

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
19th July 2011 at 7.30 pm

Present: Mr W Talbot – Chairman (WT), Mr Steve Sparkes – Vice Chairman (SS), Mrs J Avery (JA), Mrs J Graham (JG), Mr J P Grant (PG), Mr C Hoptroff (CF), Mr M Kenyon (MK), Mr R Primett (RP), Mr N Whittingham (NW),

In Attendance: Mrs J Damant – Clerk, Cllr T Ridgway-Watt -SCDC (TRW), Cllr S Kindersley -CCC (SK)

- 061/07/11 Apologies for Absence:**
There were no apologies for absence.
- 062/07/11 Declaration of Interests both personal and prejudicial for items on the agenda:**
There were no Declarations declared either personal or prejudicial.
- 063/07/11 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**
A member of the public would like to draw attention that the footways on Hillside have also been damaged by the road sweeper.
ORCA have looked into the redevelopment of the recreation ground but as yet nothing has been done. WT reported that nothing will be done without prior consultation with the involved parties.
- 064/07/11 Co-option of a Councillor:**
Mrs Jane Graham was unanimously co-opted onto the Council. Proposed by RP, seconded by MK. Mrs Graham signed her Acceptance of Office, witness by the Proper Officer.
- 065/07/11 Minutes of the last meeting (15th June 2011)**
MK questioned the action of checking the lease for Chapel Orchard as he did not have any recollection of this action. The Clerk confirmed that it was accurate. The minutes were proposed by RP, seconded by NW, all agreed. The Chairman then signed the minutes.
- 066/07/11 CCC Report:**
- 1. Results of the Highways (CCC) CCTV scanning of surface water drainage in Town Green Road.** Repairs to drainage junctions have been undertaken by CCC and there are planned works to continue the piped drain to the stream to prevent further silt entering the system through the open drain that still exists
 - 2. Blocked drain on Town Green Road** (outside village store). - Still not done
 - 3. Conditions of footways and roads in the village** – SK suggested that a site meeting should be set up with Dennis Vacher (CCC Highways), Stuart Hardwood-Clark (SCDC Environment) and the Road Sweeper (SCDC) and members of the Parish Council along with any residents who may have witnessed the damage being done, to look into this matter. The damage to the footways has been done by the road sweeper however, SCDC insist that if the footways were of a proper standard then the damage would not have occurred so therefore the fault lies with CCC who lay the footways. It was questioned by the Council if Orwell is the only village who have problems with the road sweeper damaging the footways. **Action: WT**
 - 4. Surface water from 7 and 9 High Street being directed onto the Footway** - SK will investigate as this is still occurring. **Action: SK**
 - 5. Impact on budget cuts on local public transport. (C2 and 75)** – There has been a judicial review launched on the CCC, so for the present time they are not pursuing the cuts to the buses. However, there will still be a review on public transport, in general, which will include subsidised buses. They will be looking into ways of delivering a better, more economical service and some buses may still be cut.

Other items:

The Guided Bus - will open on the 7th August 2011

Housing - The Army barracks in Waterbeach will be closing and Bassingbourn will be expanded. Waterbeach will be putting in more housing. The proposed site at Waterbeach will have a direct impact onto the A14 and A10.

Neighbourhood Police Panel - Mr Roger Daw was present, representing Orwell, the next meeting will be at Gamlingay Village College.

Lines on the A603 - A request by the Parish Council to have solid white lines on the A603 between the Wimpole turning and Hurdleditch Road has not been allowed due to Highway guidelines 'double white lines systems are used to prohibit overtaking where visibility is restricted'. The A603 through Orwell has good visibility which in turn means that it would not meet the survey requirements to justify the use of double white lines. The request has now been passed to Amanda Mays in Road Safety Engineering Dept to investigate what other measures could be put in place.

Hedge at the top of Hillside - It was reported to SK that the hedge at the top of the A603 still needs to be cut back as it is encroaching onto the road. SK will report this to Highways.

Action: SK

067/07/11

SCDC Report:

1. Investigate the fuel oil entering the brook (SCDC Environmental Team) – TRW has spoken with Pat Matthews (Environment Agency) who is currently monitoring the brook. TWR to request the results once the test has been completed which will distinguish the type of oil leaking. The bung has now been removed but there is still oil sweeping in. One idea is that it could be coming from the material used in the construction of the recreation ground, if tarmac had been used, this would leak an oil substance. Dennis Vacher (Highways CCC) along with the Primary School are also looking into the possibility of damage to the oil tank at the school. Clerk to write to the school for a copy of their Environmental Survey and to ask whether they have any knowledge of any oil spillage in the past. **Action: TWR/Clerk**

2. Footways on the High Street, damaged by the SCDC road sweeper – (see item 066/07/11)

Other items:

The hedge at the corner of Hurdleditch Road and A603 is still to be cut back, land owner is aware.

068/07/11

Financial Matters:

1. Financial Statements for July – payments proposed by RP, seconded by MK, all agreed.

2. Payments and Additional payments for June – proposed by RP, seconded by MK all agreed. Additional payments are shaded.

