

**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 18<sup>th</sup> January 2017 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, Cllr S Kindersley – SK(CCC) and Cllr A Van de Weyer - AvdW (SCDC)

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- 245/01/17 Apologies for Absence:**  
There were no apologies as all councillors were in attendance.
- 246/01/17 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, Cllr Pulham and Cllr Lawton declared a personal interest in item 265/01/17.
- 247/01/17 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
There was one member of the public in attendance.
- 248/01/17 Minutes of the last meeting 21<sup>st</sup> December 2016:**  
The minutes were proposed by Cllr Clarke and seconded by Cllr Hoptroff to be correct. The Chairman then signed the minutes as a true record.
- 249/01/17 CCC Report: report had been circulated.**  
The County Council met in December to look at the budget and reversed a couple of changes which will affect Orwell. This was the restoration of the gritting routes and to no longer turn off or dim the street lights. However, the savings which would have been made on these items still need to be found from other areas. It has been suggested that the money come from the reserves or that the council tax be raised. The next meeting will be held on 14<sup>th</sup> February.  
A question has been raised concerning how much CCC pay in compensation for vehicles damaged due to pot holes. The amount given in compensation last year was £166,000; however this is less than would be needed to make better repairs to the pot holes.  
Devolution: All parties have now agreed and nominations for candidates are being published. An elected Mayor will be in place in May 2017.  
The east/west rail link which will run from Cambridge to Oxford is being discussed. One alternative to going through the villages is to follow the A428 corridor.  
There are still problems with the 75 bus, Cllr Kindersley and Cllr Van de Weyer are aware of the problems and are collating all data received from residents. It was agreed that a notice be put up in the bus shelters and information put on the village email system asking that residents contact Cllr Kindersley if they have experienced any problems with the service.  
**Action: Clerk**  
Cllr Pulham enquired if the social care aspect of the council tax will be offered and accepted again this year as it was last year. Cllr Kindersley stated that yes it has been offered but it will be more complex this year.  
Cllr Szembel also reported to Cllr Kindersley that the funding coming from the Local Education Authority is being reduced for the primary schools in Barrington and Orwell; whilst the amount in total for the area is higher the monies are being apportioned by a formula which means some schools will now receive less funding.
- 250/01/17 SCDC Report:**  
City Deal: A board meeting has taken place and the proposal for road blockades in peak times in Cambridge City has now been withdrawn. Employers may instead have to pay for the parking spaces they have in the form of a Workplace Parking Levy., This would only affect medium to large companies with a minimum number of employees yet to be set. There are also to be further discussions on congestion charges. It has been suggested to have a clear air zone in central Cambridge so there may be a charge to drive into the city.  
The data being used by the City Deal has been accused of being outdated. There will now be a new Chief Executive to oversee the proceedings. There is still no direct strategy in place.

Network rail are looking to close one of the level crossings at Foxton station. The Community Rail Partnership has been set up with the parishes of Foxton, Barrington, Shepreth and Meldreth.

**251/01/17** **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 4<sup>th</sup> January 2017 – No Meeting**

**Planning meeting held on Monday 18<sup>th</sup> January – verbal report**

87 High Street, S/0015/17/TC - Blue Cedar; to be dismantled due to tree roots lifting and casing damage to neighbours driveway, cracking concrete leaving a risk to health and safety as becoming a trip hazard. There is also damage to boundary wall with loose bricks and concrete, again casing a risk to health and safety. The crown of the tree is growing into the landowners house and is now causing issues such as the guttering and proper drainage; within time this will also start to damage the roof of the property. Parish Council had **No Comment**.

11 Fishers Lane, S/3277/16/FL & S/3278/16/LB - Ground floor, glass room extension to the rear elevation. The Parish Council recommend 'No Recommendation' with no comments. Proposed by Cllr Kennedy, seconded by Cllr Pulham all agreed. Cllr Hoptroff abstained.

**SCDC Decisions:** S/3532/16/TC, 77 High Street – conifer tree to fell to ground level for landscaping purposes. This application was not discussed by the Parish Council as they were not going to be quorate at their next meeting so an extension was requested. The Tree Officer at SCDC responded that this would not be necessary and that they had inspected the tree and felt that 'it would not be worthy of a Tree Preservation Order so the default position is that the Council would not be able to prevent the proposal from going ahead'.

