

**ORWELL PARISH COUNCIL**  
**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> October 2015 at 7.30pm (19.30hrs)

**Present:** Mr W Talbot – Chairman (**WT**), Mr C Hoptroff – Vice-Chairman (**CH**), Mr M Clarke (**MC**); Mr N Hamilton (**NH**), Mrs M Lawton (**ML**), Mr D Rees (**DR**) and Mr 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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- 148/10/15      Apologies for Absence:**  
Apologies were received from Mr Pulham and Mrs Kennedy
- 149/10/15      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.
- 150/10/15      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.  
The Local History Group is working with archaeologists to look at Toot Hill. ML will unlock the gate which leads into the Glebe Field to give access to Toot Hill which lies above the Glebe Field.  
It was also asked if the Parish Council were thinking of organising any events in 2016 to celebrate the 70<sup>th</sup> Anniversary of the end of WWII and the Queen's birthday. At present the Parish Council had not considered any celebrations but would notify Mrs Miller if this decision changed. CH enquired if a street party would be in confrontation to any ideas which Chapel Orchard were thinking of doing, Mrs Miller is not aware that this would. ML suggested that if the Parish Council were going to consider any celebrations they could be run in conjunction with Chapel Orchard to make a larger event.  
WT enquired if the beacon would be lit, this instruction is normally given by SCDC.
- 151/10/15      Minutes of the last meeting 16<sup>th</sup> September 2015:**  
The minutes were proposed by MC and seconded by CH. The Chairman then signed the minutes as a true record.
- 152/10/15      CCC Report:**  
Croydon will be holding a public exhibition of a new development.  
CCC are looking to save £41m from the budget and Parish Councils are being asked for any ideas on how this can be achieved renewed fostering being quoted as an area where substantial savings could be achieved. ML asked how Parish Council could get more involved with Fostering ML also suggested that the WI might be helpful in getting the message to other areas in the village. Cllr Kindersley will speak to CCC to enquire if they have approached WI organisations.  
The Government settlement is being reduced by 27% but costs are increasing due to inflation and a growing population. Landfil tax can be reduced if more is recycled. Street gritting and street lighting are not statutory for CCC, so these services could be cut and Parish Councils will be asked to take them on if residents want them.  
Highways is also looking at a budget reduction of 25% this will have an effect on the roads and footways in regards to pot holes.  
Due to the CEO leaving, Cambridge County Council is sharing the CEO of Peterborough.
- 153/10/15      SCDC Report:**  
1. Volac Parking – there has been no further update on the parking situation at Volac in regards to any planning application.  
2. The Boundary Commission are recommending that District Councillors be reduced to 47 in total, this will mean some changes to the boundaries.  
3. Council rents will be reduced by 1% per year, this will reduce the District Council's revenue and will have an affect on their ability to build new houses. Housing Associations are in agreement with the Government that tenants will be able to purchase their houses. CH reported that at the recent planning meeting held at Cambourn they were informed that

SCDC will be building new houses which appears to be in contradiction to Cllr van de Weyer's report. Cllr van de Weyer stated that this change has come from central government and not SCDC.

4. The proposal regarding planning applications at committee level has been discussed and a decision will be made soon as to how planning applications will be dealt with if they are referred to the Planning Committee at SCDC.

NS enquired as to whether Cllr van de Weyer had been able to find out the position on SCDC Compulsory Purchase Order (CPO), Cllr van de Weyer stated that the Planning Department takes into account the public interest and are not in favour of CPOs. NS also clarified that at a recent SCDC meeting he had asked if the council would consider using conference call/video facilities (such as 'Perescope' ) to allow Parish Councils to participate in planning meetings when necessary. Cllr van de Weyer confirmed that this question was asked and that the council agreed to consider it.

- 154/10/15      Article 4 Directions to remove permitted development rights from public houses:**  
WT reported he is still looking into this. **Action: WT**
- 155/10/15      Village Email System:**  
The Parish Council would like to wish Mrs Whiteoak their very best wishes and to thank her for all her hard work she has put into making the Village Email system the success it is. ML will contact Mrs Whiteoak to enquire if she would like any help over the next couple of months. **Action: ML**
- 156/10/15      Inter-village Planning Issues:**  
Next meeting to discuss inter-village co-operation about planning issues will be held on Tuesday 17 November from 7-9pm at The Hub in Melbourn. Clerk has notified Melbourn that Orwell would like to be involved. WT and NS will attend. **Action: WT and NS**
- 157/10/15      Planning: WT, CH, AP, DK and NS** *(Town and Country Planning Act 1990 schedule 1, paragraph 8)*  
**(Full planning minutes with comments are available from the Clerk).**  
There were no planning meetings on 7<sup>th</sup> September 2015 or 21<sup>st</sup> October 2015.
- 158/10/15      Development Proposal on Hurdleditch Road (next to the primary school)**  
There was a public exhibition held on the 15<sup>th</sup> October for all residents to see what the new proposal of 40 to 60 houses along Hurdleditch would look like. NH was not impressed with the exhibition and when the developer were questioned he felt that they gave unhelpful answers. It was asked that if a lake is installed to take on flood water which will then lead into the brook who will be responsible for the maintenance of this, the developers informed that that this would be SCDC responsibility, Cllr van de Weyer is not in agreement to this and that a pre application from the developers has not been done so SCDC would not be aware of this.  
At the moment SCDC are still applying S106 agreements, but Community Infrastructure Levy (CIL), the new procedure, will be phased in over the next few years, however this will not have an affect on this development. It was agreed that the Parish Council should try to :-  
1 Meet with the S106 officer at SCDC.  
2 Consider a landscape assessment  
3 Seek a without prejudice meeting with the landowner's agent.  
4. Seek a without prejudice meeting with the developers, with the PC's planning advisor in attendance as appropriate.  
  
