

## ORWELL PARISH COUNCIL

**Unapproved** Minutes of the Parish Council meeting held in the back room of the Village Hall on Wednesday 21<sup>st</sup> October 2009 at 19.30 hrs.

**Present:** Mr R Bryant (RB) – Chairman, Mrs K Reid (KR) – Vice Chairman, Mrs J Avery (JA), J Chapman (JC), Mr M Kenyon (MK), Mr R Primett (RP), Mr C Watson (CW), Mr W Talbot (WT)

**In Attendance:** Mrs J Damant – Clerk  
There was one member of the public present.

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- 88/10/09 Apologies for absence:**  
Apologies were received from Mrs J Graham, Cllr Kindersley and Cllr Bird
- 89/10/09 Declaration of interests for items on the agenda:**  
There were no declaration of interests declared.
- 90/10/09 Minutes of the last meeting: 17<sup>th</sup> September 2009**  
The minutes were agreed to be a correct representation of the meeting, proposed by RP and seconded by MK all agreed. The Chairman then signed the minutes.
- 91/10/09 CCC Report:**  
Clerk read out Cllr Kindersley's report, which had also been circulated prior to the meeting.  
1. Junction on A603/Hurdleditch road (white lines) – still being pursued.  
2. Leaden Hill – manhole cover which appears to be leaking clear water. This is not drinking water so is not a concern of Cambridge Water. Meeting to still be arranged between Anglian Water and the Highways Department (CCC). Surface water is another issue in this locality. It runs off the fields and onto the Highway because the surrounding ditches are inadequate. The overriding concern in this area is that surface water, from various sources, appears to be entering the foul water drains resulting in sewage surfacing in gardens and rising in peoples toilets. Clerk to contact the Environmental Health Officer.  
**Action: Clerk**  
Footways – the footway at the bottom of Hillside is now becoming dangerous. The main road near Victoria Drive (National Trust) also appears to be collapsing. Clerk to contact Highways.  
**Action: Clerk**
- 92/10/09 SCDC Report:**  
Chairman read out Cllr Bird's report.  
1. Drop Kerb at the intersection of Hurdleditch Road and Town Green Road – has been surveyed by the Highway Department and the works have been ordered.  
2. Manhole Cover at the corner of Lordship Close and Town Green Road – waiting for site report.  
3. Primary Care Trust – a survey is currently being undertaken.  
Other items – Refuse bins are left blocking pavements and drives once they have been emptied by the refuse collectors. Clerk to write to the Environmental Health Officer.  
**Action: Clerk**
- 93/10/09 Financial Matters:**  
1. Financial Statement for August – Proposed by RP, seconded by MK all agreed, Chairman then signed.  
Financial Statement for September – proposed by RB, seconded by WT all agreed, Chairman then signed.  
2. Financial Statement for October – proposed by RP, seconded by WT all agreed, Chairman then signed.  
3. Payments agreed for signing – proposed by RB, seconded by MK, cheques were signed by KR and RB.  
Additional payments – Meadow Nursery cut 10 and hedge £300.00

It was proposed by MK that one of the payments for Glebe Joinery for the amount of £431.25 be withheld until either the bench at Meadowcroft Way has been completed or the amount for doing the work be deducted and someone else completes. This was seconded by RB, all agreed. Clerk to write to the company.