**252/01/17** **Development Proposal on Hurdleditch Road (next to the primary school)**

When the planning applications was considered by SCDC it was discovered that the County Council had declined to support Petersfield School's need for additional parking as part of the new development, and they declined to support this as the School's travel policy was out of date. Essentially they could not support car use unless there was a case that had been made to the CCC and had been accepted by them. The School has now revised its travel policy but cannot find the right person in CCC to forward this information to. Cllr Kindersley suggested sending the information directly to the Chief Executive of the CCC, Gillian Beasley asking her to forward it to the correct officer and stressing the urgency of the issue in the context of the Hurdleditch planning application.

It was agreed that the Parish Council need to be clear about the offer of land being offered and whether it is part of the S106 agreement.

Cllr Szembel summarised the situation as he understood it and reported the advice that the Parish Council had received from the planning lawyer Mr P Kratz. The situation was fluid with SCDCs initial advice that any land would probably be provided outside the S106, yet the offer of land had now been formally made within the S106. One concern that had been expressed was that if the land was contained within the S106 the Inspector might judge it not in proportion to the development and therefore strike it from the S106, against which was the view that, if seen purely as agricultural land whilst a moderately large area it would have a relatively low monetary value and so might be found to be acceptable by the Inspector. Further advice is necessary from both SCDC and the planning lawyer before it was possible to make a firm decision on this matter.

Cllr Kindersley stated that by offering the 1.6 hectares the developers may have discharged their need to offer 'open space'. Cllr Hoptroff stated that he believed that Mr Shaw from Pegasus had reiterated that the land is a S106 item and that the area of land within the development could be further developed; however, this would not be acceptable. Cllr Pulham read part of his report, which had been circulated following his meeting with the planning officer. SK reiterated that any offer of land needs to be required by the village. It was agreed that Cllr Talbot and Cllr Szembel will be the representatives of the Parish Council and they will meet with Rebecca Ward and James Fisher (SCDC). Cllr Van de Weyer will also attend any meeting. Clerk to arrange.

**Action: Clerk**

Cllr Talbot reiterated some of the important areas of concern: Sewage, carpark at the school and landscape issues. Cllr Kindersley stated that SCDC have already refused this application and may do so again, but at the appeal they will be concerned with two areas: Impact on landscape and sustainability. However, it would be beneficial to reiterate the Council's concerns, although the planning department would have all correspondence.

Cllr Hoptroff will inform Heidi Allen MP on the position so far.

**253/01/17**

**Insurance:**

A surveyor Mr Michael Turner from SCDC has inspected the beacon and agrees that SCDC will get the beacon into good condition. Once this has been done it can be handed over to the Parish Council. It was agreed that the best course of action would be to straighten the pole and create a concrete base to be a level with the ground. Cllr Talbot stated that they will need to get permission from Natural England. Cllr Hoptroff enquired if the Clunch Pit Committee needs to be informed. Cllr Talbot responded that Mr Bryant was aware of the situation and was waiting for the Parish Council to arrange to have the repairs done. Cllr Van de Weyer will respond to Mr Turner.

**Action: AvdW**

Once the beacon has been officially handed to the Parish Council it will be added to the Parish Council's insurance and asset register.

**254/01/17**

**Community Benefit Fund:**

It was proposed by Cllr Kennedy to accept the application from Chapel Orchard for £500 seconded by Cllr Lawton, all agreed.

**255/01/17**

**Financial Matters:**

1. Financial Statements for January

2. Payments and Additional payments for January

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

**Payments awaiting authorisation**

|                |                |      |                       |               |
|----------------|----------------|------|-----------------------|---------------|
| Salaries       | £ confidential | 0    | January salaries      | LGA 1972 s112 |
| Inland Revenue | £ confidential | 0    | January PAYE/NI       | LGA 1972 s112 |
| MPC            | £ 90.00        | 0    | office rent January   | LGA 1972 s133 |
| Eon            | £ 50.86        | 2.42 | Electric for pavilion | LGA 1972 s133 |

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

Payments were proposed by Cllr Hoptroff, seconded by Cllr Hamilton all agreed.

**256/01/17**

**LDF: Local Green Space Designations in the South Cambridgeshire Local Plan – Orwell**

Additional information given by the Parish Council has now been included in an appendix to the Council Written Statement for Matter SC4: Protecting and Enhancing the Natural and Historic Environment. This was submitted to the Local Plan examination inspectors on 25<sup>th</sup> November 2016.