ORCA (payment 1.7.11)	2,070.01	1 st half of payment	LGA 1972 s123
J Damant	480.85	July Salary	LGA 1972 s112
J Damant	10.74	expenses	LGA 1972 s113
Inland Revenue	122.09	PAYE/NI	LGA 1972 s112
Meldreth Parish Council	70.00	July rent	LGA 1972 s111
Meldreth Parish Council	143.41	training/stationery	LGA 1972 s111
SCDC	54.00	pest control	OSA 1906 s9/10
Delta Refrigeration	635.99	boiler for pavilion	LGA (miscprov)1976
S Baker (meadow nursery)	400.00	cuts 5&6	OSA 1906 s9/10
J Damant	480.85	August salary	LGA 1972 s112
Inland Revenue	121.89	Paye/ni	LGA 1972 s112

3. Deposits – there were no deposits this month.

4. Signatories for chequeing account – in hand awaiting paper work from the bank

5. New bank account for S106 money – clerk to open another account with the same bank and have the same signatories. Proposed by RP, seconded by MK all agreed.

6. New set up for receiving and paying invoices – WT and RP will meeting in August and report back in September. **Action: RP WT**

069/07/11

Planning:

Affordable Housing (Hurdleditch Road) - A meeting with Shuyilar Newsted (SN) (SCDC), Darren Blake (DB)(Circle Anglia) PG, WT, NW and SS took place on the 21st June 2011.

- Social housing on the current site is to remain as affordable housing in perpetuity.

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- The scheme is currently described as tentative and subject to obtaining funding.
- Currently 15 houses are proposed made up of two x 2 bed bungalows, seven x 2 bed houses and six x three bedroom houses.
- The aim is to under-fulfil the affordable housing need to create capacity for longer term letting.
- There are no problems with highways access but there are questions over the sewage connection. DB said that there was no clear guidance from Anglia Water but two possibilities exist of a connection to the next village or a septic tank system. Until this situation is resolved it's unlikely the scheme can go ahead but a connection to the next village would not make financial sense.
- Although occupancy mix of rented and shared equity SN assured that all occupants will need a local connection to be able to take up ownership of the houses and this would be in perpetuity, although housing needs are updated at pre-application. Usually 70% are rented and 30% are shared equity. This will be stated in the Section 106 agreement that the Parish would be consulted on.
- Currently there is a tentative funding bid by CA with Hill Partnerships for an in principle scheme and answer is expected in July. If no funding is given unsure of next steps. A landlord organisation is still to be found.
- Cambridgeshire Housing Association not backing the bid.
- Other Circle Anglia developments can be viewed at The Causeway, Bassingbourn and Hauxton High Street.
- Assuming drainage issue is resolved it is likely to be two months before any exchange of contracts and then there will be the statutory six weeks for the application.
- DB agreed to a public meeting before the formal application to outline what is being planned and to keeping the Parish council fully informed of progress.

It was also noted that if drainage had to be put in by Circle Anglia it would make the proposal non viable as the cost would be too high. WT will contact Darren Blake for his update of the meeting. WT will also contact Anglian Water for their clarification of the pumping station. It would appear that the pumping station, as it presently is, would not be able to cope with an influx of 15 extra houses in a contained area and therefore extra drainage would be needed, it is this extra drainage capacity that is now in question. **Action: WT**

Planning Committee – It was proposed by CH and seconded by WT that the planning committee should continue and that meetings will be scheduled to take place on the first Wednesday (in the Pavilion) and third Wednesday in the Village hall, prior to the council meeting, if needed. Committee members are WT, SS, PG, CH and NW.

070/07/11

Risk Assessments: including financial risks

The training next week will include Risk Assessments. It was suggested by WT that the training be completed first before the assessments are done.

071/07/11

Correspondence and Clerk's Report:

Training

- WT, SS, JA, CH, NW – completed session 2.
- WT, SS, CH, NW – completed session 1
- Still to undertake session 3 which is to take place on 25th July

Clunch Pit – a letter has been received from the Clunch Pit Committee regarding the repair of the steps on the west side of footpath 6. A meeting has taken place with the Clerk and Peter Gaskin, (P3). Footpath 6 on the east side needs some repair work (the steps need to be cut back into the soil). The Clunch Pit Committee have agreed to repair the west side path but would like the Parish Council to undertake the East side. Peter Gaskin suggested that the Clerk contact him requesting the funds for the work. It was proposed by CH, that the Clerk write to Peter Gaskin asking for the relevant funds seconded by RP all agreed.

Action: Clerk

P3 event on the Thursday 21st July 7-9pm at Swavesey Memorial Hall. JA may be able to attend.

