Clunch Pit is still awaiting a survey from SCDC, this needs to be done before the Parish Council agree to take on the responsibility. Cllr Hoptroff enquired if there was a definite date for CIL (Community Infrastructure Levy) to be adopted? Cllr Van de Weyer reported that he would think that it would come into affect once the new Local Development Framework has been reinstated. Planning applications are presently under the S106 system.

218/12/16 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 7th December 2016

43 Cambridge Road, Orwell Grange, S/3007/16/FL - Increase width of the existing crossover – new area of tarmac and new kerb. The Parish Council recommend 'No objections' with no comments. The Parish Council assume that this application also went to Wimpole Parish Council.

13 High Street, S/3205/16/TC - (T1) reduce ash tree by 20% and raise lower crown to 3m coppice greengage trees to 1m (T2). (T3) fell dead Ash and Hazel. The Parish Council have no comments, but note that it is in the conservation area.

SCDC Decisions:

Land east of Malton Road, Orwell, S/2337/16/FL has been granted permission for Change of Use from agricultural land to self-storage land (B8) land for the relocation of an existing storage business.

52 High Street, S/3290/16/LD has been granted permission for a lawful development certificate for proposed demolition of outbuilding and erection of single storey flat roof extension.

Planning meeting held on Monday 21st December – verbal report

52 High Street, S/3290/16/LD - Lawful development certificate for proposed demolition of outbuilding and erection of single storey flat roof extension. Information Only. Noted

30 High Street, S/3409/16/TP - Tree Work. To fell a Fig Tree. No Comments.

219/12/16 Development Proposal on Hurdleditch Road (next to the primary school)

Cllr Pulham reported that a meeting had taken place with himself and Cllr Kennedy with James Fisher and Rebecca Ward (SCDC Planning). It was reported that the grounds on sustainability are not as strong as they once were. The land being offered is outside the S106 agreement. Cllr Talbot reported that the letter received from Pegasus requires some further clarification, Cllr Hoptroff believed that the statement in paragraph one of the letter states that the parish council would be under an obligation on s106, this is in contradiction to SCDC reports. The letter also states that the land will be as it is but then suggests a CIL contribution; which again is in contradiction as CIL has not been introduced yet. Clerk to get clarification, however it does open a future discussion for further land.

Action: Clerk

Cllr Szemel suggested that the letter be sent to Mr Kratz (Birketts) with questions concerning transfer of the land and what they felt the interpretation was. Cllr Szemel also stated that the purchase of further land would be a separate issue/agreement.

Action: NS

1. The letter needs clarification

2. Cllrs Talbot, Pulham, Hoptroff, Kennedy and Szemel to investigate the possibility of purchasing land with the land agent.

Action: WT, AP, CH, DK, NS

220/12/16 Insurance:

Beacon (see item 217/12/16). The survey needs to be carried out first before the Parish Council can agree to take this on and have it insured.

221/12/16 Community Benefit:

Chapel Orchard path funding was discussed. It was suggested that they should submit another application to the Community Benefit Fund for the remainder needed. Chapel Orchard is leased from SCDC by the Parish Council but is overseen by the Friends of Chapel Orchard.

222/12/16 Financial Matters:

1. Financial Statements for December

2. Payments and Additional payments for December

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

Payments awaiting authorisation

Salaries	£ confidential	0	December salaries	LGA 1972 s112
Inland Revenue	£ confidential	0	December PAYE/NI	LGA 1972 s112
MPC	£ 90.00	0	office rent December	LGA 1972 s133
Village Garden Services	£ 95.00	0	Bench at Meadowcroft	LGA 1972 s133
Village Garden Services	£ 110.00	0	Removal of branches at the pavilion	OSA 1908 s910

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Village Garden Services	£ 85.00	0	Guttering repairs	LGA 1972 s133
CCC	£ 157.39	0	LHI for speed sign Hurdleditch Rd	Highways Act 1984 s72(1)
Espo	£ 10.78	1.80	Youth Club	LGA 1972 s133
DC Window Cleaning	£ 36.00	0	Bus shelters	OSA 1906 s9/10
CWC	£ 31.36	0	Water for pavilion May-Nov	LGA 1972 s133
Herts & Cambs	£ 66.00	11.0	Grass cutting Rec	OSA 1906 s9/10
Royal British Legion	£ 17.00	0	Wreath	LGA 1972 s144
Hales Printers	£961.00	0	Bulletin	LGA 1972 s142
Birketts	£390.00	65.00	Legal	LGA 1972 s111

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

Deposits: Allotments £60.00

All payments were proposed by Cllr Hoptroff, seconded by Cllr Lawton all agreed.

- 223/12/16 Village Hall:**
There is nothing to report.
- 224/12/16 Parish e-bulletin (SCDC):**
A consultation on the priorities being focused on over the next five years launches on 1st December. A draft Corporate Plan has been agreed for consultation by our Cabinet to help people have their say. Parish Councils and local residents are being encouraged to give feedback on the draft plan. Consultation closes on 20th January. Contact is richard.may@scams.gov.uk.
Cllr Talbot will put together a response, will be circulated to all councillors for comments.
Action: WT
- 225/12/16 Precept 2017/18:**
Precept/Police: 'with budgetary pressures set to continue over the next few years and the need to save a further £6 million by 2020/21, I am considering a small increase in the policing element of the council tax for 2017/18. This would be just under 7p per week (£3.60 per year) for an average band D property which equates to an increase of 1.97%', sent by Police and Crime Commissioner for Cambs & P'boro Jason Ablewhite. Councillors were given the precept table showing items to be budgeted for in 2017/18. It was suggested to have CCTV cameras under Capital Costs but to have an amount for Speedwatch/traffic calming under non capital items. To be finalised at the meeting in January.

