ORWELL PARISH COUNCIL

Approved Minutes of the Parish Council meeting held in the (back room) of the Village Hall on 17th February 2010 at 19:30 hrs.

Present: Cllrs: R Bryant (RB) – Chairman, Mrs K Reid (KR) – Vice-Chairman, Mrs J Avery (JA), J Chapman (JC), Mrs J Graham (JG), Mr M Kenyon (MK), Mr R Primett (RP), Mr W Talbot (WT),

In attendance: Cllr Bird (District Councillor), Cllr Kindersley (County Councillor) and Mrs J Damant (Clerk)

There were three members of the public in attendance.
Matters raised by the public

The matter of access to the allotments was raised. There is no proper track at the moment and there is also the question of the ditch. The Chairman of the Parish Council stated that at the moment there are no plans to install a more permanent path or to install a water supply. The allotments at Fishers Lane do not have water, though it was mentioned that Chapel Orchard does have a well which can be used. It was also stated that the Chapel Orchard Community Group would always be consulted in regards to thoroughfare for allotment holders.

Public Participation will be included into the main agenda as required by Standing Orders - National Association of Local Councils (NALC) from next month.

23/10/10 **Apologies for absence:**
Apologies were received from Mr C Watson.

24/02/10 **Declaration of interests both personal and prejudicial for items on the agenda:**
KR declared a personal interest in item 30/02/10, as they have an adjoining property.

25/02/10 **Minutes of the last meeting: 20th January 2010**
The minutes were proposed by RB to be an accurate account of the meeting, seconded by RP, all agreed. The minutes were then signed by the Chairman

26/02/10 **CCC Report:**
1. Junction on A603/Hurdleditch Road (white lines) - funds are no longer available
2. Repair of village roads and footways - there are presently 7 pothole gangs working in the area, however the weather conditions are hampering the works.
Other items
*There is to be cuts to most CCC services.
*The gritting of roads has been cut back, via the government, by 40%. In future only main roads will be gritted.
*The CCC report on the A & B county roads is still to be published. The report will contain a recommendation to which roads in the County justify a reduction in speed limit. The recommendations will be implemented according to the priority given by the CCC but they could be accelerated if the Parish Council is prepared to contribute towards the cost. Despite considerable Parish Council and resident representation there is some scepticism as to whether the speed limited on Hillside will be reduced since there have not been any fatalities.
*Cemex - A proposal is being considered to backfill a portion of the quarry and restore it for agricultural use. The project is dependent on Cemex winning a large infrastructure contract. If it goes ahead then it will mean bringing in four trains of clay per day for up to four years plus 100,000 tons of non hazardous waste from the construction industry. This project will create about 20 jobs. The present Mineral and Waste Plan highlights chalk extraction from the site but this has been a long standing entry and will not now be permitted unless the company submit a full planning application.
*The accumulation of wet leaves on Footpath 7 is making it slippery underfoot. SK to establish who has the responsibility for keeping it clear of leaves.

27/02/10 **SCDC Report:**

1. Grass maintenance costings

The present contract has 12 months to run, at the end of that time the Parish Council will be asked if they wish to take over any of the ground maintenance work. The budget for Orwell 2009/10 is £2,500; this is likely to be reduced in 2010/11 to £1,800. Maintenance costs include grass cutting, which is for a specific amount, whereas the cost of tree work can only be estimated.

2. Section 106 amenities monies

For audit purposes SCDC are to be recipients of section 106 monies and will invoice developers at the appropriate time. Parish Councils are empowered to allocate monies received as they wish, so long as they are spent in accordance with the policy that necessitated them in the first instance. The District Council do not require any details of projects. It is not the intention for SCDC to hold on to this money for any longer than necessary and will issue a draft copy of the indemnity agreement as soon as money has been received.

The money received by the Parish Council has to be spent within 10 years, if it is not then it has to be returned to the developer. In January 2010 a further scheme was introduced which provided money specifically for the enhancement of Village Halls. This is a less generous scheme than the 106 recreation money.

3. Children and Young People Participation Strategy

SCDC are requesting that the opinions of children and young people are included in consultations.

Other items

*The police will be carrying out a speed survey on Hillside.

*Sheltered Housing Scheme - due to further funding being made available the proposed restructuring of the Sheltered Housing service, from a site based to a floating support model, may now not take place. However, this decision needs to be ratified by Full Council.

28/02/10 **Financial Matters:**

1. February Financial Statement - It was proposed by RB that the statement was correct, this was seconded by RP all agreed.

2. Payments/Additional Payments and deposits for February - It was proposed by RB that all payments were correct, this was seconded by WT all agreed.

