

**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 21<sup>st</sup> September 2016 at 7.30pm (19.30hrs)

**Present:** Cllr W Talbot – Chairman (**WT**), Cllr M Clarke (**MC**), 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) Cllr Kindersley arrived at 9.05pm

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- 109/09/16      Apologies for Absence:**  
Apologies have been received, due to personal reasons, from Cllr Hoptroff, Cllr Lawton, Cllr Pulham and Cllr N Hamilton
- 110/09/16      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 disclosed a personal interest in item 134/09/16 as Mrs Talbot is the Chairman of the Tennis Club.
- 111/09/16      Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
There were 4 members of the public in attendance.  
Members of both the football team and the tennis team would like the Parish Council to look into the possibility of placing floodlights on the football pitch and the MUGA, this would allow the facilities to be used in the winter when the nights get darker.  
Q. How long will the lights be on?  
A. Until approximately 9.30pm  
Q. Is there a facility to have an automatic turn off?  
A. Yes there is. Floodlights have improved in recent years. Haslingfield and Comberton who have their recreation facilities near residential dwellings use floodlights, the lights are directional so do not affect neighbouring areas.  
Q. How can the noise levels be contained?  
A. This will be no different as to the recreation ground being used in the summer.  
Cllr Talbot also reported that the Youth Parish council would be interested in being able to use the MUGA during the winter for sports training sessions.  
Football representative also reported that some residents were interested in setting up a netball club, this would also benefit from the MUGA being lit during the winter months.
- 112/09/16      Minutes of the last meeting 20<sup>th</sup> July 2016:**  
The minutes were proposed by Cllr Clarke, seconded by Cllr Kennedy, all agreed. The Chairman then signed the minutes as a true record.
- 113/09/16      CCC Report: report has been circulated.**  
**Community Volunteering Scheme** – Cllr Kindersley explained about the Community Volunteering Scheme whereby parishes can take on some of the responsibility. If parishes want the verges cut more than twice a year then the parish will have to pay for the service. The Parish Council have public liability insurance which would cover any volunteers working on behalf of the Parish Council, as long as you are acting responsibly then you would be covered, Highways have stipulated what can and can not be done.  
**The City Deal** met today 21<sup>st</sup> September, it was proposed to build a large Park and Ride near Madingly Mulch, the exact location has not been chosen yet, but will depend on the exact route of the proposed busway, no decision has yet been made. Also under discussion is a better bus route from Cambourn to St Neots, this is just an officers recommendation so no decision has been made.
- 114/09/16      SCDC Report:**  
**Beacon:** Cllr Van de Weyer is looking into who is responsible for the beacon at the Clunch Pit. Cllr Van de Weyer will clarify ownership and will then ask SCDC to undertake any needed maintenance before the Parish Council takes over official ownership and maintenance of the beacon.

**Car park:** the footway lights which have just been repaired recently are not working again. Clerk and Cllr Van de Weyer to report to Paul Quigley.

**Hurdleditch Development:** in August Cllr Ven de Weyer was contacted by Peter Moore, the land agent who wanted to meet with both Cllr Ven de Weyer and Cllr Kindersley. The outcome of the meeting was that they are going to go to appeal as they did not want to put more land in the S106 agreement; however they would be interested in meeting up with the Parish Council to discuss what can be done for the village.

**Devolution:** Orwell submitted comments to the consultation. It would appear that in principle people are in favour of this scheme. Cllr Kennedy, who attended the meeting on 20<sup>th</sup> September, reported that they did not think this was the overall feeling from parish councillors present at this meeting. The Chairman also commented that it was not a positive response from Orwell and wording of the questions meant it was difficult to object to some things as it would mean objecting to basic principles of a democratic system.

**City Deal:** The congestion consultation is still running and Orwell have submitted comments to the consultation. Cllr Szembel enquired whether the bollards suggested in the consultation would be going in regardless and will it be 3 or 3.5 hours? At the moment the bollards are still going to be installed but the timing is still being decided. Cllr Ven de Weyer reported that the congestion charge is not favoured as less well paid workers will be at a disadvantage. However, the revenue created would be put back into the scheme to fund a better public transport service.

