

ORWELL PARISH COUNCIL

Unapproved Minutes of the Parish Council meeting held in the (back room) of the Village Hall on Wednesday 16th September 2009 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 C Watson (CW), Mr W Talbot (WT),

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

There was one member of the public in attendance.

Matter raised by the public:

Mrs Miller expressed concerned as the cost of the Bulletin had risen by £100 (5%) above the original budget. This could be remedied by reducing the number of pages or increasing the advertising. Alternatively, the Council could put a ceiling on the cost of each issue. She thought the Bulletin photography was substandard and could only be improved by using the digital process, this would be more expensive and necessitate changing printers as Hales do not have that facility.

The Archive Group are presently editing a book on the history of Orwell. Mrs Miller asked if it would be appropriate for the prize money received from the "Bulletin Small Communities" competition could be used for that project.

As Chairman of the Chapel Orchard Community Group Mrs Miller stated that she felt guilty about the complaint received concerning the over amplification and over running of time at the "Orfest". Members stated they had had many good reports and that it had been considered to be a successful and enjoyable function. The lead organiser had visited the complainant to apologise. (Subsequent to the meeting the Chairman had written to the complainant)

Mrs Miller asked if anything could be done to enhance the front of the shop. RB said he would get a sounding from the Shopkeeper.

These items are to be discussed at the October meeting.

73/9/73

Apologies for absence:

There were no apologies for absence, all Councillors were in attendance.

74/9/09

Declaration of interests for items on the agenda:

There were no declaration of interests declared.

75/9/09

Minutes of the last meeting: 15th July 2009

The minutes of the last meeting were proposed by JC and seconded by KR and agreed by all as a true representation, the Chairman then signed the minutes.

76/9/09

CCC Report:

1 – condition of village footways

Cllr Kindersley is still pursuing the issue, however there is very little money in the Highways budget. CCC did repair a small part of one of the footways near Stocks Lane. At the moment Highways have prioritised their work schedule and are only carrying out work which is seen as High Priority.

2 – junction on A603/Hurdleditch Road(white lines)

A meeting has been scheduled with Mark Kemp and Richard Preston on 18th September to discuss if it will be possible to have white lines installed on the A603 at the junction with Hurdleditch Road.

3 – Leaden Hill

Manhole cover which appears to be leaking clear water (Leaden Hill/Hurdleditch Road). Clerk is still trying to arrange a meeting with all representatives from Highways, Anglian Water and Cambridge Water, to discuss who is responsible for the drains in this area.

4 - Damaged footway adj to No 7 High Street.

This footway is now blocked, however Highways are aware of the situation.

Other issues:

Meadowcroft Bridge: - An engineer will be looking at the bridge at Meadowcroft Way.

Guided Bus: - the operators of the Guided Bus, Whippet and Stage Coach, do not have a common fare ticket. This is currently being investigated. Concession bus passes can be used on this service.

Bobby Scheme: This is a registered charity run by the Shrievally Trust which provides a service to people aged 65 and over, their aim is to prevent burglaries by improving residents' home security.

By providing quick assistance and reassurance to victims, the Bobby Scheme aims to alleviate any stress and worry. Bobby Scheme can be contacted on 07866 602100 and there is a £20 contribution towards the service, (call out costs are approximately £120).

Housing: SCDC published proposals for its preferred sites last year after government inspectors identified a shortfall in land allocated for future housing development in its Site Specific Policies Development Plan Document (SSPDPD). Inspectors have now confirmed that SCDC's approach of allocating extra development to a few new large housing sites, that are focused on Cambridge, is the right way to provide homes that have good access to services and facilities. The sites are:

Orchard Park -(three sites, 220 additional homes; land between Huntingdon Road, Histon Road and the A14 – 1,100 homes (630 by 2016); Powell's Garage, Woollards Lane, Great Shelfod – 18 homes; Ida Darwin Hospital between 250 and 275 homes (215 by 2016); Cambourne – an extra 950 homes; the former Bayer Crop Science site at Hauxton – 380 homes; small sites at Papworth and Impington.

Inspectors consider that these sites, together with other land already identified such as Northstowe, and other sites on the Cambridge fringes, will meet the housing needs of South Cambridgeshire to 2016 and beyond. From a local point of view more houses at Cambourne will mean more pressure on the local road network and on schools as the process of delivering secondary education to Cambourne students. Awaiting for a government grant to be confirmed to see if there will be a new school built in Cambourne.

