

# **ORWELL PARISH COUNCIL**

## **APPROVED MINUTES OF ORWELL PARISH COUNCIL ANNUAL GENERAL MEETING**

A meeting of Orwell Parish Council was held in the back room of the Village Hall on  
18th May 2011 at 7.30 pm

**Present:** Mr R Bryant – Previous Chairman (RB), Mr W Talbot – Chairman (WT), Mr Steve Sparkes – Vice Chairman (SS), Mr Colin Hoptroff (CH), Mr N Whittingham (NW), Mr J P Grant (PG), Mr M Kenyon (MK),

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

- 017/0511 Election of Chairman:**  
RB opened the meeting and welcomed the newly elected councillors. As there were only five elected councillors, it was proposed by RB that candidates nominate themselves (this is in accordance with the Standing Orders). Mr Talbot proposed himself and was seconded by Mr Hoptroff. Mr Kenyon proposed himself and was seconded by Mr Sparkes. Mr Talbot and Mr Kenyon then left the room and a paper vote was taken.  
Mr Talbot was duly elected and took the chair.
- 018/05/11 Election of Vice-Chairman:**  
Mr Sparkes proposed himself as Vice-chairman, seconded by Mr Kenyon, and was elected unopposed..
- 019/05/11 Declaration of Chairman and Vice Chairman's acceptance of office and agreement to abide by the Code of Conduct:**  
Mr Talbot and Mr Sparkes signed the Acceptance of office, witnessed by the Responsible Financial Officer (Clerk).
- 020/05/11 Apologies for Absence:**  
Apologies were received from Mr J P Grant.
- 021/05/11 Declaration of New Councillors' acceptance of office and agreement to abide by the Code of Conduct:**  
All councillors signed their Acceptance of Office, witnessed by the Responsible Financial Officer (Clerk)
- 022/05/11 Members to submit their Register of Interests:**  
Mr Wittingham submitted his register of interests, all other councillors to submit to the Clerk as soon as possible. Copies will be sent to the Monitoring Officer at SCDC.
- 023/05/11 Election of Planning Committee:**  
As there are only 6 councillors, at present, it was proposed by WT and seconded by SS that all councillors be elected onto the Planning Committee. This will be reviewed if Councillors are co-opted in June. WT will suggest a schedule for planning meetings and circulate them to the rest of the Council
- 024/05/11 Declaration of Interests both personal and prejudicial for items on the agenda:**  
WT declared a personal interest in item 035/5/11 as Chairman of village show committee.
- 025/05/11 Public participation: for up to 15 minutes members of the public may contribute their views and comments to the Parish Council.**  
There were four members of the public present.  
Mrs S Miller asked for an updated contact sheet for the new councillors.  
Mr R Primmatt congratulated the new councillor on their election and asked if they would support the proposed celebration for Queen's 60<sup>th</sup> anniversary as reigning monarch.

Mr Primmitt would also like to congratulate the Youth Project in the village and that it continues to get support, it was also mentioned that the Parish Council put forward a nominee for Torch Bearer for the Olympics.

WT agree to nominate members of the youth project who were interested.

Mr Bryant congratulated the new council. Mr Bryant reminded councillors that The AGM for the Clunch Pit would be the following evening and that all Parish Councillors are also members of the Clunch Pit Committee. Mr Bryant also confirmed that the finances for the current meeting had been reconciled and agreed prior to the meeting.

**026/05/11 Minutes of the last meeting: 20<sup>th</sup> April 2011**

The minutes were proposed by MK and seconded by WT to be correct. They were then signed by the Chairman. The minutes could only be agreed for accuracy and not content by the new council.

**027/05/11 CCC Report:**

The Parish Council introduced themselves to Cllr Kindersley.

1. Results of the Highways (CCC) CCTV scanning of surface water drainage in Town Green Road – Cllr Kindersley was still waiting for the results to be circulated.