**Action: Clerk**

**Payments awaiting approval**

	<b>Amount</b>	<b>Vat</b>	<b>Cheq</b>	<b>Purpose</b>	<b>Power</b>
Clerk	£ 370.01	0	1448	Salary	LGA 1972 s 112
Clerk	£ 23.24	0	1449	Expenses	LGA 1972 ss 9/10
Inland Revenue	£ 104.45	0	1450	PAYE	LGA 1972 s 112
MPC	£ 70.00	0	1451	rent Oct	LGA 1972 s 133
MPC (April to Sep)	£ 54.42	0	1451	back dated rent	LGA 1972 s 133
MPC	£ 66.50	0	1451	(SLCC contribution)	LGA 1972 s 143
Moore Stephens	£ 327.75	42.75	1452	Audit	LGA 1972 s 226
ICO	£ 35.00	0	1453	Data protection	LGA 1972 s 226
Glebe Joinery	£ 431.25	56.25	1454	bench repairs	LGA 1972 s 226
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ORCA	£1,950.00	0	1456	2 <sup>nd</sup> payment	S137
PLB (bacs payment)	£2,860.00	0	bacs	loan payment	LGA 1972 s 226
J Whiteoak	£ 30.00	0	1457	expenses	LGA 1972 s 142

4. Prize Money – the money received and earmarked for 'Village of the Year' £1100.00 to be released and used towards the purchasing of the notice boards. Proposed by RB, seconded by KR all agreed.

5. Youth Club – the Orwell Players have very kindly contributed £200 for the youth club.

6. NALC – salary increase to be discussed at next meeting.

7. Audit – the Parish Council has received a clean audit for 2008/09.

**94/10/09**

**Planning:**

Land adj to 55 Hillside, S/1368/09/F – Dwelling and garage

Parish Council recommend Refusal. Proposed by RB, seconded by RP, vote was taken with 5 in agreement to refuse, 2 against refusal and 1 abstention. Motion carried to refuse.

Affordable Housing update – 25 people attended the public meeting. A newsletter will be distributed to all households explaining the affordable housing scheme and giving details of the proposed scheme.

**95/10/09**

**Community Grants:**

1. Village organisations are soon to meet to discuss the grant applications

2. Play equipment repairs – most of the work has been completed, the rope walk is still awaiting completion due to a hold up in the delivery of a component.

**96/10/09**

**Correspondence:**

Clerk attended the SLCC seminar on Freedom of Information and Audit Controls.

**Telephone Kiosk**

The Grade II listed phone box on the High Street is to be abandoned by BT due to lack of use. The telecommunications equipment is to be removed and the Parish Council are expected to adopt it at a cost of £1. This will incur the Parish Council in maintenance expenses and insurance. To be discussed at the next meeting.

**Tennis Courts**

Rory Shepherd (MD) of Anglia & Midland Sports (01832 272449) has inspected the courts, as requested. He would like to leave the courts until after the winter to see if the ground rehydrates and the cracks should then fill in. The 1/4" cracks are located on the side of the court, nearest the hedge. The hedge maybe the cause, as it is drying the ground out. They will reinspect again in the spring unless more cracks appear in the meantime.

All other correspondence has been circulated.

97/10/09

**Orwell Bulletin:**

1. Price – It was agreed that the Bulletin be underwritten by £3,000. At the moment the costs of printing are offset by the money being collected for advertising. It was also proposed that Mrs S Miller could investigate other companies who may be able to accommodate digital photography, any extra costs to be covered by the Parish Council.

## 2. Income and Expenditure

The spread sheet was circulated and the Bulletin is now self financing.

3. Prize money – There is £1000 earmarked for the bulletin, it was suggested by Mrs S Miller that the money could be put towards the costs of publishing a history book of the village. RB will enquire whether the book will be free to all residents or whether it needs to be purchased. Costings need to be provided if the book is to be distributed free.

**Action: RB**

98/10/09

**Allotments:**

1. Acceptance of Agreement – A copy of the proposed Allotment Agreement between SCDC and the Parish Council will be circulated and discussed at the next meeting.

2. Cost involved (fencing) – MK has received one quote and is awaiting a further quote. Clerk to request a third. To be discussed at the next meeting.

**Action: MK/Clerk**

3. Source of Grants – KR had investigated some grant sources, however need to prove that the whole community is benefiting. There may also be 'Start Up' grants available. KR will investigate further.