77/9/09

SCDC Report:

Report has been received from Cllr Bird and has been circulated to all members.

78/9/09

Financial Matters:

1 – August & September Financial Statements

Financial statements will be signed at the next meeting.

2 - Payments/Additional Payments and deposits for August/September

Additional payment for July (agreed at July's meeting)

Harry Stebbing (notice boards) £2,435.93 vat 317.73

September payments

Clerk Salary £ 370.01

PAYE (clerk) £ 104.45

Clerk expenses £ 0

MPC – rent for August & September + clerk training £ 121.86 + £10.00 = £131.86

Window Cleaner (April, June) £ 9.00

Hales Printers (bulletin) £ 740.00

Carter Jonas (Glebe Field rent) £ 162.50

SLCC – WT training (risk assessment) £ 109.25 vat 14.25

Meadow Nursery – cut 7,8 &9 £ 600.00

Deposits:

Bulletin £ 35.00

Allotments £ 30.00

Payments proposed by RP and seconded by JC all agreed.

3 – Office rent increase to £70.00 per month

Meldreth Parish Council have requested that rental contribution is to increase to £70 per month, as of April 2009, It was proposed by RB to accept this increase and seconded by RP all agreed, motion carried to increase the payment of rent from £60.93 to £70.00. Rental increase to be back dated to April, proposed by RB and seconded by RP all agreed.

4 – Glebe field rent increase from £325 to £375 per annum

It was proposed by RP and seconded by RB to accept the increase.

5 – SLCC membership Orwell contribution is £66.50 (cost is shared with Meldreth total amount would be £133.00)

It was proposed by RP to join the Society of Local Councils and Clerks (SLCC) for one year with Meldreth, this was seconded by RB all agreed.

79/9/09

Planning:

Planning Meeting held on 10th August 2009

4 Chequers Close, Extension. - Parish Council recommends: Refusal with comments.
Vote taken: 3 for and 1 against refusal, motion to refuse was carried.
Proposed by RB and seconded by MK. Planning Chairman then signed the minutes as a true record.

Planning Meeting held on 24th August 2009

62, High Street, S/1102/09/F – Parish Council recommends: Approval
62, High Street, S 1103/09/CAC - Parish Council recommended : No Recommendation with comments
Proposed by MK and seconded by RB, the Planning Chairman then signed the minutes as a true record.
A full version of the planning minutes can be obtained from the Clerk.

SCDC Decisions

Malton Farm, S/0473/09/F – Permission granted for conversion of outbuildings to self-contained Annexe and domestic changing rooms. Modification of garage roof

Malton Farm, S/0474/09/LB – Permission granted to alter and convert outbuilding to self-contained annexe, changing rooms, offices and garages following changes to roof.

4 Chequers Close, S/0966/09/F – permission refused for extensions.

A letter has been received from Mr and Mrs Roger Daw concerning planning for a glazed canopy and storage area, planning permission is not required (for Parish Council information only).

80/9/09

Community Grants:

1 – Combined grants (play pathfinder and SCDC) for play equipment and outside gym - update.

This is still ongoing.

2 – Quotes requested for play equipment repairs (have they been received)

Quotes for repairs have been received and most of the repairs have now been completed. There is some work still outstanding, RB is currently looking into a further grant application in order to complete these works (replacement of impact surfaces)

81/9/09

Correspondence and Clerk's Report:

Clerks Report:

Clerk and MK have reported fly tipping near the verge on Malton Lane. It is the responsibility of the land owner to remove it since it is in the field and not on the highway.

Clerk to attend an SLCC training seminar of Freedom of Information and Accounting.

South Cambs Parish Forum 23rd September at Cambourne – **JC and WT to attend.**

Cambridgeshire Together 29th Sept (6.15-9.30 pm) ACRE **KR to attend.**

CDRP – antisocial behaviour at Cambourne on 29th September – **RB to attend.**

Footpaths 10 and 12 – A letter has been received from SCDC proposing to formalise the re-routing of footpaths 10 and 12 to follow the perimeter of the field rather than going across it.

Textile Bank is now in place in the Village Hall carpark.