**County Boundaries:** There is no change for Orwell ward boundaries, Melbourn and Bassingbourn will be moving to NE Hertfordshire so Heidi Allen will no longer be their MP. Cllr Szembel enquired if this would have an effect on schools. Cllr Van de Weyer stated that this would have no effect on school places or catchment areas.

**Lordship Close:** the ditch has now been completed. Cllr Talbot reported that Carly Freed had been very helpful in sorting this, he also enquired if it would be possible for the Parish Council to be informed as to when work in these areas was to be carried out so they can answer enquires from people within the Parish. Cllr Ven de Weyer will enquire. The matter of the tree in the ditch at Lordship Close has also been rectified.

**No 75 Bus:** the bus has not been reliable recently due to a reported lack of drivers. The company are now in the process of relocating some of their London drivers to resolve the issue.

115/09/16

**Nomination for Vice Chairman:**

Cllr Hoptroff is stepping down as Vice Chairman. It was suggested to have this item be on the next agenda when all councillors will be present. **Deferred to next meeting.**

116/09/16

**City Deal:**

Cllr Talbot encouraged all councillors to respond to the congestion questionnaire which was on line in addition to the PC response. The questionnaire is worded so that it could be responded to by individuals rather than groups.

117/07/16

**Devolution:**

Cllr Talbot encouraged all councillors to respond to the Devolution consultation. The questionnaire is worded so that it could be responded to by individuals rather than groups..

118/09/16

**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 Wednesday 3<sup>rd</sup> August 2016**

**Land at Malton Road, S/1581/16/PN** - Prior notification application of agricultural or forestry proposed building -**Information only** - Noted

**4 Cross Lane, S/1707/16/FL** - Single storey rear extension and first floor side extension above existing garage. **No recommendation** Proposed AP seconded DK all in favour

**62 High Street, S/1836/16/FL** - Repairs and alterations to former boundary wall within the plot of Number 62 High Street. **No recommendation** Proposed DK, seconded AP, all in favour

**Bramleys, CA391** - Reduce crown to Black Walnut and fell 5 unhealthy fruit trees. New trees to be planted. No objections or concerns. Proposed AP, seconded DK, all in favour

**Planning meeting held on 17<sup>th</sup> August 2016 – no meeting**

**Planning meeting held on 24<sup>th</sup> August 2016**

**9 High Street, S/1681/16/FL** - Construct Double Garage and Log Store in rear garden.

Orwell Parish Council recommends: **No Recommendation with no comments.** Proposed CH, seconded DK: all in favour.

**11-13 Lotfield Street, S/1994/16/FL** - New timber bungalow to replace previous timber building demolished under previous planning permission. Orwell Parish Council recommends: **No Recommendation with no comments**. Proposed CH seconded DK, all in favour.

**Malton Park Farm, Malton Road, S/1502/16/VC** - Variation of condition 2 (approved plans) and removal of condition 3 (surface water drainage scheme) and 4 (pollution control) of planning application S/0213/16/FL. **Information Only: Noted**

**Planning meeting held on 7<sup>th</sup> September 2016 – no meeting**

**Planning meeting held on 21<sup>st</sup> September 2016 – verbal report**

**23 Stocks Lane, S/2285/1/FL** - Single storey side extension to increase the size of the kitchen. Recommendation was 'No Recommendation' with no comments proposed by DK, seconded by DR all agreed.

**Land east of Malton Road, Orwell, S/2337/16/FL** - Change of use from agricultural land to self storage land (B8) for the relocation of an existing storage business. Recommendation was 'No Recommendation' with no comments, proposed by DR, seconded by DK all agreed.

**Bramleys, Malton Road, CA467** - Black Walnut to be felled and new tree to be planted elsewhere in the garden. Cllr Talbot has looked at the tree. Recommendation 'No Comment'.

**SCDC Decisions:**

S/1994/16/FL – 11-13 Lotfield Street has been granted permission for a new timber bungalow to replace previous timber building demolished under previous planning permission.

S/1995/16/LB – 11-13 Lotfield Street - application has been withdrawn.