Cllr van de Weyer emphasised that no decision can be made until the application is officially received by the Parish Council.  
DR also suggested that the Parish Council speak with Dr R Pellew Chairman of Cambridge Past, Present and Future. This will be an informal meeting to discuss planning applications and the visual impact it may have. DR to arrange.  
**Action: DR**  
It was proposed by WT seconded by CH that NS and CH follow up all the leads, **Action: CH, NS**
- 159/10/15      Cambridgeshire County Council's Corporate Communications:**  
Clerk has enquired about including the Pavilion onto the Cambridgeshire Energy Switch. **Action: Clerk**

**160/10/15 Website:**  
 Village History website – Mrs Miller is now able to upload the Parish Council's agendas and minutes onto the website, this will be for a short time until the Parish Council have their own website running.  
 BT website – Mrs Sally Walmesely is presently setting up the website and will work with the Clerk on her return.  
**Action: Clerk**

**161/10/15 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)*

Company	Amount	Vat	Purpose	Power
Salaries	£ 922.41	0	salary	LGA 1972 s112
Inland Revenue	£ 145.91	0	PAYE/NI	LGA 1972 s112
MPC	£ 90.00	0	office rent	LGA 1972 s111
PKFLittlejohn	£ 360.00	60.00	External audit	LGA 1972 s111
Eon	£ 19.61	0.93	electric for pavilion	LGA 1972 s111
UK Safety Management	£ 94.80	0	PAT testing pavilion	LGA 1972 s111
ICO	£ 35.00	0	Data protection	LGA 1972 s111
Herts & Cambs	£ 108.00	18.00	RG hedge	OSA 1906 s9/10
Herts & Cambs	£ 66.00	11.00	RG Grass cutting	OSA 1906 s9/10
Herts & Cambs	£ 264.00	44.00	BG grass cutting x2	OSA 1906 s9/10

3. Deposits:  
 Precept 2<sup>nd</sup> half £18,760.00  
 Memorial £ 59.00

Payments were proposed by MC, seconded by ML all in favour.

**162/10/15 Audit:**  
 On the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.  
 Orwell has passed its audit with comments:  
 Section 1, box 10 for both years should have a 0 reading.  
 The Council has not restated the prior year figures in Boxes 2 and 3, as requested in our prior year External Auditor Report, these figures should read £33,644 and £8,386 respectively and not £35,333 and £6697.

**162/10/15 Heidi Allen MP:**  
 CH will keep Ms Allen informed regarding the planning application along Hurdleditch Road.

**163/10/15 Oatlands:** Response from SCDC  
 The frequency of visits by the sewerage tanker should decrease shortly. There have been some remedial works to the on site drainage and damage to one of the pumps. The contractor was called back to rectify. This remediation work has now been completed and a replacement pump ordered. It is anticipated that the pump will be replaced within the next 2 to 3 weeks if not before. The additional visits by the sewerage tanker lorry have been necessary to ensure the effluent from the site is safely disposed of until the drainage pipes are fixed and the pump replaced and reactivated. Thereafter the sewerage tanker lorry will revert to attending site every 2 or 3 months to empty the pump chamber.  
 CH reported that there are still 4 houses (shared ownership) unoccupied can the Clerk ask the Housing Association why this is.  
**Action: Clerk**

**164/10/15 Solar Farm (Community Benefit Money)**  
**Terms of Reference:** It was suggested to amend the document to read 'Charitable Organisations and Other Bodies', with this adaption it was proposed by CH to adopt the Terms of Reference, seconded by NH all agreed. The Chairman to then sign the document.  
 Strategy for development, including village consultation to be addressed at the next meeting.

**165/10/15 Recreation Ground:**  
 - Play equipment monthly inspection – equipment appears to be in working order

- Bench near the play equipment – MC has spoken to Mr Morley who has looked at the bench but it would cost £300, MC suggested that it might be more beneficial to either relocate the bench or purchase a new one. The plaque would be reinstated onto the new bench.