Housing growth survey (organised by SCDC and CCC and found on their websites)

- road show Cambridge Central Library Saturday on 10th Oct

SCDC invitation to a Voluntary Sector Fayre on Thursday 26th November at Cambourne

SLCC Regional Conference for East of England 24th September at Chilford Hall, Linton cost is £64.00 **Nobody able to attend.**

CPRE – Hedgerows Course on Sat/Sun 7th & 8th November at Wandlebury Country Park, notices on notice board. **Open to all residents, FREE**

Community Orchard workshops (first one will be on 8th November) **FREE**

Circulation Pack – has been circulated

Copy of Letter from Andrew Stimson ie. Obstruction of Orwell Footpath 5.

Neighbourhood Policing (JULY)

Neighbourhood Panel notes

Public footpath proposals in Great and Little Eversden, Orwell and Toft

Guide to the Local Development Framework (LDF)

Addenbrooks Hospital Access Road

Cambridge Central Library

COPE

Letter from Comberton and Caxton Parish Council on Chairman's Delegation

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Procedures.
Standards Committee Newsletter
email from CPALC – input requested on Powers to parish and town councils
ORCA minutes held on 24th July
SCDC Monthly update on planning
Community Engagement Strategy consultation (to be done as individuals)
Clerks & Councils Direct

ASHTAV
South Cambs District Councillor's Report

82/9/09

Parish Plan

1 - Parish Plan progress report

Continues to be processed. The document was held up at Cambridgeshire ACRE but will now be forwarded to the Planning Portfolio holder at SCDC.

The intention is to move into the second phase once clarification has been received from ACRE concerning the current draft. At present the feedback suggests that the document has use only for within the Parish although all the previous workshops and meetings stated it is supposed to help inform planning policy and decisions. Expansion will be needed on the final section of the current draft to create an action plan for Parish Council based upon the concerns raised.

83/9/09

Standing Orders

1 - Financial Regulations and Risk Assessment update

RB proposed that the Financial Regulations, having been circulated to all members and amended, should be adopted, seconded by WT all agreed.

FINANCIAL REGULATIONS WERE ADOPTED ON 16TH SEPTEMBER 2009.

Annex A is the Financial Regulation Risk Assessment. It will be circulated for councillors comments and hopefully be adopted at the next meeting.

84/9/09

Village Maintenance:

1 – Damaged Bench update

The benches from Shelford Tennis Club have now been repaired. One of the benches will be secured in the Recreation ground, near the tennis courts. A quote has been received from Meadow Nurseries for under £300. It was proposed by MK and seconded by RB to accept the quote, all agreed. MK will notify Meadow Nursery.

Action: MK

It was suggested that the other bench that has been renovated could replace the plastic one positioned on the foot way in front of the Church. MK to investigate.

Action: MK

2 - Meadowcroft Way bench – update

MK is still trying to get Mills & Douglas to finish the repair works on this bench.

3 – Remainder of benches in the recreation ground – update

Meadow Nursery are due to start the work.

4 - Clearance of brambles along the ditch on Hurdleditch Road

RB still to make contact with Highways.

5 – Tree at Pearman's Close/Stocks Lane – update on ownership

It is still unclear as to who is responsible for this tree, (RB has contacted the developers and KR has contacted the residents), it was proposed by RB that the Parish Council prune the tree, seconded by MK, all agreed. MK will get a price.

Action: MK

85/9/09

Forward Planning – (Replacement of the Village Hall):

1 – How (financing)

To replace the village hall will be a major project, though there maybe grants available. Orwell has already received a grant from SCDC for the updating of the pavilion. Other grants maybe available from other sources, such as, the Lottery, landfill, mineral & waste.

Other ways of accumulating funds is to allocate money to the reserves annually or a loan from the Public Loans Board, though a loan is still being paid off for the pavilion.

If the village hall is built in another location the sale of the existing building would provide an income source.

RP will put together a summary report for next month's meeting.

Next meeting: **Do we go forward?**

86/9/09

Committee Reports and Areas of Responsibility:

Village Hall – report attached

ORCA - ORCA minutes attached

ORCA have agreed to the spare chairs from the village hall being stored in the Recreation Ground shed. In the interest of security there is a need to replace the existing doors. MK to obtain a quote for replacement of wooden doors, the Clerk to investigate the fitting of an 'up and over' type garage doors. Parish Council to finance the replacement doors.