Action: JA
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Small paddock near the Glebe Field – WT will contact Carter Jonas to ensure that people renting the field know that this is the access for the burial ground diggers. **Action: WT**
Queen Elizabeth Fields invitation asking for councils to propose sites for protection was discussed – RP to look over to see if relevant. **Action:**

RP

Grounds Maintenance of SCDC – the contract is ending in 2013 and a number of parishes are looking into undertaking this work themselves. A survey form needs to be completed by September. The Clerk had informed A Goddard (SCDC Housing Operational Services Manager) to say that parishes do not meet again until September giving the council little time to complete the form. MK also reminded the Council that they had been attempting to undertake this exercise several months ago but information had not been forthcoming. MK has taken the paperwork to look over and make a recommendation. **Action:MK**

Cambridgeshire Young People of the Year 2011 –an invitation for nominations has been received with an invitation to Chairman to attend the awards ceremony at Peterborough Cathedral on 13th September. Action WT to take back to youth club and nominate relevant people from the Youth Project. **Action:WT**

Emergency Plan –Lawrence Green SCDC is arranging a meeting for the weeks of 17th or 28th October at Meldreth Community Rooms, for a number of Parishes to brief them. CH will help with the Emergency Plan. **Action: Clerk/CH**

072/07/11 Strategic Housing Land Availability Assessment: (SHLAA)

Report from WT and PG – notes are on circulation.

Orwell is a group village and is therefore affected by the Land Availability Assessment. Any land which is 0.5 hectares or more, or can fit 10 or more houses would be considered. It was proposed by WT that a notice be put up informing residents, seconded by PG, a vote was then taken: 6 in favour; 2 against, 1 abstained, Motion carried. A notice will be done and circulated for comments before being advertised. **Action:WT**

073/07/11 Licensing agreement for Recreation Ground:

A licence is not required if food is not being sold after 23hrs. The events which are occurring at the recreation area, at the moment, do not appear to require a licence, except for the Village Show. It was suggested that the information be taken to ORCA for their judgement and to see if they have any future plans which may affect the licence requirements.

Action: ORCA representatives

074/07/11 Communication and Knowledge Sharing in the Parish

Notification has been circulated to all councillors, they need to return it completed to Steve.

Action: All

075/07/11 Parish Plan:

Katie Reid will complete the final edit this week.

076/07/11 Village Maintenance:

1. Trees at Manor Farm – awaiting report from arboriculture officer.. Highways have been trying to contact the land owner to have the trees cut back as they are hitting the double decker school bus. Wayne will contact Dennis Vacher for an update

Action: WT

2. Village furniture – annual check. Clerk and MK will take new photos. **Action: MK/Clerk**

3. Noticeboards (adjacent to the village shop) - re varnishing – Meadow Nursery to do later this week.

077/07/11 Queens 60th Birthday Celebrations:

It was proposed by CH that a public meeting should be held in September, seconded by MK all in favour. Coordinators will be RP, JG, Katie Reid and Sue Miller. Action: RP

RP proposed that £500 be allocated to the celebrations, seconded by MK, vote was taken, 8 in agreement, 1 abstained, Motion Carried.

078/07/11 Recreation Ground Redevelopment:

Councillors looked at the plans for the proposed new changing rooms and that the old rooms could be used as a Parish Office and an Archive Room. The Public Works Loan is due to be paid off this year. It was suggested to contact ORCA to see if they wished to proceed in finishing the original project/plans for the pavilion as part of the redevelopment discussion

which was put on hold due to lack of funds.

079/07/11

Replacement of the Village Hall:

The previous council considered this matter and concluded that:

- a) If the hall remains in good condition it would not need replacing
- b) If a new hall is built it needs to be done before the old one is vacated
- c) If a new hall is to be built it would be more beneficial to build it on Parish Council owned land therefore the most suitable site would be the recreation ground.

At the present time the Village Hall Committee are monitoring the Eastern Wall of the building for signs of movement.

080/07/11

Village Shop and Post Office: (progress reporting)

The shop has now been demolished and work is in progress.

081/07/11

Committee Reports and Areas of Responsibility:

Allotments – 'Best Kept Allotment' at the Village Show. It was proposed by RP that a working party be set up to prepare the format for the competition and prize, including amount to be spent. Allotment Working Party: RP, SS, MK

- **Chapel Orchard** – The lease for Chapel Orchard is between the Parish Council and SCDC but the maintenance was agreed to be carried out by the Chapel Orchard Committee. The Ash Tree on the boundary of the Methodist Chapel needs pollarding. MK(Tree Officer) has looked at the tree and agrees that pollarding is required., Chapel Orchard have a quote for £280. It was proposed by MK and seconded by SS that the Parish Council contribute £140 towards the required work. A vote was taken: 8 in favour of £140, 1 abstained.

082/07/11

Councillors' Reports and agenda items for the next meeting:

- Report on S106 meeting on 13th July – notes in circulation pack, Clerk attended.
- Rat problem at Lordship Close and Chapel Orchard - WT is currently in the process of setting up a date to meet the pest controller and environmental officer (SCDC)

083/07/11

August Meeting:

There will no meeting of the Council in August, next meeting will be 21st September 2011. Planning meetings will however take place if needed.

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.