- Discussion on new play equipment and arrangement of site meetings. AP and ML are looking into new play equipment and site meetings are being arranged. **Action: Clerk, AP**  
Public Art Grant – Alison Tunbull works with Parish and District Councils along with communities and has offered her services to look at appropriate projects. Ms Turnbull can attend a meeting 'without obligation' to talk about public art and how Orwell can utilise this money. It was agreed to invite Ms Tunbull to the next meeting. **Action: Clerk**

**166/10/15      Redevelopment of the Recreation Ground:**  
This is still ongoing.

**167/10/15      Correspondence and Clerk's Report:**  
**Training** – a one day councillor training session has been arranged for 24<sup>th</sup> October 2015 10-4pm  
**Cambridgeshire Flood and Water Supplementary Planning Document (SPD) was tabled**  
**Glebe Field Paddock** – Clerk has reported that the paddock needs attention to Carter Jonas but has not received any reply, residents have also contacted Carter Jonas on this issue. Still no update.  
**SCDC Elections was covered in the SCDC report**  
**Local Bus Service** – The following service is being altered:  
Whippet Coach Service No.75 from the 26<sup>th</sup> October, Monday to Saturday. The 15.40 (3.40pm) journey between Cambridge and Orwell will operate 5 minutes later between Cambridge and Barton to allow more time for Long Road College students to catch the bus following the end of lectures.  
**Foxton Neighbourhood Area** – Foxton PC has made an application to SCDC to designate the whole of its parish as a Neighbourhood Area, so that in the future it can develop a Neighbourhood Plan. Neighbourhood Plans are a community-led initiative giving communities power to prepare a planning document that includes a shared vision for their neighbourhood. These plans can set out policies on the development and use of land in a parish or 'neighbourhood area' and have formal weight in deciding planning applications. Application can be viewed at <http://scambs.gov.uk/neighbourhood-planning>. Deadline for comments is 5pm Friday 30<sup>th</sup> October.  
**Shared Access – Sport Funding Proposal** – email from Shared Access who are associates of the Football Association and the Lawn Tennis Association to enquire if Orwell would be interested in any funding opportunities, however this is off set by an agreement to install telecoms apparatus.

**168/10/15      Village Maintenance:**  
WT is arranging a meeting with Justin Wilmot to look at the Mulberry Tree Pruning and possible maintenance of wall. **Action: WT**  
Moving of the 30mph speed limit on Hurdleditch is to be done soon.  
**Quotes**  
Repairs to railings leading up to the pavilion building. Quote to clear foliage and re-align and reconnect rails, prime and paint rails grey £320.00. Proposed by ML and seconded by MC all agreed to proceed with this quotation. Clerk to arrange. **Action: Clerk**  
Changing the locking system for the new church gates. Quote of £50.00 to remove sliding bolt and replace with a ring latch which can be operated from either side. Proposed by CH, seconded by MC all agreed to this quotation, Clerk to arrange. **Action: Clerk**  
**Trees** – There are some large trees overhanging a residents property and SCDC suggested that they contact the Parish Council. A public footpath runs along the edge of the property boundary, and on the other side of this footpath is a ditch which the trees are growing along. CH reported that SCDC have visited the site and that one tree is on land owned by SCDC and that the other tree is on the meadow, the resident will contact the landowner.

**169/10/15      Bulletin:**  
The Bulletin is still in need of a new editor

170/10/15

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

**DR**

Footpath 11 - The bridge along this footpath has been reported to the Public Rights of Way Officer Peter Gaskin CCC. Mr Gaskin has inspected the bridge and though the surface has worn it is not feasible to make any changes to the deck boards. DR suggested that signs be erected to warn walkers that the bridge can be slippery. Clerk to order 3 A4 signs 'slippery when wet'. **Action: Clerk**

Cross Lane Close – DR reported that Ms Maloney felt that the responsibility for this footpath may be with CCC, she will report back once she has confirmation on this.

Native Trees – Tree nursery based in Suffolk are offering native trees along with hedging and ornamental trees at cost price, however it was felt that there are no places to plant new trees at the present time.

Allotments - DR has received notification that Mr R Bryant wishes to relinquish his allotment. The vacant allotment is to be offered to the next person on the waiting list.

**NS** attended the Planning Liaison Meeting at SCDC on 14<sup>th</sup> October. There are two documents of interest: Material Planning Considerations and S106 agreements which has recently been updated. Both these documents are available on the website.

**NH**

Village Hall meetings will now be held in the evenings and all user groups will be invited to attend.

**ML**

ML now has the keys for the burial ground.

ML will attend the Colbatch and Hooper meetings.

**WT**

The Youth Club will be running again. CCC will be sending one person for one hour per week to help run the club.

171/10/15

**Agenda items for the next meeting:**

Precept

There being no further business the Chairman closed the meeting at 9.45. The next meeting will be held on 18<sup>th</sup> November 2015 in the back room of the Village Hall at 7.30pm

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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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