3. It was proposed by RB that the Clerk should attend the Cilca conversion training at a cost of £70 which will be shared with Meldreth (£35), this was seconded by RP all agreed.

It was proposed by RB that the Clerk be paid for an extra 10 hours, this does not include the hours for the Cilca training, this was seconded by MK all agreed.

	Amount	**vat**	**Purpose**	**Power**
Clerk's Salary	£ 384.75	0	Clerk salary	LGA 1972 s112
PAYE/NI	£ 96.89	0	PAYE/NI	LGA 1972 s112
Clerk's expenses	£ 11.84	0	expenses	LGA 1972 s 9/10
MPC	£ 70.00	0	February rent	LGA 1972 s133
P Adamson	£ 9.00	0	Window cleaner	OSA 1906 s 9/10
Lithmark Ltd	£1,000.00	0	Village History book	Prize money
S Baker	£ 80.00	0	Village maintenance	OSA 1906 s9/10
M Ward	£ 340.00	0	Village Hall	LGA 1972 s 133

29/02/10 **Drainage Issues at Hurdleditch Road and Leaden Hill:**

Parish Councillors RB and WT met with representatives from CCC Highways, Environmental Agency and Anglian Water, on site at Hurdleditch Road, to investigate the flooding issues in that area. A drain survey has been carried out for the drains at the primary school which appear to have been damaged by tree roots. This matter is not connected to the sewage backing up in nearby residents toilets, this was felt to be an issue for Anglian Water. The Environmental Health have requested that Anglian Water carry out a full survey on all the drains in the immediate area.

The main problem appears to be that the capacity of the surface water drains are inadequate during periods of heavy rain resulting in surface water entering the foul water drains causing general flooding and a backup in the residents toilets.

30/02/10 **Planning Matters:**

S/0033/10/F, 59a Town Green Road, House extensions, replacement garage/cartlodge with games room/studio over & spa canopy. Parish Committee recommend: **Approval**

There were no SCDC decisions.

31/02/10 **Correspondence and Clerk's Report:**

Salt bins - Clerk has ordered two salt bins as there are no large bins available. It was decided that due to the recent weather conditions that the bins would be better placed at the rear of Lordship Community Centre and to replace the bin at Leaden Hill. **Action:Clerk**

1. Allotment Training Day **-** on Saturday 6th March at Bluntisham Village Hall from 9.30am to 4pm cost is £55 - **no one able to attend**.
2. SCDC Cabinet Meeting on Tuesday 23rd March at Cambourne - **RB to attend.**
3. Discovering Places 1-3 May Launch Weekend - **in circulation pac**k
4. Consultation and Minerals Waste Plan **-** Trumpington six week consultation beginning 15th February.
5. P3 Coordinators training days **- given to JA**
   a. Introduction to public rights of way legislation and responsibilities 19.5.2010
   b. Fund-raising for local communities - 7.6.2010
   c. Interpretation skills - designing and producing leaflets and maps 22.9.2010
6. Standards Committee Nominations - Seeking nominations as one parish councillor has reached the end of his four year term, have requested this is included at the Annual Meeting.
7. Adoption of Site Specific Policies DPD - www.scambs.gov.uk

All other correspondence was circulated: S Kindersley's report, ACRE Playing field newsletter, Gamblingay Neighbourhood Panel notes, SCDC Monthly update, Boiler Scrappage, COPE, NALC burial fees, ASHTAV, Energy Saving Trust, Cambridgeshire Together Rural Strategy.

32/02/10 **Noticeboard for Hillside:**

It was proposed by RP to accept the quotation given by Meadow Nursery, this was seconded by JG all agreed. Highways (CCC) are aware of the Parish Council's plans and are in agreement to the proposed location.

33/02/10 **Chequer's Close:**

Clerk has been in contact with Mr S Thulburn (CCC) who will be inspecting the site and will provide a report/recommendations in time for the next meeting.

34/02/10 **Allotments:**

1. One quotation has been received, still awaiting a further two.
2. Grant application - KR has received correspondence from Dunarbon and it would appear that there is concern that the allotments are not a public amenity and not accessible to the general public, therefore do not meet the requirements for a grant.
3. The allotment agreement to be sent to the Solicitors, copy to be kept in the office.

35/02/10 **Parish Plan:**

The data is still being collated.

Students from Cambridge University have offered to help the Youth Club with their biodiversity study. The information will be collected from around the footpaths of the parish.