Action: MK and Clerk

The repair of the play equipment has been commissioned and will start in the next couple of weeks. The PIR lighting has also been installed. RB is applying for funding for the repair of the matting under the swings. A meeting is being planned for user groups within the recreation group to see how the equipment can be improved so it is relevant to all age groups and users - partly in response to the Parish Planning Process, and from workshops with young people and the school.

Youth Club

Behaviour of some persons on the Recreation Ground are a cause for concern, the police are very much aware of the situation and are taking action. The problems occurring are not associated with the the youth club.

The Youth committee has met and is drawing up its constitution and has put in a clause that resources and money would be given to the Parish Council for development of youth projects in the future if the club ceases to meet. They also need help with banking of grant monies and a third party to check their accounts when the current arrangements with Connections Bus Project ends in April and a formal request will be coming to the Parish Council after the constitution has been completed. The group are also keen to develop a role as ambassadors for young people in the village and will be asking to present ideas to representatives of the Parish Council in the near future.

The youth club is in the process of recruiting more adult volunteers so that it can run all year round, with the exception of Christmas period. The young people have also been nominated for a Cambridgeshire Young Persons of the year award. Discussion with Guides and Scouts to find out how they might be more involved in Orwell Youth Project has started.

Allotments

Mrs Knebel has agreed to the parish council having a piece of the SCDC land (0.22 acre) behind Chapel Orchard for the use as allotments. With the assistance of SCDC Land Officer the area has been marked out and the farmer advised.

Quotes for fencing and the rotavation of the area are to be obtained by MK. KR to investigate whether grants are available to assist in starting up new allotments. The Clerk will enquire with CPALC.

Action: MK, KR and Clerk

Churchyard/Burial Ground

Grass cut 9 has been done. Weeds are coming through the paths quite badly, particularly in the Burial Ground and also in the gravel of the Garden of Remembrance. Meadow Nursery have been asked to treat. The hedges are due to be trimmed again.

JG to make a list of unsafe headstones, it is hoped that the Unpaid Work Department will be able to carry out these repairs, they have also offered to undertake any other projects such as painting benches.

MK will repair the bench in the burial ground, then the Unpaid Work Department can repaint all three benches whilst on site. JG will contact the Unpaid Work Department.

Action: MK & JG

Glebe Field

The sheep have been moved into the Clunch Pit and the field looks fine. The post at the lower end of the field still needs repairing.

87/9/09

Councillors' Reports:

WT

Primary School - By November part of the refurbishment work being undertaken at the primary school will result in a Community Room being available outside school hours, for use by other village organisations. The charge to hire is yet to be established.

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Risk Management Training - Felt it was a useful workshop, main concerns are death and computer back up. WT still waiting for the additional information to be sent to him.
Computer update - On hold at the moment, RB stated that computer back up is a Council priority.

Action: Clerk/ RB

RB

Footpath No. 5 (at side of church) - RB has met with the residents neighbouring footpath 5 along with a CCC representative. CCC have since written to the resident asking for the vegetation to be cut back between step 16 and step 30. The work to be completed by the 26th October 2009.

Notice Boards – The notice boards have now been erected. The board removed from outside the shop will be placed opposite the hairdressers. It was suggested that the board presently opposite the hairdressers should be placed at Hillside. RB will keep the notice board until a final decision is made.

Affordable Housing update - A public meeting has been arranged for October 15th in the Village Hall. An article has been placed in the Orwell Bulletin. Cambridgeshire ACRE, SCDC Planning and Cambridge Housing Association are scheduled to be present.

Parish Forum Meeting on 23rd July 2009 Report:

1. Change of Planning Appeal Process - 80% of household applications to be dealt within 8 weeks. More written representations and fewer hearings. Neighbours and PC will not have a further chance to make further representation to appeal hearings. Costs will apply to written representations.

2. Public Art - Paid for through planning gain (106 agreement). Suggested Public Art be introduced wherever 10 houses are constructed.

3. Open Space Conservation - Open space Study showed that the majority of Parishes had a deficiency in both sport and play space. Standard provision in South Cambs should be :-

- a. Outdoor Sport - 1.6ha per 1000 people
- b. Childrens play space - 0.8 ha per 1000 people
- c. Informal open space - 0.4 ha per 1000 people.

The costs involved in providing and maintaining open public open space was also discussed together with the process of acquiring contributions from developers through Section 106 agreements.

