

# ORWELL PARISH COUNCIL

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## unAPPROVED MINUTES OF THE PARISH MEETING

A meeting of Orwell Parish Council was held in the Village Hall on  
 17<sup>th</sup> October 2019 at 7.30pm (19.30hrs)

**Present:** Cllr N Szembel – Chairman (**NS**), Cllr G Bunnett (**GB**) – Vice Chairman, M Gould (**MG**), Cllr J Healy (**JH**), Cllr C Ingrey (**CI**) and Cllr Twm Morris Lowe (**TML**)

**In Attendance:** Mrs J Damant – Clerk, District Councillor Van de Weyer and County Councillor Kindersley

- 123/10/19 To receive any 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 Tyndall, these were agreed and accepted by all.  
 There were no apologies received from Cllr Chiusseu or Cllr McKenna.  
 Cllr Szembel had notified the Proper Officer that they would be late. Cllr Bunnett took the chair until Cllr Szembel arrival.
- 124/10/19 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 Gould declared a personal interest in item 134/10/19  
 Cllr Healy declared an interest in item 132/10/19
- 125/10/19 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
 Mr Wayne Talbot reported on the Parish Youth Club, he had circulated a report earlier. The youth club is doing very well but here is more they would like to get involved with. He would like to look into the possibility of getting a 'pop up facility' which he believes would be beneficial for the village. There is funding available which Mr Talbot would like to look into, this has to be done with the Parish Council consent as any funding received is monitored by the Parish Council as it is placed into their funds. This would allow the Youth Club to continue growing.  
 Mr Talbot also reported on the Church's initiative regarding food banks which they are setting up. Food banks is a scheme whereby food boxes are available for those residents who maybe in need of them. There has been a large increase in the use of food boxes which would indicate a need to supply them and this is in Orwell. It was felt the church was a good place to hold these boxes as it is more anonymous than holding them in the village shop. The church is now looking at doing a formal food bank service with other parishes. Cllr Gould will give further information in her report.  
 A resident from Meadowcroft is concerned about the anti-social behaviour that they advise is still happening. The Police are aware of the situation, it was suggested that the resident contact the District and County Councillors as the Parish Council have no powers to intervene on the specific matters that they were informed of.  
 The question of yellow lines was enquired about and at the moment the Parish Council have put forward a scheme under the Local Highways Initiative in conjunction with Wimpole Parish Council to try and improve the junctions along the A603 with Hurdleditch Road and Fishers Lane.  
 Cllr Szembel arrived at 8.05 and took the Chair.
- 126/10/19 Minutes of the meetings held on 18<sup>th</sup> September 2019:**  
 Signing of the minutes was deferred until the next meeting.
- 127/10/19 CCC Report: circulated. There were no questions raised.**
- 128/10/19 SCDC Report: Cllr Van de Ven was absent.**
- 129/10/19 Planning: NS, GB, TT, JC, LH, JH and TML** (*Town and Country Planning Act 1990 schedule 1, paragraph 8*)  
**Full planning minutes are available on the website or from the Clerk.**  
 Cllr Bunnett reported that the last two meetings did not take place as the meetings have not been quorate. It was suggested that it might be beneficial to move planning meetings to take place at 7.30pm and this would then move the general meeting to 7.45pm. It is believed that a later start time would help improve Councillors attendance. Clerk to confirm that there was no reason in law that the meetings could not be held later than until now has been the custom and practice.

130/10/19

**Parish Youth Club:**

It was proposed by Cllr Bunnett that Mr Talbot be allowed to proceed in obtaining grant funding under the umbrella of the Parish Council and support the Youth Club application, this was seconded by Cllr Ingrey, a vote was taken with 5 in agreement and 1 abstention. Motion carried. At this point there is no financial request of the Parish Council just an agreement to support in principle.

Cllr Bunnett also stated that with the new development along Hurdleditch, and prospective residents moving in early next year there will be more children and a progressive youth club is an added and important asset to the village. It was also suggested that when, convenient to members of the Youth Club, that a representative attend a Parish Council meeting. Cllr Ingrey will liaise with the Youth Club as this is part of his responsibilities.

131/10/19

**New Recreation Ground:**

Progress on Planning Application. Mr Sharman is putting the drawing together but was waiting for information on the levels of the ground. Access has also been looked at and it is unlikely that any trees will need to be removed.

Update on other items: Cllr Bunnett has met with Total Turf Solutions who have completed soil samples and taken levels. It may not be necessary to change the levels however there will need to be ongoing maintenance which will be vital and will have a cost, for example sand will need to be applied and the ground aerated.

Tees Law have now been instructed to act as the Parish Council solicitors. There still needs to be negotiations with the land agent with regards to items such as moving the drain and erecting fencing, these have not yet been agreed.

132/10/19

**Recreation Ground & Pavilion:**

All equipment appears to be in good working order. Clerk is still looking into repairing the wooden trim trail, the equipment is fine but it may need updating.