**119/09/16** **Development Proposal on Hurdleditch Road (next to the primary school)**  
S106 details to be put into action, Cllr Talbot and Cllr Szembel to carry out. **Action: WT/NS**

**120/09/16** **Insurance:**  
**Beacon:** situated at the Clunch Pit: (see item 114/09/16)  
**Bridge at Brookside:** the bridge appears to be substantially built with steel supports. Cllr Clarke stated that it would be a shame to lose this facility. Cllr Clarke then proposed that the Parish Council adopt the bridge but also suggested that residents at Brookside were notified. Cllr Talbot suggested that Cllr Pulham, who lives at Brookside enquire with residents if they wished to keep the bridge. If the residents wish to keep the bridge then it should be adopted by the Parish Council and put onto the insurance and asset register.  
**Allotments:** Clerk still enquiring as to who is responsible for the insurance.  
**Asset Register:** Cllr Talbot has met with Mr Mike Kenyon, they are presently working on the register.

**121/09/16** **Community Benefit:**  
Application received from Orwell Football Club for £87.99. It was proposed by Cllr Clarke to accept the application, seconded by Cllr Szembel, all agreed.

**122/09/16** **Signs for Carpark:**  
Have been ordered, once they have been received Cllr Clarke will erect.

**123/09/16** **Financial Matters:**  
1. Financial Statements for September  
2. Payments and Additional payments for September  
*Local Government Act (LGA); Public Health Act (PHA); Open Space Act (OSA)*

**Payments awaiting authorisation**

Salaries	£ 971.07	0	September salary	LGA 1972 s112
Inland Revenue	£ 215.75	0	September PAYE/NI	LGA 1972 s112
MPC	£ 90.00	0	office rent September	LGA 1972 s133
Herts & Cambs	£ 528.00	88.00	Grass BG x 4	OSA 1906 s9/10
Herts & Cambs	£ 330.00	55.00	Grass Rec	OSA 1906 s9/10
Herts & Cambs	£ 264.00	44.00	Hedges in churchyard	OSA 1906 s9/10
Herts & Cambs	£ 108.00	18.00	Mark out football pitch	OSA 1906 s9/10
Herts & Cambs	£ 120.00	20.00	small hedge at rec	OSA 1906 s9/10
Herts & Cambs	£ 54.00	9.00	grass cutting at memorial stone	OSA 1906 s9/10
Road Data Services	£ 174.00	29.00	Road Survey	LGRA 1997 s30
Community Sites	£ 360.00	60.00	Hosting for Orwell history	LGA 1972 s226
Hales Printers	£ 962.00	0	Printing for bulletin	LGA 1972 s142
Carter Jonas	£ 187.50	0	Glebe field rent	OSA 1972 s9/10

Village Garden					
Services	£ 195.00	0	Recreation maintenance	OSA 1972 s9/10	
ICO	£ 35.00	0	Annual Membership	LGA 1972 s143	
Sally Walmsley	£ 144.49	0	Clerk cover	LGA 1972 s112	
Sally Walmsley	£ 22.50	0	Expenses	LGA 1972 s133	
Eon	£ 15.96	0.82	Electric 24 <sup>th</sup> July	LGA 1972 s133	
Eon	£ 21.45	1.02	Electric 21 <sup>st</sup> August	LGA 1972 s133	
Cllr Lawton	£ 16.98	0	Expenses	LGA 1972 s111	
MPC	£ 21.11	0	Cllr training	LGA 1972 s226	
J Towner	£ 67.00	0	Office assistance	LGA 1972 s113	
J Damant	£ 34.10	0	Clerk expenses	LGA 1972 s133	
Dragon Courts	£5,280.00	880.00	Tennis court cleaning and line marking	OSA 1972 s9/10	

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

Payment were proposed by Cllr Clarke, seconded by Cllr Kennedy all agreed.