4. Planning Enforcement - this is used to deal with breaches of Planning Control:-

- a. Failing to comply with any conditions
- b. Carrying out development without planning permission. Only applicable within 4 years of breach.
- c. Breach is a criminal offence, the aim is to remedy not punish.
- d. Only used when expedient.
- e. About 450 investigations each year, resulting mainly in the issuing of Planning Contravention Notices and Enforcement Notices.

5. Conservation - South Cambs has 103 Parishes and 85 Conservation areas. This presentation outlined the regulations concerning new developments; extensions; demolition; advertisements; solar panels, wind turbines and satellite dishes within a conservation area.

South Cambs Parish Planning Forum to discuss gypsy & traveller issues - 30th July Report:

The subject forum was held at SCDC on the 30th July. The meeting provided the opportunity to discuss South Cambs proposals for accommodating the additional Gipsy and Traveller pitches allocated to them by Eastern England Regional Assembly. The minimum requirement is for 88 pitches. I believe South Cambs have done a good job on this plan which is scheduled for adoption in 2011. They see the potential sources of land for new sites coming from:-

- a. Public owned land
- b. Unauthorised sites
- c. Extension to existing sites
- d. Planned into major developments e.g. Cambourne; Northstow ; Trumpington Meadows..

The proposals for new pitches in our local area are:-

- a. 2 additional pitches at New Farm Haddon.
- b. 5 new pitches on a new site at Spring Lane Bassingbourn
- c. 6 new Showmen's pitches at Meldreth.

These when added to the 17 pitches already at Meldreth and Whaddon and the 21 Showman pitches at Meldreth is tending to build up a formidable concentration of pitches in this area which could have an impact on our education facilities at Bassingbourn and Orwell and the local health services.

MK

Litter - The WI has had a litter pick in the village, on the whole the village was good except along Malton Lane (see item 81/9/09) and outside the primary school entrance. WT will report back to the school

Action: WT

JC

Methodist Chapel - It would now appear that outside groups, who use the chapel need to have their own Public Liability Insurance. There is cover for occasional users.

Litter bin at Meadowcroft Way - The litter bin at the entrance of Meadowcroft Way is in a poor condition, the Clerk to ask SCDC if it can be replaced.

Action: Clerk

RP

Carpark - CW to request that one of the bottle banks be removed from the carpark. This would allow better access to the paper bank and provide more room for the textile bank.

Action: CW

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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REPORTS

Village Hall Report - (Minutes held on 4th August 2009)

Apologies: Gerry Arnold; Jillian Jones

Present:-Dave Titchmarsh; Mike Robinson; Bob Bryant; Roy Primett; Nancy & Derek Skipper
Minutes of last meeting 28th April 2009 – Read, approved & signed.

Matters arising:

Tell Tales mounted at the back of the stage have not altered since April. Derek to contact Peter Start on 01223 811572 to find out cost of professional monitoring and action it if it is a reasonable cost.

We have 2 quotes for the alterations of the entrance of the Village Hall. Both are around £3,000. We need a third quote to satisfy the Parish Council. This to be arranged by Derek. When the third quotation has been obtained Mike, Dave and Derek will decide who is to carry out the work.

Carpet Bowls Club has agreed the arrangements for Friday evenings.

We have a quotation for the Emergency Lights and Exit Lights. This is required by legislation. In view of the specialised nature of this equipment it might not be possible to obtain three quotations.

Dave has cleaned out the gutter over the wooden ramp and the ramp is no longer slippery.

The CD player on the stage is working again.

Chairman's Report:

There was a leak above the door in the back room but Dave felt that it was due to the direction of the wind and since then, there has not been any further trouble.

Dave surveyed the outside of the building and some of the woodwork needs repainting.

Dave and Roy will check to see what needs attention and obtain quotes.

There has been a request for blinds to be fitted at the kitchen windows. The Committee did not support this.

Mike will organise the laying of the loft insulation.

Treasurers Report:

The Charity Commission has been advised of the audited accounts. Casual hire is the main source of income.

AOB:

It was decided to purchase 140 Charcoal coloured chairs from Trident Office Ltd. The cost will be £2,530.96. Proposed by Derek, seconded by Roy and agreed by all. It was suggested the outgoing chairs should be stored in the shed on the Recreation Ground. Dave to seek agreement with Roger Golden (Chairman of the Orwell Football Club).