Pavilion - Cllr Bunnett reported that he has met with the insurance surveyor who reported that the pavilion is safe to use. The main reason for the damage to the walls was felt to be the Ash tree which is growing behind the pavilion. The Clerk has had tree surgeons out to look at the tree and has received two quotes with one more due, all of which are within the Clerk's remit. The Clerk has also spoken to Mr Pat Matthews (SCDC) with regards to the tree and shrubbery. The Brook is a protected water course and the shrubbery will be cleared during the months of October and November, this has been diarised in by SCDC, so they will remove shrubbery and all saplings. Information on tree surgeon used and equipment will be sent to Mr Matthews.

Cllr Healy enquired if the Parish council could agree a remedial work budget to help with costs to keep the recreation ground healthy, this would involve sowing grass seed, rolling the grass and other ground maintenance works. Working parties could then be formed throughout the year as necessary. For example, the football club could provide support for such works. It was proposed by Cllr Bunnett that £300 be earmarked on an annual basis for ground maintenance, this was seconded by Cllr Gould and agreed by all, Cllr Healy declared an interest. All receipts need to come to the Clerk for payment.

133/10/19

**Bollards for Carpark:**

The Clerk has obtained two quotes so far. Cllr Szembel has spoken to Volac who would be supportive of the project and would consider what assistance they could provide once quotes are obtained. Agenda item for next month.

134/10/19

**VE Day Anniversary May 2020:**

In response to an approach by WOW asking what the Parish Council intended to organise to mark the anniversary, it was felt that this event was not one that the PC would seek to mark by seeking to run any specific event itself, but that it was right if a village organisation wished to mark the anniversary in an inclusive way that financial support would be considered such as, for example, pay for the use of the Village Hall, this was proposed by Cllr Healy and was seconded by Cllr Morris-Lowe and agreed by all. Cllr Gould abstained as they are a member of WOW. WOW may also like to hold a street party; this would very much be supported by the Parish Council and the PC would be prepared to apply for or support the necessary stopping up order to the relevant authority.

135/10/19

**Tree Survey:**

Acacia have submitted a new quote to undertake tree surveys for the village trees which included Chapel Orchard x 21 trees and Recreation Ground x 15 trees for a cost of £500.

It is still not known who is responsible for the trees along Malton Lane.

It was proposed by Cllr Bunnet to accept this quote, this was seconded by Cllr Gould and agreed by all.

The question of having Acacia carry out an annual survey on these trees was taken. The current legislation is to have trees inspected every three years, however the trees in this survey are very much in the public domain so it was proposed by Cllr Ingrey that an annual inspection would be better, this was seconded by Cllr Bunnett, at vote was taken with 5 in agreement and 1 refusal. Motion carried. Clerk will notify the company.

**Action: Clerk**

**136/10/19**

**Clunch Pit Management Trust (CPMT):**

There is to be a meeting on the 23<sup>rd</sup> October 2019.

**137/10/19**

**Chapel Orchard:**

Repairs are needed for the Boardwalk. It was proposed by Cllr Healy that the works should be done, this was seconded by Cllr Ingrey and agreed by all. Clerk will contact Mrs Miller with regards to obtaining quotes for the work needed. There is money due in the S106 agreement from the Hurdleditch development for Chapel Orchard.

**Action: Clerk**

**138/10/19**

**Village Hall:**

Cllr Healy reported that he had been unable to make the last meeting and had not yet received the minutes. The white board has been agreed, Clerk to obtain and let the Village Hall know the size.

**Action: Clerk**

The issue of the defibrillator is not yet known.

**139/10/19**

**Councillor Responsibilities:**

Tree Warden – Cllr Gould

Burial Ground – Cllr Gould, Cllr Bunnett and the Clerk

Youth Liaison – Cllr Morris Lowe to come off. Cllr Ingrey will remain.

Finance working group – Cllr Bunnett, Cllr Healy, Cllr Chiusseu and the RFO.

**140/10/19**

**Financial Matters:**

1. Financial Statements for October

2. Payments and Additional payments for October (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, HMRC, Pension	1477.93	0	Employees payments for October	LGA 1972 s112
Majestic Gardens	1008.00	168.00	Grass and hedges cutting at Rec and BG	OSA 1906 9/10
Four Counties	294.00	0	Allotment maintenance	LGA 1972 s111
Eon	41.02	1.95	Electric for pavilion	LG (misc) Act 1976 s19
PKF	360	60	External audit	LGA 1972 s111
M Gould	28.50	0	Mileage expenses and tree forum meeting	LGA 1972 s111
M Gould	81.00	0	Expenses for tree workshop	LGA 1972 s111
J Damant	56.64	0	Expenses	LGA 1972 s111

All payments were proposed by Cllr Morris Lowe, seconded by Cllr Bunnett and agreed by all, Cllr Healy who abstained.