2. Blocked drain on Town Green Road (outside village store) – The Clerk was asked to contact Dennis Vacher (CCC Highways) to arrange jetting of the drains **Action: Clerk**

3. The deteriorating condition of footways and roads in the village was raised. Dennis Vacher (CCC Highways) is aware of the footway on Hillside but due to budget cuts this may not get repaired this year, WT will contact Dennis Vacher for a meeting to review the current state of the footways **Action:**

**WT**

4. Surface water from 7 and 9 High Street being directed onto the Footways still being investigated by Highways.

5. Impact on budget cuts on local public transport. (C2 and 75). These bus routes are liable to have their subsidy cut sometime in the next four years. As no information is available concerning the use of these routes the Council agreed to undertake a survey of current use, WT will draft an initial survey form. **Action: WT**

6. Highways Warden Pilot Scheme - It has been proposed that Parish Councils nominate someone as a liaison person (see item 33/05/11)

Other Issues:

**Guided Bus** – will soon be operating. There is a shortfall of £71m which will need to be found from CCC funds.

**Cement Works at Barrington** – the construction traffic will no longer be directed through Orwell. Currently the proposed use of the railway will involve 6 train movements per day. Consent has been given for the use of clay or building materials only. Resumption of the use of the Kilns is not anticipated at the moment and would require updating of the facilities and permission from the Environment Agency

**Speed Limits** – The proposed changes to speed limits will be considered by CCC Cabinet for agreement and implementation. This will include the new speed limit on the A603 to 50 mph, on Hillside. Croydon is included in the speed reduction but the other side of Orwell Hill is not, this would mean that the speed limit going down the hill from Orwell would increase to 60 mph and then be reduced to 50mph towards Barton. There is a proposal to ask for a 50 mph speed limit from Orwell Hill to Barton and the Parish council which was supported in principle by the council.

**028/05/11 SCDC Report:**

Cllr Ted Ridgway-Watt introduced himself to the new council. He will be representing Orwell, Barrington and Wimpole. TRW reported that he would not be on the planning committee due to potential conflicts representing the ward. WT welcomed Cllr Ridgway-Watt and asked for his support on the affordable housing meeting which the council has been trying to arrange with Circle Anglia and SCDC. Several issues were then discussed:

1. The hedge at the corner of Hurdleditch and A603 requires cutting to reduce the visibility hazard. MK also suggested that the hedge at the corner of Fishers Lane and A603 should also be cut back, for the same reason. It is not sure who owns the land. Clerk to investigate.

**Action: Clerk**

2. Investigate the fuel oil entering the brook (SCDC Environmental Team). WT has received enquiries from concerned residents about oil leaking into the brook after the repair of the drain. Cllr Ridgway-Watt will contact Pat Matthews (SCDC Environmental Officer) to investigate: a) what type of water (foul or clear); b) what type of oil.

029/05/11

**Insurance:**

It was proposed by WT and seconded by SS that the insurance be continued with Allianz Insurance costing £694.80 per annum, all agreed.

029/05/11

**Financial Matters:**1. Financial Statements for May

Proposed by NW, seconded by MK all agreed.

J Damant	481.05	salary	LGA 1972 s112
Inland Revenue	121.89	paye/ni	LGA 1972 s112
Meldreth Parish Council	70.00	office rent	LGA 1972 s111
Mission Computers	9.04	leaflets	LGA 1972 s142
DC Windows	20.00	bus shelter x2	OSA1906 ss9&10
S Baker (meadow nursery)	400.00	Cuts 2&3	OSA1906 ss9&10

3. Deposits

Orwell Bulletin subscription £696.00

Ivett & Reed – memorial stones x 2 £118.00

4. Signatories for cheque signing were agreed to be WT, SS, CH and the Clerk

5. New bank account for S106 money - the Clerk will circulate the S106 guidelines for what this money may be spent on to all councillors.

**Action: Clerk**

030/05/11

**Planning:**

1. Recent Applications:

S/0682/11, Petersfield Primary School, Canopy to the rear elevation.

Orwell Planning Committee recommends Approval with no comments.

2. Meadowcroft Way – the request to enhance the entrance to 32 Meadowcroft Way has been refused.

3. Affordable Housing (Hurdleditch Road)

Meeting to be rescheduled of Parish Councillor's and residents with Circle Anglia and (SCDC). WT will circulate details to all councillors.

**Action: WT**

030/05/11

**Correspondence and Clerk's Report:**

The response to the Standards Committee Questionnaire has been submitted, agreeing in principal to sign up to an SCDC voluntary framework. The PC would wish to have more details on fees and whether other authorities are offering the same services at a cheaper rate.

Parking on Hurdleditch Road – The Neighbourhood Panel has agreed to monitor parking in this area a priority during April, May, and June .

Training for Councillors and Chairman – Clerk to enquire if there could be in house training, either with other parish councils or on their own.