**257/01/17**

**Parish e-bulletin (SCDC):**

There was nothing to report

**258/01/17**

**Precept 2017/18:**

The Parish Council has inspected the financial accounts and the proposed precept budget. It was proposed by Cllr Pulham and seconded by Cllr Kennedy to accept a precept of £40,898.62. This will give an increase of 3.74% on last year's budget. Last year a band D house attracted a precept of £83.56, this will increase to £85.60 in 2017/18. It has been necessary to increase the precept slightly in order to accommodate more costs to the council.

**259/01/17**

**A10 Corridor Group and Survey:**

Clerk is awaiting other villages' survey results.

**260/01/17**

**Local Highways Improvement (LHI):**

Cllr Pulham and Cllr Talbot will attend the meeting at 6pm on the Monday 30th January to discuss the Parish Council's submission to have the footway along Town Green Road built up.

Cllr Pulham has received communication from one of the affected residents who is looking at reinstating the redundant drive at the location in question. It was agreed that Cllr Talbot and Cllr Pulham still attend the meeting but in the meantime Cllr Pulham will reassess the site as the bid as it currently stands may require modification. **Action: AP**

**261/01/17**

**Village Maintenance Programme:**

Cllr Talbot reported that he had completed a spreadsheet with all the relevant information concerning the parish assets, which now need to have photographic evidence and a risk assessment completed. **Action: WT**

Once this has been done then a programme will be put into action which will include:

- Monthly inspections
- Identify problem areas
- Annual activity plan

Other maintenance programmes being carried out by CCC, BT and CWC

1. Cross Lane Close. The kerb will be lowered at the junction of Cross Lane Close and Stocks Lane to improve crossing for mobility scooters.
2. Lotfield Street. To allow for road spaced for the making good of the footway outside No. 11 Lotfield Street.
3. Cambridge Water Company will be repairing a leak
4. BT will be replacing a joint box frame and cover in Carriageway at BT Hillside.

**262/01/17**

**Tree Officer at SCDC:**

A notification has been sent to all Parish Councils enquiring whether they would be interested for SCDC tree department to inspect parish trees, there will be a cost involved but at the moment they are just seeing if there is an interest. This could be included in the Village Maintenance Programme. It was agreed by the whole council that this would be a good idea but it would be dependent on the cost. Clerk to convey this to SCDC. **Action: Clerk**

**263/01/17**

**Pavilion:**

During the Christmas holiday period there had been an attempt to set the paper towel dispensers in the toilets on fire., This occurred twice and resulted in the toilets being closed. The police have been informed and a crime number given. Cllr Talbot suggested that it might be worthwhile changing to a hand blower, this was agreed by everyone. Cllr Talbot will ask the Caretaker to look into costings.

**Action: WT**

Cllr Clarke informed the meeting that the mens' urinals have now been repaired.

**264/01/17**

**Recreation Ground:**

All play equipment appears to be in good working order. Mr Weir will repaint the small climbing apparatus, but it is dependent on weather conditions.

**265/01/17**

**Flood lighting:**

Update on floodlights in the recreation ground for Football Team and MUGA.

Cllr Kennedy reported both she and Cllr Hoptroff had attended a meeting with the football club, tennis club and netball club to look into lighting. The football club have put out flyers to neighbouring residents informing them of a trial taking place on Thursday 26<sup>th</sup> January between 6.30 and 8pm for portable flood lighting for the football club. The lights will be stored in the football shed and charged off site as the shed has no power. Cllr Hoptroff asked if planning permission would be required, Cllr Pulham does not believe so as the lights are portable and not fixed. Clerk will check. **Action: Clerk**

Cllr Hoptroff enquired about risk assessments for erecting them and insurance – who should have the the necessary insurance? Does the football club have insurance which will cover the lights? Cllr Pulham will enquire. **Action: AP**

The tennis and netball clubs are not looking into lighting at this time.