**Deposits:**

Allotments £30.00; Orwell PTA £60.00; Pavilion bookings £230.55; Youth Club £117; UK Power £50.00

- 124/09/16 Cheque signatories:**  
Cllr Hoptroff is stepping down as Vice Chairman and would also like to step down as a signatory. Cllr Kennedy will be another signatory. Clerk to arrange. **Action: Clerk**
- 125/09/16 Village Hall:**  
Cllr Talbot met with Mr Roger Daw to look into matters with the Village Hall and was informed that there will be significant repairs needed over the next few years. It was suggested that a fund should be set up within the precept to cover some of these costs. Cllr Rees enquired to what is happening with the possibility of getting a new Village Hall? This is something that councillors, in the past, had been looking into. To be discussed at precept time.
- 126/09/16 A10 Corridor Group and Survey:**  
Clerk has put together a brief breakdown of the survey. It was requested that the clerk ask for Barrington's, Shepreth's and Wimpole's survey results, this will allow an indication of how many of the car movements originate in the village and how many do not. **Action: Clerk**
- 127/09/16 Local Highways Improvement:**  
Cllr Kindersley believed it would be a good idea to walk the footways with the Highways Officer and possibly look at the Minor Highway Improvement Scheme. This may be one way of getting the worst of the footways improved. **Action: Clerk**
- 128/09/16 HM Queen's 90<sup>th</sup> Birthday Celebrations:**  
Tree and bulb planting: Due to summer vacations a meeting has not yet happened. Cllr Talbot has spoken to Mr R Bryant about working with the Wildlife Trust. To be discussed further. **Action: WT**
- 129/09/16 Mobile Warden Scheme:**  
The new warden is a resident from Orwell, They would like to organise a social event to help promote the service. The Parish Council felt that this would be a good idea. Clerk to send a solar funding application form. **Action: Clerk**
- 130/09/16 Big Lottery Fund:** It was agreed to defer this item until a relevant project has been identified.
- 131/09/16 Recreation Ground:**  
Play equipment appears to be in good working order. One of the wooden posts and picnic benches have now been reset after coming loose.  
The MUGA has been cleaned and lines painted.
- 132/09/16 Grass Cutting Specification:**  
To also include weed killer to footpaths and graves, grass to be cut more often at the recreation ground (do you also want extra cuts at the burial ground), from 12 to 16 cuts per annum. It was also proposed by Cllr Clarke to have the grass collected at each cut.

These to be put onto the next specification which will be going out in October/November for the new grass cutting year which starts in March.

- 133/09/16 Leasing of the football pitch:**  
Cllr Clarke asked for clarification of Does the football team pay for the recreation and pavilion or the pitch and pavilion?
- 134/09/16 Tennis Courts: Cllr Talbot to declare a pecuniary interest**  
Lines have been painted for tennis, 5-aside football and netball.  
Request for flood lighting – Investigation into LED lighting. Cllr Talbot will report but will not take part in any discussion.  
Following on from the public participation item (111/09/16) it was suggested by Cllr Clarke that Cllr Talbot look into organising a lighting survey, this was agreed by all. **Action: WT Agreement between the Tennis Club and the Parish Council:** Cllr Hoptroff and Cllr Talbot are still working on the Tennis Club agreement. **Action: WT/CH**
- 135/09/16 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 therefore is not included in the consultation: however if it was decided to place a defibrillator (AED) then it would need to be purchased. BT are very favourable to the scheme of placing defibrillator machines in red boxes. It was agreed to wait until a decision has been made about the possible placing of a AED.
- 136/09/16 Defibrillator (AED)**  
Clerk is in the process of arranging for a representative from Community Heartbeat Trust to speak at the next meeting to inform councillors of what is involved with placing a defibrillator within the village.
- 137/09/16 Correspondence and Clerk's Report:**  
**Recreation Ground:** Both benches and the middle step have been re concreted making them secure.  
**Pavilion:** PAT test has been completed.  
**Cambridgeshire Parish Council Conference:** Friday 18<sup>th</sup> November 9am-1pm at Burgess Hall, St Ives. Councillors to let the Clerk know if they are able to attend. **Action: Cllrs**
- 138/09/16 Village Maintenance:**  
**New Prop for the Mulberry Tree branch:** Cllr Talbot has been in contact with Andrew Klose and Mr Damant and has agreed for the works to go ahead as agreed in 103/07/16. Work should be completed in November.  
**Trees in the village:** Maintenance programme being looked at by Cllr Talbot and Mr M Kenyon. **Action: WT**  
**General Maintenance:** (benches, noticeboards) A village walk to be organised with Mr Weir, Cllr Talbot and the Clerk to identify work to be undertaken,  
**Village Litter Pick:** Cllr Talbot informed the meeting that the WI would like to organise a community litter pick. They may need more litter pickers. Parish Council agreed this should be supported  
**Community Highways Volunteering Scheme:** CCC would like communities to step in an work on the highways in your area, helping CCC to maintain the highways to a high standard. The scheme gives volunteers in the community the opportunity to enhance their environment whilst at the same time reducing pressure on CCC budgets. The scheme will allow Parishes and Community Groups to undertake certain routine maintenance activities which would otherwise be regarded as low priority for CCC. These include:  
**Siding Out** – removing grass which has overgrown on the footways and thus widening them.  
**Vegetation Cut Back** – cutting back of vegetation which is either obstructing footways or signage.  
**Sign Cleaning** – cleaning road signs (which do not need the use of ladders) so that they are visible.  
**Litter Picking** – ensuring that the village looks attractive and are kept clean and tidy.