36/02/10 **Village Maintenance:**

1. The refurbished bench, (Shelford Tennis Club), situated outside the church has now been installed. It was proposed by RP that as there are two finishes underneath the bench (tarmac and concrete) it might be an idea to paint the underneath, this was seconded by KR, all agreed. MK will enquire with Meadow Nursery to see if this can be done, it was also suggested that the nuts on the securing bolts are made secure to prevent their removal. **Action: MK**
2. Clearance of brambles along the ditch on Hurdleditch Road - still waiting the landowner to complete.
3. Bench damaged on the Clunch Pit - It was proposed by MK that the quotation submitted from Meadow Nursery for £120 be accepted, this was seconded by JG all agreed.

The damaged bench will be replaced with the plastic bench removed from the church.
Action: Clerk

37/02/10 **Football Shed:**
Still awaiting quotations.

38/02/10 **Street Lighting outside the Primary School**:
Clerk to get a better clarification of the quotations already received and to request a further quotation from CCC. **Action: Clerk**

39/02/10 **Forward Planning:**
1. Update of grants available for the Football Association. WT in the absence of CW gave a report that CW was still awaiting a response from the Football Association. **Action: CW**
An observation resulting from the Parish Council's forward planning exercise was that it would be impractical to demolish the existing village hall before a new one was constructed and so a new site would need to be found. The only land readily available to the Parish Council was the Recreation Ground. RP then circulated a Barry Sharman preliminary sketch of a potential building on the Recreation Ground for consideration by the Council. The Council wish to thank Mr Sharman for freely giving his time in producing the plan.

40/02/10 **Public Toilets:**
The Parish Council considered that the public toilets are an integral part of the Recreation Ground/Pavilion complex and that the Recreation Ground patrons are the major users of the toilets. On this basis the toilets should remain in ORCA's custody and that the ORCA Committee should be asked to reconsider their request for the Parish Council to take over responsibility from them.

41/02/10 **Land Registry Signatories:**
The contact details of the Clerk, Chairman and Vice-Chairman to be given to the solicitors for the purpose of the Land Registry. This is due to the fact that time scales for land registry are very tight and the need for more than one contact is necessary.

Clerk left the meeting at 10.20pm and KR took over the Clerk's duties.

42/02/10 **Committee Reports and Areas of Responsibility:**
Village Hall: report in circulation pack

Clunch Pit: Maintenance work costing about £1000 has been authorised.
Butterfly Conservation people coming on Sunday 21st February

ORCA: Damaged public toilet doors have now been replaced with solid ones

Police Liaison: Report from meeting circulated.
Neighbourhood Watch street co-ordinators to be chased up, to make sure they have made contact with residents in their patch.

Churchyard: Report circulated. JG asked for any other ideas for the 'unpaid workers' could undertake.
Whose responsibility is the bench in memory of Brian Norton? MK will assess the condition and if needs be the family to be invited to undertake the repairs. **Action: MK**

JG had obtained two quotes for the plaque for the unmarked grave for Sylvia Harding:- £165 from undertakers, £35 from Timpsons.
It was proposed by RP that the plaque should be purchased from Timpsons, seconded by MK. All in favour. **Action: JG**

Youth: PCSOs have attended a meeting of the Youth Club and will come again
WT is still trying to get the bank account set up

43/02/10 **Councillors Reports**

WT

SCDC have approached WT to enquire if he would be interested, along with another parish councillor, to run a Parish Energy Partnership. It was proposed by RP that WT and KR be the representatives, this was seconded by JC all agreed.

The Youth Club have raised £2000 which they would like to donate to ORCA to help fund the purchasing of an outdoor gym.

RP

Councillors to think about the idea of planting fruit trees in vacant spaces around the village. It was thought that this could lead to problems as trees will need maintenance and fruit might be mis-used!

MK

Is concerned about the poor standard of some of the tree work carried out in the village. He will write a piece for the Bulletin, as Tree Warden, offering advice to residents. **Action: MK**

The Annual Village Meeting will be on Wednesday 5th May 2010 in the back room of the Village Hall. 7.00 for 7.30 – drinks.

44/02/10 **Clerk's Appraisal**

In accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960, in view of the confidential nature of the business, the public were temporarily excluded from the meeting.

Meeting closed at 10.55pm

RB reported on his appraisal meeting with the Clerk. There were three areas for discussion: workload, hours and grading. It was proposed by WT that the Clerk's hours should be increased to 15 per week, that her computer and printer should be upgraded and that her grade should be increased to match that of Meldreth when she has gained her quality council qualifications. This was seconded by RP. All in favour. RB to discuss replacement of computer equipment with the Chairman of Meldreth Parish Council. **Action: RB**

Meeting reopened at 10.58pm

Agenda Items for next meeting:

Items for the Annual Parish Meeting
Football Shed
Allotment fencing

There being no further business the meeting closed at 11pm.
The next meeting will be on Wednesday March 17th at 7.30pm in the back room of the Village Hall

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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.