**Action: Clerk**

CCC will be carrying out two grass cuts annually on the Public Rights of Way.

031/05/11

**Request from Petersfield School on the Eco Allotment Project:**

Further information is needed, Clerk has spoken to Jan Scott and explained that the Parish Council need to know what type of help is required and if it is financial then an amount needs to be declared and if whether they have applied to other organisations. Item has been deferred to next month.

032/05/11

**Street Lighting:**

Street Lighting Maintenance and Energy – the present contract with CCC and PFI ceases in June 2011. It is intended that Balfour Beatty's will be the new contractor for the maintenance of street lights. The other elements of light insurance and energy supply will remain with the CCC.

Energy supply is currently estimated at £21.73 per light but it is expected that there may be a 10% to 15% increase when a new supply contract begins in September. In the maintenance section, there are two options and most parishes have opted for option 1 though it is slightly more expensive it offers better value. This is £20.05 (option 1) per light compared to £18.98 (option 2).

It will cost approximately £42.00 per light x 55 lights £2,300.00 per annum.

It was proposed by CH that option 1 seemed the best value, seconded by NW all agreed.

**033/05/11 Highway Wardens Scheme: does Orwell wish to sign up?**

This scheme is being proposed to improve communication between Parish Councils and Highways. It was proposed by CH that Orwell sign up to this scheme, seconded by NW; MK abstained, all others agreed, motion carried.

**034/05/11 Strategic Housing Land Availability Assessment:**

Invitation to register interest – there was confusion as to whether this was for individuals or the Parish Council as a whole. There is to be a meeting on 26<sup>th</sup> May at Cambourn, CH agreed to attend. Clerk was asked to provide further information about the scheme

**Action: Clerk/CH**

**035/05/11 Licensing agreement for Recreation Ground:**

ORCA's request for a permanent bar licence for the pavilion – WT declared a personal interest. A member of the ORCA Committee would hold the licence and the idea is that ORCA would be able to generate funds by being able to hold licensed events. Further information is needed before a decision can be made:

- i) Would there be an impact on the Village Hall events
- ii) would there be an impact on nearby residents
- iii) who would issue the licence
- iv) how many events will be held

WT will report back to ORCA and the information to be circulated for June's meeting.

**Action: WT**

**036/05/11 Parish Plan:**

WT has spoken with Mrs K Reid who has volunteered to continue editing the Parish Plan. The Parish Plan under the new Localism Bill may evolve into the Neighbourhood Plan. It was proposed by MK that Mrs Reid continue, seconded by WT all agreed. WT will inform Mrs Reid.

**Action: WT**

**037/05/11 Village Maintenance:**

1. Trees at Manor Farm – still awaiting report from arboriculture officer.
2. Village furniture – annual check update from MK – photographs have now been done.
3. Notice boards (adjacent to the village shop) a quote from Meadow Nursery for varnishing has been received. It was proposed by MK that Meadow Nursery proceed, seconded by CH all agreed. MK will contact Meadow Nursery.
4. Scrub clearing in the Glebe Field – has been done and the gate repaired at no charge.

**Action: MK**

**038/05/11 Co-option for 3 Councillors:**

Notices are to be placed in village notice boards – co-option at the next meeting on the 15<sup>th</sup> June.

**039/05/11 Village Shop and Post Office: (progress reporting)**

This item was sanctioned by the previous council and needs to be continued. Will need a Parish Councillor or nominated person to continue with reporting. It was proposed by WT that Mr R Bryant continue as the liaison person, seconded by CH all agreed. WT will inform RB.

**Action: RB**

**040/05/11 Annual Parish Meeting: (4<sup>th</sup> May)**

- The items discussed at the meeting are ongoing.

041/05/11

**Committee Reports and Areas of Responsibility:**

It was proposed by WT that the Areas of Responsibility wait until there are more Parish Councillors. Mrs J Graham has agreed to continue with the Burial Ground until a new councillor is in place.

**ORCA** – have received three quotations and have agreed to purchase a water boiler from WF Electrical. Parish Council will be invoiced for the amount, as agreed in (265/03/11)

**Footpaths** – some discs need to be replaced.

042/05/11

**Councillors' Reports and agenda items for the next meeting:**

Apologies received by CH for June meeting.

Agenda item – Knowledge Management/Communication

There being no further business the meeting closed at 10.55pm.

The next meeting is on 15<sup>th</sup> June 2011 in the back room of the Village Hall.

---

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.*