ORCA Report - (Minutes held on 2nd September 2009)

Present: Nick Bowman. Elaine Bowman, Bob Bryant, Roger Golden (Acting Chairman), Katie Reid, Colin Ingre, Wayne Talbot, Roger Whiteoak.

1. Apologies for Absence

Phil Grant, Jamie Fewster, Mike Kenyon.

It was noted that Phil Grant has chosen to stand down from the ORCA committee as from today.

2. Minutes of last meeting (3rd June 2009)

These were signed as a correct record.

3. Matters arising

The minutes of the extraordinary meeting to discuss cracks in the football pitch were discussed. Roger Whiteoak to update minutes and to publish them

4. Caretaker's report

No direct report from Syd but **Nic** suggested that it was unrealistic to expect him to follow the existing job description but all agreed that something had to be done regarding the state of the toilet facility.

Action: **Nic** to talk to Syd re revised job description, emphasise need to clean on a regular basis; look into possibility of using hand dryers to prevent problems with paper blocking sinks and toilets; look into a different type of toilet roll dispenser (less easy to remove large amounts of paper); fix a notice in the toilets to allow complaints to go through to Nic.

As to the rest of the pavilion it was deemed to be the hirer's responsibility to clean the areas used after use. Footballers should make sure that both changing rooms were adequately clean after every match.

Roger G suggested charging a deposit, this was noted but will not be taken up for the moment.

5. Treasurer's report

The mid year figures are attached to these minutes. The possible variations in finance stem from the unsure earnings from the Tennis club and from Comberton football club. It is not clear how much either will contribute. If there is no contribution from either, and no further maintenance issue, there will be a year end net of £352. If both contribute at the originally expected figures, there will be a year end net of over £1000.

It was suggested that the kitchen improvements should be pursued with any remaining money. The kitchen improvements suggested are: replace worktops to increase surface area; fit kick boards to the units and repair floor; fit an instant hot water boiler, for tea making. **Nic** agreed to find estimates for these items.

The tennis club finances were discussed. It appears possible that future donations from the tennis club to the MUGA fund and to ORCA may have to be reduced, due to reducing club membership.

6. Development Plan, including update on Play Equipment.

Play equipment: Three quotes have been obtained put through the Parish Council. Bob Bryant has prepared the grant application and RSS have been contracted to carry out the repairs. Expected to be completed in 6 weeks

Action: **Katie** to sort out signs to go on the play equipment and in the notice board so that there is a contact number to ring in order to report a problem with any of the equipment.

Elaine and **Wayne** to be the contacts for the above.

Development Plan: Corin Easy went to SCDC seminar to look at new play equipment. **Wayne** wished to express his thanks to Corin for all the hard work she has put into the project.

Katie thought it would be good to get adults on board; there will be 6 months consultation period to find out what adults and children actually need.

7. MUGA, review of usage

Elaine reported that there have been no MUGA bookings this summer. The MUGA has been advertised as being available, and a slot has been made for the 5-a-side football and (potential) netball teams. The 5-a-side football has stopped and the netball team has as yet to be formed.

It was agreed that the advertising space would continue as before.

The tennis club are intending to increase the club interests in 2010, with a second league team (mixed doubles lead by Elaine Bowman). The success of the tennis club will be important in the finances of the MUGA maintenance in coming years, if no other MUGA based teams emerge.

Bob raised the issue of court cracking, **Nic** agreed to find out if there was an issue.

The school may have been using the MUGA in the day, **Elaine** agreed to confirm and bill if necessary.

8. AOB

The football team have requested a grass cut prior to the next fixture, it has been agreed by Mike Kenyon to cut just the football pitch. **Nic** confirmed that 5 cuts and one hedge cut are still available (£1000 total), **Bob** agreed to discuss this with Mike Kenyon.

E mailing between main meetings was discussed. This is a useful and fast format and was agreed that it could be used for some decisions. Financially, decisions of the order of £100 can be made by e mail agreement if there are sufficient positive responses, a 'no reply' cannot be considered as tacit agreement, actual positive responses are required.

The use of the 'shed' was discussed. There are a number of spare chairs from the village hall which require storage and it was agreed that the shed would be suitable. **Roger** agreed to look at the current football items stored, and make suitable space.

A bench is available for sighting on the field, it was suggested to place it by the MUGA. The tennis club are to respond with where they want it sited, action **Nic**