**141/10/19**

**Community Gritting and Equipment:**

Cllr Szembel thanked Cllr Morris Lowe for all his hard work in putting together the documentation needed. Cllr Szembel had prepared a report and has put together a brief specification but a final recommendation on what the Parish Council need is still to be arrived at, and more research is needed. There have been quotes for three different vehicles, the cost is approximately £15,000 for all equipment including the hopper. There will need to be a secure storage available. A report will be circulated prior to the next meeting of the PC when it is hoped to make a decision.

**142/10/19**

**Street Lights:**

Utility Aid have sent in three quotes for the cost of electric for the street lights, which the Parish Council now have to take on. Deadline is 31<sup>st</sup> October 2019. It was proposed by Cllr Morris Lowe to accept Haven's quote for 48 months at £2752.00, this was seconded by Cllr Gould and agreed by all.

This does not include the 10 lights that the Parish Council own, the clerk is presently working on having these added onto the electricity contract or they may need a separate contract. Clerk is presently trying to get the MPAN number in order to do this.

**Action: Clerk**

143/10/19

**CCTV:**

Update from Clerk

Clerk has asked for more signage; it was also suggested if larger signs can be purchased and placed at the entrances to the village.

**Action: Clerk**

There was a burglary on Hurdleditch Road, clerk to enquire if this was progressed by the police.

**Action: Clerk**

The shrubbery overhanging the street light on Hurdleditch Road that houses a CCTV camera needs cutting back.

**Action: Clerk**

144/10/19

**Correspondence and Clerk's Report:**

**CPR/AED training:** will take place on the 12<sup>th</sup> November at 7pm at Petersfield Primary School.

Clerk is still waiting to hear from SCDC regarding signage on lights and cameras, they have a new policy but the Clerk, as yet, has not seen it. Clerk has also requested the MPAN number for the 10 lights the PC own so they can be included onto the electricity charges.

**Street Light:** Site visit is being arranged with Balfour Beatty and the Clerk to look at putting a new light at High Street/Malton Lane

**Website:**

Clerk has again updated all the minutes both for general meetings and planning. They should now all be on, if anyone has a query please contact the Clerk directly.

**Assistant Clerk:**

Mrs Walmseley will be starting this month.

**Audit:** The audit has passed with two comments:

1. Information received from the smaller authority indicates that assets purchased during the prior year (CCTV) have not been included in Section 2, Box 9.
2. We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2019/20 for the exercise of public rights, since the approval date was after the Start Of the period of the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21. The date put on the document was before the date of the notice to the public.

**This means that the date of notice must be after the date of the meeting that the Parish Council sign off the audit, in this case the notice was dated prior to the meeting.**

145/10/19

**Joint Village Working Party:**

There is now an A10 Parish Chairman group of which Orwell is a member. There is a proposal to have a new Travel Hub with a 750-car park facility in Foxton on the East side of the A10.

It was mentioned at the recent meeting that traffic would increase through the villages of Orwell and Barrington as it is already used as a cut through and were Orwell residents aware of the possible impacts the new travel hub may have?

146/10/19

**Glebe Field:**

There needs to be some repair work carried out on the south and east sides of the fence. The vehicle gate leading into the old allotment area from the Glebe field has been rehung. Once the items have been removed from the Glebe Paddock the shepherd would be happy to have his sheep graze the paddock. There is also concern that there needs to be repairs to the rabbit fencing in the burial ground.

147/10/19

**Glebe Paddock:**

There is some maintenance work which needs to be done. Removing of items. Clerk has walked the area with one contractor.

148/10/19

**Burial Ground:**

Clerk has asked the contractor to repair the pedestrian gate which leads from the burial ground to the Glebe field.

Clerk will look for a plumber to repair the tap in the burial ground as it is still leaking. **Action: Clerk**

149/10/19

**Grass cutting contract:**

Cllr Bunnnett would like to offer a three-year contract and is presently putting a new specification together with the Clerk. Cllr Healy enquired if equipment can be looked at with regards to the cutting of the recreation ground.

**Action: GB/Clerk**

150/10/19

**Working Groups:**

Environmental Working Group (EWG). There has been some interest but it needs a Parish Councillor to lead it.

151/10/19

**Councillors' Reports and Areas of Responsibility:**

Cllr Gould – Tree Warden Forum – report was circulated, Cllr Gould found the workshops very interesting and helpful.

Cllr Gould – Food banks – Would it be possible for the Parish Council to support the Churches foodbank project in principal. The church is interested in living food banks where by land is acquired for residents to grow their own food. There is no financial cost to the Parish Council just a letter of support if needed. It was proposed by Cllr Morris Lowe that the Parish Council should support this scheme, in principal, seconded by Cllr Healy and agreed by all.

Cllr Bunnnett – a finance meeting needs to be arranged to discuss next year's budget. Clerk will put some dates together. It was suggested the Clerk use Doodlepool App

**Action: Clerk**

152/10/19

**Agenda items for the next meeting:**

Policies, Environmental Working Group

There being no further business the Chairman closed the meeting at 10.05. The next meeting will be held on 20<sup>th</sup> November 2019.

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.