S137 is a sum of money which is related directly to the amount of electorates a parish has and this is the annual amount a council may spend on items which have not been precepted for but would benefit the community. For Orwell this is £7.42 (per elector) x 861(number of electorates) = £6388 for 2016
- 226/12/16 Emergency Plan:**
Cllr Hoptroff reported that the plan is still with SCDC but the Parish Council have never received any feedback from SCDC. Cllr Hoptroff does not think anything has changed from when it was completed. Contact details may need updating.
- 227/12/16 HGV Covenant:**
CCC have adapted a document 'Commercial Company Covenant' for parishes and communities to use to agree certain conditions with local haulage firms. To date the following companies have signed up: Amey; Balfour Beatty; Cornwell & Son; Masters Logistical; Mick George Ltd and Skanska. The list will be updated on CCC website periodically www.cambridgeshire.gov.uk/info/20081/roads_and_pathways/113/heavy_vehiclesabnormal_loads_on_the_road.
Cllr Talbot reported that Cllr Kennedy would like Welch's Transport to be included on this.
Action: Clerk
- 228/12/16 A10 Corridor Group and Survey:**
Clerk still awaiting some of the responses from other parishes.
- 229/12/16 Local Highways Improvement (LHI):**
Application has been submitted.

- 230/12/16 Village Maintenance Programme:**
Cllr Talbot has used the asset register to identify a schedule of works. It was suggested that a list of works be put together for the year then to get quotes for various items such as tree work and general maintenance. **Action:**
WT
- 231/12/16 HM Queen's 90th Birthday Celebrations:**
Tree and bulb planting: Cllr Talbot reported that he was going to include this item under Village Maintenance schedule. **Action:**
WT
- 232/12/16 Pavilion:**
Cllr Clarke to investigate. **Action:**
MC
- 233/12/16 Recreation Ground:**
As Mr Chappell has been unable to carry out the maintenance work at the recreation ground Mr Weir could now complete the refurbishment of the toddlers play area. It was proposed by Cllr Talbot to accept the quote for £215, seconded by Cllr Pulham, all agreed.
- 234/12/16 Flood lighting:**
Update on floodlights in the recreation ground for Football Team and MUGA.
A working group will be formed with members from the Parish Council, Tennis Club, Football Club and Netball Club. Cllr Talbot proposed that Cllr Kennedy be the Parish Council representative if they agreed. It was suggested by Cllr Szembel that Cllr Kennedy should convene the meetings, all agreed. **Action: DK**
Cllr Hoptroff also suggested that all residents concerned should be notified and invited to attend any demonstrations being given regarding floodlighting.
Agreement between the Tennis Club and the Parish Council: Cllr Pulham and Cllr Talbot to put before the council a draft agreement. Agreement presently being put together.
Action: WT/AP
- 235/12/16 Defibrillator:**
Clerk is in the process of having the red telephone box adopted, this needs to be done first before the defib machine can be installed. As the telephone box is listed it needs to go via the planning authority and English Heritage. Clerk is also enquiring if the box can be repaired ie glass replaced and painted before the parish take responsibility for it, however Community Heart Beat also have contacts to do this.
- 236/12/16 CCTV:**
Cllr Talbot reported that he has spoken to John Coppard (PCSO) and it has been recommended that three cameras would be needed. Cllr Pulham will enquire with Herts District Council for any feedback. To be discussed further.
- 237/12/16 Pensions:** No councillors were able to attend the pension meeting on 22nd November at Melbourn Hub. The pension provider, if needed, along with council contribution and payrole provider needs to be agreed at the next meeting as the three month extension will have finished.
- 238/12/16 Mulberry Tree Information Board:**
Cllr Rees has visited Filcris, who make information boards, and is presently working on putting a display together.
- 239/12/16 Correspondence and Clerk's Report:**
External Audit: NALC have confirmed that Smaller Authorities Audit Appointment Ltd (SAAA) has successfully concluded the procurement process and has awarded contracts for the supply of limited assurance audit reviews for smaller authorities.
The three audit firms are: PKF Littlejohn; Mazars and Moore Stephens.
LDF: SCDC have adopted the Cambridgeshire Flood and Water Supplementary Planning document (SPD) on 8th November 2016.
Street Light: Work will be carried out on SC14 Lotfield Street, outside property 5. Replacement is planned to take place before the end of the year, with both removal and replacement of the light intended to be completed in one visit. The street light will be replaced with a standard 5m steel column street light.

240/12/16 Neighbourhood Plans:
Nothing to report.

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241/12/16 Gritting Routes:
Cllr Talbot still to contact Mr Clarke (CCC) regarding the community gritting scheme.

Action: WT

242/12/16 Councillors' Reports and Areas of Responsibility:
AP – Dementia Action Alliance – report at next month's meeting.
NH – tree at Lordship Close – resident has now paid for the work to be completed.
CH – reported that the Heron scheme needs more drivers. Hospitals are not always sending out transport to patients and if they are not able to get to the hospital their treatment may be cancelled.

243/12/16 Agenda items for the next meeting:
Chapel Orchard
Pensions
Dementia Action – report from Cllr Pulham
Gritting scheme run by CCC – report from Cllr Talbot
Mulberry Tree information board – report from Cllr Rees
Parish e-bulletin (SCDC) – report from Cllr Talbot
Floodlights

There being no meeting the Chairman closed the meeting at 9.53 pm. The next meeting will be held on 18th January 2017 in the back room of the village hall.

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.