**Agreement between the Tennis Club and the Parish Council:** Cllr Pulham and Cllr Talbot to put before the council a draft agreement. Still being drafted. **Action: AP/WT**

**266/01/17**

**Defibrillator:**

Clerk is in the process of having the glass repaired and telephone box painted prior to adopting it, this needs to be done before it can be adopted and a defibrillator placed inside. **Action: Clerk**

- 267/01/17 CCTV:**  
Cllr Talbot will be meeting with Lindsay Gardner PCSO. **Action: WT**
- 268/01/17 Pensions:**  
The Chairman closed the meeting and the Clerk and all members of the public left the room.
- Cllrs Kennedy and Pulham explained to the Council that they had received an approach from the Clerk concerning her contracted hours, pay grade and, in particular, her wish to join a pension scheme. Having looked into the options and having discussed the matter with the Clerk, the following was proposed, to be effective from April 2017:
- The Clerk's contracted hours to remain at 16 a week. The Clerk to be progressed from SCP 23 to SCP 27, to match her salary grade at Meldreth PC.  
The Council to make a 5% contribution to a pension for the Clerk.  
The Council to contract with an outsourced payroll and pension service, which will reduce significantly the amount of time the Clerk spends on these administrative functions and the pension provided to be the same as that used for Meldreth Parish Council. The additional costs associated with the above, estimated at between £1,750 and £2,000 per annum, to be funded in 2017/18 by a £2k virement from the Council's reserves.  
It was proposed by Cllr Pulman that the payroll should be contracted out to LGS Services and that the Parish Council go with SMART Pension Scheme, seconded by Cllr Kennedy, agree by all.
- Linked to the above:**  
The Clerk to be subject to annual performance appraisal, with the first scheduled for October 2017. The Clerk to obtain pre-authorisation of overtime from the Chairman or Vice Chairman before it is worked. In recognition of the varying nature of the Clerk's job, with its peaks and troughs, should the Clerk not need to work her full 16 hours in a given week, the shortfall be 'banked' to be worked at busier times, when it may be necessary to work more than 16 hours (a form of 'annualised hours' arrangement).  
A task management arrangement to be put in place as a means of tracking progress on key tasks. The above proposals were proposed by Cllr Pulham, seconded by Cllr Kennedy and agreed by all.
- 269/01/17 Mulberry Tree Information Board:**  
Cllr Rees has completed a draft and is now looking at photographs which can also be included onto the board. **Action: DR**
- 270/01/17 Correspondence and Clerk's Report:**  
**External Audit:** Orwell will continue to be audited by PKF Littlejohn  
**Mulberry Tree Prop** – will be installed by the end of February.  
**LDF – Hearings Programmes:** Specific hearings relating to the strategic sites of  
Waterbeach New Town (28 and 30<sup>h</sup> March)  
Bourn Airfield New Village 4 and 6<sup>th</sup> April  
Northstowe extension 29 March.  
**Buses** – Both the buses which run from Royston to Haslingfield and to St Neots are scheduled services so residents do not have to book them.
- 271/01/17 Gritting Scheme:**  
Nothing to report
- 272/01/17 Councillors' Reports and Areas of Responsibility:**  
**Cllr Kennedy**  
Cllr Kennedy reported that the ditch along Hurdleditch has been cleared, however when they approached the contractors they were informed that the trees were also being flayed, though this was on the land owners side. The trees are not owned by the landowner they are owned by the Parish Council so should not be touched without permission. Cllr Szembel stated that the trees are now in very poor condition. Clerk to write to the landowner stating that the trees are the property of the Parish Council and they were originally planted so they would form an arch over the road, if they keep being flayed this will not be achievable and it opens them up to disease. **Action: Clerk**

**Cllr Szembel**

Cllr Szembel reported that the paddock which connects to the Glebe Field from Fishers' Lane which is owned by the Diocese had recently been reviewed by the Diocese as a possible development site. The Diocese keeps revisiting the economic opportunity in this piece of land and there is the danger that one day it will determine to sell it for development. Cllr Szembel asked if this land had been included in the recently established schedule of Green Open Space which would give it some protection from development. Cllr Hoptroff confirmed that it had not. Cllr Szembel enquired if the parish had ever tried to purchase this piece of land? The clerk reported that they had tried to rent the land as they do with the Glebe Field, a couple of years ago, but the price was too high. To be discussed further.

**Cllr Hoptroff**

Some of the contact details on the Emergency plan need updating. Clerk to do.

**Action: Clerk**

**Cllr Talbot**

The youth club will be distributing a leaflet to promote the youth club.

**Cllr Hamilton**

Cllr Hamilton reported that he was very disappointed with the state of the repairs to the footpaths at Chapel Orchard. To be discussed next month.

**273/01/17**

**Agenda items for the next meeting:**

Chapel Orchard – sub-committee, footpaths  
Paddock at Glebe Field

The meeting closed at 9.25  
Item 268/01/17 was discussed.

**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.