**Action: KR**

99/10/09

**Parish Plan:**

1. Progress Report – A meeting with Cambridgeshire ACRE has taken place. Another questionnaire is being prepared based on concerns and potential actions. This will be done by the Parish Plan Group, and should be completed by June 2010.

100/10/09

**Standing Orders:**

1. Annex A – Financial Regulation Risk Assessment.

Proposed by RP, seconded by WT that these be adopted by the council, all agreed.

Financial Regulations – It was proposed by RP and agreed by members that Para 11, sub para 11.1b be amended by removing “from appropriate approved list” from that paragraph, as this refers to large councils and not to parish councils.

101/10/09

**Village Maintainable:**

1. Damaged Bench – costings have been submitted but without the costs for the plinth work.

2. Meadowcroft Way bench – see item 93/10/09 item 3.

3. Remainder of the benches, one on the recreation ground and one on Fishers Lane will be renovated soon.

4. Bench outside the Church – under consideration. MK will look at the bench to see if it can be moved in order to replace it with one of the Shelford Tennis Court benches.

**Action: MK**

5. Clearance of brambles along the ditch on Hurdleditch Road – RB still to contact Highways.

**Action: RB**

6. Tree at Pearman's Close/ Stocks Lane – Parish Council will undertake pruning, tender to be obtained.

**Action: MK****Other Items**

Football Shed Door – Clerk has circulated information for the replacement shed door. A quote has also been received for repairing the wooden door or to replace the existing door with a shutter door (steel). The brick work will also need attention. The door is not a regular size so needs to be specialised. Will need further quotes. Clerk to enquire if this can be claimed through the insurance as it was vandalised.

**Action: Clerk**

Bin at Meadowcroft Way - Clerk to enquire if the request for a new bin has been accepted.

**Action: Clerk**

Notice Boards – the board opposite the hairdressers has been removed and is currently at RB premises. Consideration to be given to positioning it on Hillside or at the end of Fishers Lane. Some renovation will be necessary before erecting. RB to get an estimate.

**Action: RB**

102/10/09

**Forward Planning:**

Do we go forward? - The general consensus was that the Village Hall being a wooden building and presently having a structure problem has only a limited life and it would be prudent to start setting aside money for its replacement.

Presently the Parish Counsel has a Public Loans Board loan of £15,000, a grant obtained to meet the cost of installing the tennis courts and the new public toilets on the Recreation Ground. This is scheduled to be paid off over the next three years. The Clerk to investigate whether it would be acceptable/beneficial to pay it off earlier, in any event it was thought that this loan should be paid off before setting aside money for a new village hall.

RP suggested that the two amenities the village lacked were a parish office and a museum/archive room, these could be accommodated in the existing pavilion subject to the Orwell Football Club changing and shower facilities being moved to new accommodation, yet to be built, at the Western end of the pavilion. CW was asked to enquire whether grants could be obtained from the Football Association for such a project.

**Action: CW/Clerk**

103/10/09

**Committee Reports and Areas of Responsibility:**

**ORCA** – There appears to be increasing vandalism

**Carpark** – The bottle bank has still not been removed, CW will enquire.

**Action: CW**

**Computer Data** – RB has contacted Mr Brian Girling for his advise on backing up data and how best to store it.

**Action: RB**

**Burial Ground** - A meeting was held to inspect the current condition of the churchyard/burial ground and the following observations were made:

1. The tarmac path leading from the back of the church to the burial ground requires repair as noted last year. However it has not deteriorated any further and so it was agreed to monitor it for the time being. Weeds have come through this path and also along the paths through the burial ground. JG has asked Meadow Nursery to treat these again. The weeds in the Garden of Remembrance also need treating.

2. The bench in the burial ground needs repairing as already noted by the Parish Council and when this has been done, JG will ask the Unpaid Work Department (UWD) to paint this, together with the other 2 benches in the churchyard. UWD also to be asked whether they would be willing to undertake some other work, such as cutting through the ivy on various trees, taking out self sown saplings and cutting through the ivy and pulling up weeds round the base of the church. The hypericum will need to be cut back from the retaining wall at the front of the churchyard before it is repaired and this might also be a suitable task for the UWD.