Cllr Szembel commented where does the responsibility of CCC stop that they are now relying on volunteers to carry out these works. It was proposed by Cllr Szembel to not endorse this action at the moment as it is pushing the responsibility down to the parish without a reduction in council tax, seconded by Cllr Talbot all agreed.

- 139/09/16 Village footways:** Many of the village footways are not suitable for mobility scooters. Residents have been reporting their concerns via the CCC website and by letter. Cllr Szembel enquired with Cllr Kindersley if getting a formal letter, overseen by a solicitor would be of benefit, Cllr Kindersley did not think so, CCC are very much aware of their statutory obligations and would not be in breach of them. It was suggested that the better option would be to look at the Minor Highway Improvement Scheme (item 127/09/10)
- 140/09/16 Burial Ground:**  
It was proposed by Cllr Kennedy to accept the quote from Campbell Wier to turfing the graves spaces at the Burial ground at £90.00 per grave, seconded by Cllr Talbot, all agreed. There was concern raised regarding some soil which had been left by the grave digger, this soil was left in order to fill in the area around the gate so that vehicles can gain access into the top of the burial ground easier. Clerk to discuss matter with funeral directors
- 141/09/16 Village Ranger/Caretaker:**  
Clerk has enquired with other parishes and many just have work done on an 'as and when basis', some employ a caretaker for a particular building ie village hall, but not necessarily on village maintenance projects.  
It is to be proposed to put together a working group/advisory group - **Deferred to next meeting**
- 142/09/16 Councillors' Reports and Areas of Responsibility:**  
**WT**  
Oatlands update – Cllr Talbot has met with residence from Oatlands who are in the process of setting up a residence association. The problem with sewage is still ongoing, Cllr Talbot has agreed to chair their first meeting and that they can use the pavilion for the first meeting. There were no objections from the council.  
Orwell Bulletin distribution – Cllr Talbot would like to thank Edna Morley for all the help she has given the Parish Council in handing out the Bulletin over many years. Cllr Talbot agreed to take Lotfield Street over as part of his delivery route.  
The youth club numbers are increasing and they have now started up the youth parish council, they also have more adult volunteers.  
**DR**  
Mulberry Tree Information Board. There is a company at Bourn who do information boards but they need to know the sizing of what maybe needed. Clerk and DR to investigate further.  
**Action: Clerk/DR**  
The Clerk will update and then send the list of responsibilities to the Bulletin Editor  
**Action: Clerk**
- 143/09/16 Policies:**  
Financial Regulations – has been sent out to all councillors to be agreed at next meeting.  
Standing Order – to be sent out to councillors by the clerk.
- 144/09/16 Agenda items for the next meeting:**  
Chapel Orchard – the footpaths need doing at a cost of approximately £2000.

There being no further business the Chairman closed the meeting at 9.20pm. The next meeting will be held on the 19<sup>th</sup> October 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.

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