3. There is a branch on a beech tree which is hanging down quite low into the churchyard. JG will ask MK to look at this and advise whether the branch should be removed. The horse chestnut trees along the boundary of the burial ground/churchyard have had their canopies raised.

**Action: MK**

4. In the burial ground there seems to have been some movement in a particular area, resulting in some graves sinking quite badly and some plinths working slightly loose under the ground. It was decided to monitor the situation for now as the soil has been very dry and rain may change the situation.

5. There are also a number of loose headstones in the burial ground and churchyard and hopefully the UWD will be able to take remedial action. JG will approach the relevant families.

6. The gate and wooden fence at the North East corner of the churchyard is rotten and needs to be replaced, as noted at the last Parish Council Meeting. Two of the concrete fence posts are crumbling and need to be repaired/replaced. MK to investigate and get some costings and report at next meeting.

Action: MK

A working party was held earlier in the year and together with work carried out by Meadow Nurseries, has helped to keep the churchyard/burial ground looking well cared for.

103/10/09

**Councillors' Reports:**

**WT/JC**

JC attended the same meeting as RB and found it to be very interesting and informative. WT was unable to attend.

**RB**

1. Anti Social Behaviour (Event 29th Sept 09 Cambourne)

This was organised under the umbrella of the South Cambs Crime and Disorder Reduction Partnership. There were four main speakers representing Cambridgeshire Police; the County Council; Cambridgeshire Fire and Rescue Service and South Cambs District Council.

They started with the definition of Anti Social Behaviour and then spoke of the criminal route starting with the issue of Acceptable Behaviour Contracts (ABC) for the lesser offences (threaten behaviour; damage to property, creating unacceptable noise) to the issuing of Anti Social Behaviour Orders (ASBO) be them civil or criminal, this is much more serious and requires application to a magistrate's court for a civil order.

Included in the presentation was, how to report ASB; the South Cambs procedures for dealing with ASB and the tools for dealing with ASB. The fire service primarily dealt with categories and reaction times for the call outs of the various services.

The police as always were giving us assurances of how well they were doing but when one sees the vandalism that is occurring in South Cambs it doesn't give one too much confidence particularly so when they said they have only issued about 5 ABC and 6 ASBO in the whole of South Cambs in the past year.

2. Parish Council Forum (8th October 09 Sawston Village College)

This was a comprehensive agenda presented by CPALC and SCDC. The presenters comprised primarily of members from the SCDC Legal Department who's subjects were:-

a. Parish Council planning powers and potential problem areas. This seemed to comprise an extended list of planning regulations which could be of assistance to PC but they were covered so quickly it was difficult to comprehend and particularly so since there was no hand out. The one piece of information worthy of note is that Chairman's delegation, which has been criticized by many PC's, has been abolished. It is to be replaced in the coming months by a different procedure. Also that future 106 arrangements are to be reviewed.

b. Code of Conduct. A good presentation, a general retread on everything that we should know about the code, much time spent on personal and prejudicial interest.

c. Data Protection and Freedom of Information Issues. This presentation covered the Data Protection Act 1998 and the Freedom of Information Act 2000. The practical problems and solutions of the of the Data Protection Act were discussed as were the consequences of non compliance. Similarly the generalities of the Freedom of Information Act were presented ranging from the principle features, to the right of access and the fees and time limits.

**KR**

Attended the Cambridgeshire Together meeting, is still awaiting the notes which are being sent from ACRE, once these have been received they will be circulated.

There being no further business the meeting closed at 10.50 pm.  
Next Parish Council meeting is on 18<sup>th</sup> November 2009 at 7.30 p.m.

\_\_\_\_\_  
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.*

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